

Questionnaire (faculty)

Heating and cooling

- Do you control your room's temperature?
- What setting do you keep it on?
 - o Winter temperature
 - o Summer temperature
- Does this seem too warm/cold?

Resource use:

Paper:

- Do you have a recycle bin?
- How often do you use it?
- What sorts of handouts do you print? (eg. Syllabus, notes, official documents, etc) How often?
- Do you print out exams/ quizzes? Approx. how many?
- Do you print double sided?
- Have you stopped printing certain handouts? If so, why?

Water:

- Do you drink bottled or filtered water?
 - o Do you drink out of a disposable container? If not, what do you use?

Electricity:

- Could I see your computer?
- Do you put it in sleep mode overnight? Or turn it off?
- Do you have a printer? Or do you use the main ones?
- Do you drink coffee?
- What do you put the coffee in?
- Do you have a lab? Can you show me?

The purpose of posing the questions like a tour is to minimize bias or incorrect data. Instead of just asking for information (and perhaps getting less accurate information), I ask them to show me where each piece is helps me determine how aware of these things they are, and gives me the chance to record the important facts I need. For example, asking what kind of paper may give me a limited response when I need more information than they provide verbally.

The visits I make depend on what I am trying to accomplish. For instance, on an interactive visit, I would announce my arrival, and try to come when the most people would be there to make the visit more efficient. However, on observational visits, I would not announce that I would be coming and therefore prevent the staff or faculty from fixing things to what I want to see; putting recyclables from the trash into the recycling bin, or changing the thermostat, etc. The frequency of these visits also varies between the two. I intend on making only one visit to interact with the staff and faculty if possible, and only a few more visits of that type if necessary. The questionnaire is designed so that it is only needed to be answered once. However, the observational visits will be more frequent, closer to 3 times a week, and for 3 weeks after the initial visit. During these visits, I will check the recycling bins to see what kinds of items the office is recycling, and also count any recyclables that were thrown out in the trash. Then I will make note of any lights or computers that are left on, and at what temperature the thermostat is

set at. These will indicate whether or not the personnel remember to do these things to save on electricity. This is to see any progress made over time, and to make sure the observational visits were not a fluke. This data will be collected only to determine how the office as a whole is creating a sustainable environment in the workplace, and **not** towards individual actions.