

Educational-thematic plan of the program «Green office»

№ п/ п	Наименование разделов и тем	Всего, час.	В том числе		
			лек- ции	практич. и лаборат. занятия	самост. работа
1	2	3	4	5	6
1	The main areas of activity when creating or converting an office space into a "Green Office".	19	7		12
1.1	Introduction. Conditions for "Green Office" emergence. Basic terms used in "Green Office" and design topics. Sanitary and hygienic requirements when working indoors. Radiation. Noise, vibration.	2	1		1
1.2	Main resources used in the premises. Engineering methods for ensuring environmental safety and resource conservation. Layout of the premises from an environmental point of view. Reducing the concentration of toxic substances to safe values. Microclimate. Electricity. Heat. Ventilation. Water. Requirements for state environmental control authorities when checking an enterprise in the field of water use and wastewater disposal.	3	1		2
1.3	Office decoration. Floor coverings. Decoration Materials. Videoecology, color science. Cool, warm and neutral colors. Contrasting, characteristic and disharmonious colors. Color harmony rules. Illumination. Artificial lighting.	3	1		2
1.4	Office equipment. Office automation equipment, household appliances. Energy efficient technology. Sources of electromagnetic fields in the accommodation. Furniture. Furniture labeling from an environmental point of view. Resting-place. Partitions. Stationery. Hygienic paper products. The stationery is profitable and environmentally friendly. Paper. Toilet paper. Possibilities for saving paper.	3	1		2
1.5	Food in the office. Quality products. Dishes. Foods containing GMOs. Nutritional supplements. Disposable tableware. Eco-friendly packaging and reusable tableware.	3	1		2
1.6	Cleaning of premises. Requirements for household chemicals. Environmentally friendly household chemicals. Air ionic composition and dustiness. Chemical and bacteriological composition of the air. Air disinfection using ultraviolet radiation. Separate garbage collection. Waste classification and disposal. Fundamentals of legislation in the field of waste management. Standardization in the field of municipal waste management. Waste classification according to the degree of negative impact on the environment. Separate waste collection by type	3	1		2

	(glass, cardboard and paper, metal, batteries and light bulbs, plastic). Disposal of unnecessary equipment. Garbage removal.				
1.7	Office services. Transport. Business trips, conferences. Purchases, suppliers, partners.	2	1		1
2	The ecological and decorative role of plants. Landscaping and plant care during the equipment of the "Green Office".	9	4		5
2.1	Indoor plant growing. Features of the physiology of growth and development of plants in greenhouses. Environmental factors affecting indoor plant life. Light mode. Water regime. Air mode. Thermal regime. Features of soil conditions and the use of fertilizers.	3	1		2
2.2	Equipment used for the care of indoor plants. Containers. Soils and basic earth substrates. Fertilizers and feeding. Plant growth and development stimulants. Systematic and decorative features of indoor plants. Classification and morphology of plants. Decorative blooming. Decorative deciduous. Plant care. Container landings. Top dressing, pruning, plant transplantation. Diseases and pests of indoor plants, fighting them.	4	2		2
2.3	Greening of premises, balconies, terraces. The arrangement of indoor plants in the interior: a single plant, a composition of flower plants, a winter garden. Equipment for recreation areas. Green walls. Features of the device of green walls. Plants used to decorate green walls.	2	1		1
3	Environmental education of office staff and design of the "Green Office".	8	2	2	4
3.1	Environmental education and upbringing of office employees. Information posters. Environmental responsibility. Economic and environmental benefits.	2	1		1
3.2	Green Office project. Drawing up a work plan for creating your own "Green Office".	6	1	2	3
Итого, час		36	13	2	21