



Dear Potential Houston GOC Tenant Participant,

Many of you have asked to see the Scorecard for tenants in the Green Office Challenge. Below are screenshots of all the questions you will encounter when you enter the portal. (This is after you have registered and gotten your password to log-in to the portal.)

You can start the survey and save it to finish later. If you choose “Save & Complete,” your baseline will be set, and no more changes can be made. Please let the Houston Green Office Challenge team know if you have any further questions.

We want to emphasize that this challenge is a fun way to help you save some money and “green” your business operations, so sign up for the challenge today!

Thanks!  
Houston Green Office Challenge team

▼ Category 1: Energy					
#	Question	Response	Points Achieved	Points Available	Links
1	Has your company, either on your own or working with your property owner/manager, conducted an energy audit or calculated your average energy use over the last 12 months? (Upload usage at bottom of page) Has your company established an energy reduction goal of at least 10% of your annual energy usage? List planned reduction measures.	<input type="radio"/> No <input type="radio"/> Yes - Calculated past 12 months of usage <input type="radio"/> Yes - Goal of at least 10% <input type="radio"/> Yes - Both		5	<a href="#">Help</a> <a href="#">Resources</a>
2	Has your company worked with your property owner/manager to conduct a lighting audit and implemented at least one of the energy-reducing recommendations from the audit report?	<input type="radio"/> No <input type="radio"/> Yes - Conducted Audit <input type="radio"/> Yes - Implemented Action		3	<a href="#">Help</a> <a href="#">Resources</a>
3	Has your company created a list of all your office appliances/equipment and recorded whether or not they are ENERGY STAR rated?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
4	Has your company established a policy that when replacing or adding new equipment or appliances, they will have an ENERGY STAR rating?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a> <a href="#">Resources</a>
5	Has your company changed the settings on all office computers to go into sleep mode after a set time of non-use and discontinued the use of screen savers, and/or implemented a "Computer Shut Off" education campaign?	<input type="radio"/> No <input type="radio"/> Yes - Sleep Mode/Screen Savers <input type="radio"/> Yes - Implemented Computer Shut-off education campaign <input type="radio"/> Yes - All		3	<a href="#">Help</a> <a href="#">Resources</a>
6	Has your company reduced the number of printers by sharing printers amongst employees (more than one computer per printer) and reduced/eliminated personal office printers?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a>
7	Have you purchased CO2 offsets or renewable energy credits for 25%-50% or 50%-100% of your office's electricity usage?	<input type="radio"/> No <input type="radio"/> Yes - 25%-50% <input type="radio"/> Yes - 50%-100%		3	<a href="#">Help</a> <a href="#">Resources</a>
8	Has your company eliminated all personal refrigerators and space heaters from your office?	<input type="radio"/> No <input type="radio"/> Yes - Eliminated Personal Refrigerators <input type="radio"/> Yes - Eliminated Space Heaters <input type="radio"/> Yes - Both		2	<a href="#">Help</a> <a href="#">Resources</a>
			0	24	

▼ Category 2: Outreach

#	Question	Response	Points Achieved	Points Available	Links
9	Does your company have a "Green Team," which is responsible for making office "greening" fun, managing environmental initiatives and communicating with all staff in the company?	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Help</a> <a href="#">Resources</a>
10	Has 5% of your staff attended a Green Building Resource Center educational seminar and/or the Houston Green Office Challenge webinar series? Has your company hosted an in-office green educational session for yourself and your employees?	<input type="radio"/> No <input type="radio"/> Yes- GBRC/HGOC Training <input type="radio"/> Yes- Company Training/Meeting <input type="radio"/> Yes- All		3	<a href="#">Help</a> <a href="#">Resources</a>
11	Has your company designated one day to one week to recognize your office's green successes and efforts?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
12	Does your company alert all staff and the HGOC team on your involvement in the Houston Green Office Challenge and provide quarterly electronic reports on the progress of HGOC work?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a>
13	Have you referred another tenant to participate in the Green Office Challenge? Have you signed up a tenant, property owner or manager to participate in the HGOC?	<input type="radio"/> No <input type="radio"/> Yes - Referred Another Tenant <input type="radio"/> Yes - Signed up Another <input type="radio"/> Yes - Both		2	<a href="#">Help</a> <a href="#">Resources</a>
14	Has your company engaged your property owner/manager to implement innovative green practices (such as implementing energy efficiency projects in the building, participating in Lights Out Houston, installing a green roof, planting vegetable gardens, implementing submeters for tenants, offering tenants incentives to reduce energy use, mandating the use of revolving doors to enter the building, etc.)?	<input type="radio"/> No <input type="radio"/> Yes - One Innovative Practice <input type="radio"/> Yes - Two Innovative Practices <input type="radio"/> Yes - Three Innovative Practices <input type="radio"/> Yes - Four Innovative Practices		4	<a href="#">Help</a> <a href="#">Resources</a>
			0	14	

