

Green **Green Office Certification Program**



- Complete the checklist items: Double click [hyperlinks](#) for more information

- When you're ready, get your final score on our [Point Calculator](#) and schedule a final audit by contacting green@miami.edu.
The more points you apply to, the closer you get to Gold certification!

Level of Certification	Points
Gold Certification	>70
Silver Certification	60-70
Bronze Certification	40-60

Energy and Usage

- | | Pts |
|--|-----|
| <input type="checkbox"/> Our office turns off lights when they are not in use | 1 |
| <input type="checkbox"/> LED Light bulbs are installed in all task lamps & applicable office lighting | 3 |
| <input type="checkbox"/> We utilize natural daylight in offices with windows, turn off unneeded overhead lighting | 2 |
| <input type="checkbox"/> Our office has eliminated unnecessary personal refrigerators, personal heaters and other energy intensive appliance | 3 |
| <input type="checkbox"/> Set Computers to energy saving mode (Settings → System → Power & Sleep → Additional Power Settings → Power Saver) | 1 |
| <input type="checkbox"/> Set computers to sleep mode for 10 minutes or less (Settings → System → Power & Sleep → Sleep or visit this link) | 3 |
| <input type="checkbox"/> Post a "Turn off the light" stickers on switches that are not motion sensor (Ask Green U or print here) | 1 |
| <input type="checkbox"/> Desktop network printers or copiers are set to black ink, double-sided by default on each computer (Instructions for set up for Windows: here) | 1 |
| <input type="checkbox"/> Your copier is set on power saving mode (ask Canon Helpdesk: 1 800-477-4783 / Ricoh: 1 800-432-9787) | 1 |
| <input type="checkbox"/> Report AC Unit or insulation incident to Facilities Management:- Coral Gables 305-284-8282 - Medical 305-243-6375 - RSMAS: 305-421-4815 // (Check U Conserve flyer for details) | 1 |

Waste Reduction/ Recycling

- | | Pts |
|---|-----|
| <input type="checkbox"/> Recycling bins in lounge/kitchen and common areas have wall signage (print here) | 1 |
| <input type="checkbox"/> Copy rooms have a tall recycling bin with a clear liner and a proper signage above them (print here for Coral Gables/RSMAS and here for Medical) | 1 |
| <input type="checkbox"/> All workstations are equipped with a small desktop side blue recycling bin | 1 |
| <input type="checkbox"/> All workstations have traded their small trash can for a centralized one near the office | 5 |
| <input type="checkbox"/> The office promotes the use of durable service ware by providing or having staff bring in their own plates, Tupperware, cups, and utensils | 1 |
| <input type="checkbox"/> Staff has brought extra mugs for guests in the kitchen | 2 |
| <input type="checkbox"/> The office recycles printer cartridges (Check for the closest bin here) | 2 |

Transportation	Pts
<input type="checkbox"/> We promote public transportation options and discounts for UM employees	2
<input type="checkbox"/> We promote a carpooling program within the office (download and post this flyer).	2
<input type="checkbox"/> We use conference calls, rather than traveling to off campus meetings	2
<input type="checkbox"/> Our building provides secure, safe bike racks	1
<input type="checkbox"/> At least 20% of our staff use alternative commute options such as walking, biking, carpooling, and public transportation.	3
Education and Outreach	Pts
<input type="checkbox"/> The Green Office Leader has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101. Contact green@umiami.edu to schedule a PPT)	3
<input type="checkbox"/> The office has invited Green U for a 20-minute presentation during a staff meeting.	3
<input type="checkbox"/> Green Pledge stickers have been handed out to colleagues, and posted in the office (print here)	1
<input type="checkbox"/> The Green Office Leader sends weekly Green tips to colleagues > Use our Green tips page : 8 weeks, 8 tips, easy to use!	3
<input type="checkbox"/> The U Conserve flyer has been posted in the Kitchen (print here).	1
<input type="checkbox"/> All Green pledge colleagues subscribed to the monthly Green U Newsletter (send your staff email list to green@umiami.edu)	2
<input type="checkbox"/> You promoted the Green Office program to 2 other offices	2
<input type="checkbox"/> The office has completed the “Take Back the Tap” online pledge (click here)	2
<input type="checkbox"/> Plastic water bottles are banned from the office	5
<input type="checkbox"/> All Green Pledge signatories have reusable bottles and coffee mugs	3
Purchasing and Other	Pts
<input type="checkbox"/> The office copy area stores printed copy paper, envelopes, & file folders for reuse and for scrap paper	2
<input type="checkbox"/> When clearing out a space, we contact the Reuse Store for small office supply leftovers	2
<input type="checkbox"/> We purchase products with the maximum post-consumer recycled content available (for kitchen and office supply, enter “Staples Sustainable Earth” in Ariba for recycled plates, cups and napkins)	3
<input type="checkbox"/> All our copy paper is at least 30% recycled	2
<input type="checkbox"/> At least half of our copy paper is at 100% recycled	5
<input type="checkbox"/> We check UM Surplus online before buying new office furniture and other equipment	2
<input type="checkbox"/> We are not buying Styrofoam items	2
<input type="checkbox"/> We buy in bulk to reduce packaging	1
<input type="checkbox"/> Our Coffee Keurig machine offers the ECO Fill option (See how it works),and we bring coffee with Fair Trade or USDA Organic logos. We have another machine, but we recycle the cartridges (check their recycling programs)	4
<input type="checkbox"/> Our common areas are supplied with green cleaning supplies (enter “Staples Sustainable Earth” in Ariba)	2