

Sustainable Procurement Checklist for Furniture

(When comparing products, choose product with most checkmarks)

Criteria	Description	✓	Reason criteria was not met
Recycled Content	<ul style="list-style-type: none"> • Contains at least 25% recycled content • Is salvaged or reused 		
Renewable Resource Content	<ul style="list-style-type: none"> • Contains at least 25% rapidly renewable material such as bamboo, acacia, etc. • Contains at least 50% FSC certified wood 		
Locally Sourced	<ul style="list-style-type: none"> • Is sourced within 100 miles of University (purchased, manufactured, or extracted) • Is Made in the USA if not locally sourced 		
Reduced Environmental Footprint	<ul style="list-style-type: none"> • Contains a Type III Environmental Product Declaration (ISO 14025) or a self-reported Live-Cycle Assessment (ISO 14040 or 14044) • Cradle to Cradle certification • BIFMA level certified • SMaRT certified • Other footprint reduction methods: _____ 		
Content Disclosure	<ul style="list-style-type: none"> • Contains a publically available Manufacturer Inventory or Health Product Declaration report disclosing the product's chemical ingredients to at least 0.1% • Living Building Challenge Certified Declare label 		
Non-Hazardous Ingredients	<ul style="list-style-type: none"> • GreenGuard Gold certification • SCS Indoor Advantage GoldAchieves credits 7.6.1-3 in BIFMA Level certification • Contains general emission evaluation report • Living Building Challenge Certified Red List Compliant • Meet all limits set by ANSI/BIFMA Furniture Sustainability Standard for VOC content (WELL Air Quality Standard part 5) • Use low or no-VOC paints and varnishes 		
Durability	<ul style="list-style-type: none"> • Product will last for an extended period of time • Product can be repaired if damaged • Product can be reused or repurposed 		
Reusable/Recyclable/Minimal Packaging	<ul style="list-style-type: none"> • Minimal packaging • Recyclable packaging • Packaging takeback program 		
Sustainable Disposal Methods	<ul style="list-style-type: none"> • Manufacturer takeback program • Recyclable material/product 		
Sustainable Corporate Practices	<ul style="list-style-type: none"> • Company has publically available Corporate Sustainability Report, preferably in accordance with GRI, UN Global Compact, or ISO 26000 • Company has JUST label • Company uses sustainable transportation or manufacturing practices 		