▼ Category 3: Transportation

#	Question	Response	Points Achieved	Points Available	Links
15	Has your company conducted an employee commuter survey?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a> <a href="#">Resources</a>
16	Does your company have a commuter benefit program or provide incentives for using alternative modes of transportation to work?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a> <a href="#">Resources</a>
17	Does your company have a telecommuting or flextime policy for employees?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
18	Does your company participate in a carpool program to help staff find carpool partners?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
19	Has your company calculated and offset carbon emissions from employee business travel and/or conventional employee commuting?	<input type="radio"/> No <input type="radio"/> Yes - Calculated <input type="radio"/> Yes - Offset Business Travel <input type="radio"/> Yes - Offset Commuting <input type="radio"/> Yes - All		3	<a href="#">Help</a> <a href="#">Resources</a>
20	Has your company established a policy where employees must request a hybrid car when renting cars for business travel?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
21	Does your company have a bike sharing program so that employees can travel by bicycle during the workday?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help</a> <a href="#">Resources</a>
22	Does your company provide showers and lockers in the office or subsidize local gym membership for biking or walking commuters?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a> <a href="#">Resources</a>
23	Does your company provide secure on-site interior and/or exterior bike parking for employees?	<input type="radio"/> No <input type="radio"/> Yes- On-site Interior Parking <input type="radio"/> Yes- Exterior Parking <input type="radio"/> Yes- Both		3	<a href="#">Help</a> <a href="#">Resources</a>
24	Has your company engaged property management regarding adding electric vehicle charging stations to the property in tandem with the City of Houston's Electric Vehicle Initiative?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help</a> <a href="#">Resources</a>
			0	26	

