

Green Office Operations Audit Template

General Information

Auditor Name	<input type="text"/>
Date	<input type="text"/>
Department/Area	<input type="text"/>

Energy Conservation

Criteria	Compliant	Notes
Lights switched off when not in use	<input type="text"/>	<input type="text"/>
Energy-efficient appliances used	<input type="text"/>	<input type="text"/>

Waste Reduction

Criteria	Compliant	Notes
Paper usage minimized	<input type="text"/>	<input type="text"/>
Recycling bins labeled and accessible	<input type="text"/>	<input type="text"/>

Water Conservation

Criteria	Compliant	Notes
No leaking taps/faucets	<input type="text"/>	<input type="text"/>
Water-efficient fixtures installed	<input type="text"/>	<input type="text"/>

Sustainable Purchasing

Criteria	Compliant	Notes
Eco-friendly products purchased		
Locally sourced products preferred		

Other Comments