



Kitchen, Shared Areas, Food & Beverage

Please select one option

Do employees have access to reusable mugs, dishes, utensils, etc.??*

Employees do not have access

Employees have access

Not applicable

Do you use biodegradable dish soap to wash dishes?*

We use non-biodegradable dish soap

We use biodegradable dish soap

Not applicable

What sort of coffee filters are commonly used in the office?*

We use one-use coffee filters

We use reusable or biodegradable coffee filters

N/A. We do not have a common coffee maker

We shut off taps tightly and/or have automatic taps and we actively encourage staff to report leaks and drips to appropriate maintenance personnel.*

No

Yes

Not applicable

When holding office lunches/parties, meetings, and events:*

We use dishes that end up in the trash (e.g. plastic, polystyrene)

We use biodegradable dishes, or a combination of disposable and reusable dishes

We use only reusable dishes

Not applicable

Do you have access to a water fountain, sink or cooler for drinking water?*

We do not have access

We do have access

When holding office lunches/parties, meetings and events:*

We provide bottled water for everyone

We provide some bottled water but intend to stop this practice

We provide water jugs with compostable cups that we dispose of in our green bin

We provide water jugs with glassware

We do not provide any water

Does your office purchase Fair-Trade certified food (e.g. coffee/tea, chocolate for meetings/office events, etc.):*

We don't purchase Fair-Trade food

We sometimes purchase Fair-Trade food

We always purchase Fair-Trade food

Not applicable

BONUS: We have performed or implemented a kitchen, shared areas, food and beverage related action that is not mentioned here but we believe deserves recognition.

No

Yes

If yes, please feel free to describe your additional office initiative.

This form is part of the complete Green Offices certification toolkit.
The full form can be found at uoft.me/greenoffice.
For more information please contact sustainability@utoronto.ca.