▼ Category 4: Waste

#	Question	Response	Points Achieved	Points Available	Links
25	Does your office recycle and/or do you participate in a building recycling program? If not, have you worked with your property owner/manager to implement recycling in your office and/or the building?	<input type="radio"/> No <input type="radio"/> Yes - Working With our Office or Owner/Manager to Recycle <input type="radio"/> Yes - Only Office Recycles <input type="radio"/> Yes - Our Office & Building Recycles		3	<a href="#">Help Resources</a>
26	Has your company coordinated with property owner/manager and completed a waste stream audit, established a waste diversion/reduction goal of at least 50%, and assessed progress against goals?	<input type="radio"/> No <input type="radio"/> Yes - Audit <input type="radio"/> Yes - Established Goal Reduction <input type="radio"/> Yes - Assesses Progress		3	<a href="#">Help Resources</a>
27	Does your company have a policy for circulating documents electronically instead of using paper-based memos or fax?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
28	Has your company determined how much paper your office uses and established a paper use reduction goal?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
29	Has your company implemented a green purchasing policy to procure green products where feasible? Do you use Green Seal certified (or equivalent) green cleaners?	<input type="radio"/> No <input type="radio"/> Yes - Policy <input type="radio"/> Yes - Green Cleaning Products <input type="radio"/> Yes - All		3	<a href="#">Help Resources</a>
30	Are all employees given only a recycling bin to use at her/his desk in place of a trash bin? Are trash bins in public areas only?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
31	Does your company purchase post-consumer recycled paper? Purchase 30% or 100% or processed chlorine free?	<input type="radio"/> No <input type="radio"/> Yes - 30% <input type="radio"/> Yes - 100% <input type="radio"/> Yes - Chlorine Free		3	<a href="#">Help Resources</a>
32	Does your company purchase post-consumer recycled paper products (i.e. paper towels, files, envelopes, notepads, boxes, business cards, etc.)? Purchase 30% or 100% or processed chlorine free?	<input type="radio"/> No <input type="radio"/> Yes - 30% <input type="radio"/> Yes - 100% <input type="radio"/> Yes - Chlorine Free		3	<a href="#">Help Resources</a>
33	Is double sided copying and printing set as a default on all capable machines, and has your company instructed staff of this policy with clear signage on proper usage?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
34	Does your company unsubscribe to all junk mail and reduce the number of catalogs and newspapers sent to your office?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
35	Are recycling bins provided within the office for cell phones, rechargeable batteries, used printer cartridges and/or alkaline batteries?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
36	Does your company recycle old computers and other large electronics (printers, copiers) with a certified electronics recycler?	<input type="radio"/> No <input type="radio"/> Yes		3	<a href="#">Help Resources</a>
37	Has your company eliminated the use of Styrofoam and plastics in your office?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
38	Has your company eliminated the use of single-serve bottled water in the office?	<input type="radio"/> No <input type="radio"/> Yes		2	<a href="#">Help Resources</a>
39	Has your company implemented an innovative project/program to reduce waste (composting, reusable coffee mug program, packing material reuse, food court recycling, recycling in Downtown tunnels, etc.)?	<input type="radio"/> No <input type="radio"/> Yes - One Innovation <input type="radio"/> Yes - Two Innovations		2	

▼ Category 5: Bonus

#	Question	Response	Points Achieved	Points Available	Links
40	Has your company implemented an innovative project/program to reduce water use? (e.g. installing xeriscaping, drip irrigation systems, rainwater harvesting, low- or no-flow plumbing fixtures, or conducting an irrigation audit) If so, please explain the innovation.	<input type="radio"/> No <input type="radio"/> Yes		2	
41	Has your company installed a daylight harvesting system in your office for all employee work spaces?	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Resources</a>
42	Do you and your co-workers turn off the lights during the work day provided there is sufficient daylighting in your office(s) and/or workspace(s)?	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Resources</a>
43	Has your Green Team organized two activities that focus on the HGOC categories of Energy, Outreach & Engagement, Transportation, Waste for your office? Some examples include going to the City Hall Farmer's Market on Wednesdays (Outreach & Engagement), bringing your own containers for leftovers during an office lunch outing (Waste), organizing a Bike To Work Day (Transportation), and an office e-cycling day or composting information session (Waste).	<input type="radio"/> No <input type="radio"/> Yes		1	
44	Has 3% of of your staff (with a minimum of 3 people) attended two Mayor's Green Building Tours? If so, please list which tour and those who attended.	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Help</a> <a href="#">Resources</a>
45	Has 3% of your staff (with a minimum of 3 people) attended two Second Saturdays at the Green Building Resource Center? If so, please list those who attended.	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Help</a> <a href="#">Resources</a>
46	Has 1% of your staff (with a minimum of 3 people) attended one "lunch and learn" educational event focused on green buildings with one of the following non-profit partners: AIA, ASHRAE, BOMA, IFMA, IREM, or USGBC? If so, please upload a list of who attended and what event your group attended.	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Resources</a>
47	Has 3% of your staff (with a minimum of 3 people) visited the City of Houston's WaterWorks Education Center? If so, please list those who have visited the center.	<input type="radio"/> No <input type="radio"/> Yes		1	<a href="#">Help</a> <a href="#">Resources</a>
48	Has your company had two screenings of environmental documentaries for 5% of your staff? (Any of the following are eligible: No Impact Man, Story of Stuff, The Human Footprint, End of Suburbia, Food, Inc., and The Revenge of the Electric Car) If so, please upload a photo of the events and list which two films were shown.	<input type="radio"/> No <input type="radio"/> Yes		1	