



## Scoresheet Instruction Manual

These instructions are also included in the "Instructions" tab in the scoresheet itself but are copied here for your convenience. Please contact [sustain@wwu.edu](mailto:sustain@wwu.edu) with any questions.

When you open the certification Excel Sheet, you will see multiple tabs at the bottom. Start on the instructions tab, which includes the same information described below.

After you have read through the instructions, complete the "User Information" section of the **Scoresheet** tab. This will provide helpful information about the size of your office, which will help contextualize each of the actions your office completes. As you go through each subsequent section, your score will be automatically tallied on this page, so you can check back on your progress as you go. There is also general information about the scoring and award process on this page, so it is a good way to center your goals before you begin.

Next, click on the **Prerequisites** tab and choose either "Complete or in progress" or "Not complete" from the drop-down menu under the "Yes/No" column on the left. To access the drop-down, just click on each individual box and you will see a drop-down arrow appear in the top right-hand corner of the box. Simply select your response. If the arrow in the upper right-hand corner does not show up when you click on the box, then just start typing and it should appear. You do not need to have all the prerequisites complete in order to continue with the rest of the certification sections, but if any of these actions are incomplete, then you should prioritize doing them.

After you have gone through the **Prerequisites** tab, continue through each of the tabs: **Energy**, **Waste**, **Transportation**, **Participation**, **Purchasing**, and **Special Events**. Choose the most

appropriate answer from the drop-down menu for each action. Please enter any notes or questions in the column to the right of each action. You do not have to complete these in any particular order. Just make sure to hit save, occasionally, and when you are done making edits for the day! You can also change your answer at any time as you make updates, and your score will be adjusted. The idea is that if you come across an action your office does not do, you can take the time to implement the change and then check it off on the scoresheet. Many actions have tips that will help you find the resources you need to complete them.

Points will be totaled automatically on the **Scoresheet** tab. Use this tab to check your score!

In the **Participation** tab there is a section for your office to include any extra actions you do that help make your office more sustainable. These will be assigned a point value by the SEI based on its level of impact and will be featured on the Sustainable Office Certification webpage once your office completes the certification.

The tab to the right of the **Optional** tab is the **12 Actions for Sustainable Events**. This tab is an optional addition to the scoresheet and does not require completion to become certified. There are instructions on how to use this section on the **Optional** tab.

Contact [sustain@wwu.edu](mailto:sustain@wwu.edu) when you have completed the scoresheet. Someone from our institute will review your scoresheet and be in touch to confirm your score.