



Greening Your MIT Department

Implementation Plan

It's been determined that your office may be in need of some environmental improvements, so what's next? Below are a few steps to take to help implement a plan to improve things around the office, from an environmental sustainability point of view.

Step 1 – Conduct an environmental audit of your office space to get a baseline understanding of the office practices.

- Determine what initiatives have been established.
- Determine how those initiatives are working.
- Determine what areas to focus on first.

Step 2 – Review the audit with managers in your department or office to determine how much time can be placed towards making these improvements, which to prioritize and how to receive help in making these changes.

- Establish a team of personnel to determine initiatives and promote changes.

Step 3 – Set up a timeline of improvements and general plan for implementing the changes necessary. Collect applicable data ahead of time for comparison after changes are implemented.

- Energy Efficiency Improvements
- Recycling Program
- Green Purchasing Program
- Transportation Improvements
- Green Catering Options

Step 4 – Determine various ways to best communicate the changes to office personnel prior to and during transition phase.

Step 5 – Determine ways of collecting data and metrics

- Review and compare energy & water usage bills
- Monitoring devices through Facilities

Step 6 – Start implementing and have fun!!