### **Energy and Appliances**

Pts.	Action Item	Yes	No	N/A
1	Our office turns off lights when they are not in use			
2	<u>LED light bulbs</u> are installed in all task lamps & applicable office lighting			
2	We utilize natural daylight in offices with windows, turn off unneeded overhead lighting			
2	Our office has eliminated unnecessary personal refrigerators , personal heaters, and other energy intensive appliances.			
1	We follow the recommendations of our Break Energy Conservation Alerts			
1	We set <u>computers to energy saving mode</u>			
1	We <u>set computers to sleep mode</u> for 10 minutes or less.			
2	The days they work remotely, our team follow the Green Teleworking guidelines.			

#### **Education and Outreach**

Pts.	Action Item	Yes	No	N/A
2	30% of our staff have taken at least one <u>GreenU webinar</u>			
2	The Green Liaison has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101)			
3	The office has invited Green U for a 20 minute presentation during a staff meeting.			



#### **Education and Outreach cont.**

Pts.	Action Item	Yes	No	N/A
3	The Green Liaison sends monthly Green Tips to colleagues. Use our <u>Green Tips page</u> for ideas			
2	The team has liked <u>Green U Facebook page</u> and/or followed <u>Green U's Instagram</u> and share posts with the department social media outlets.			
1	The Sustainable Living flyer has been posted in the Kitchen			
3	We promoted the Green Office program to 2 other offices			
2	Our team subscribed to the monthly Green U Newsletter (send your staff email list to greenu@miami.edu)			
2	There are no stored plastic water bottles in the office/ Our floor doesn't have a hydration station, but we placed a request with Facilities to install one.			
2	70% of our staff bring their own reusable bottle/tumbler and have signed the ECO pledge (click <u>here</u> )			
3	All our events are following the <u>Green Event</u> certification guidelines			
3	Once certified, we commit to display our Green Office seal in a visible area.			
1	Our office has submitted and implemented a new idea of sustainable living that you can share with greenu@miami.edu (example here)			
2	We added plants in the office for better indoor air quality			
1	Our office has a system to invite employees to give feedback and make suggestions to improve office sustainability practices			
1	Our office participates in an annual sustainability event (Earth Day, etc.)			



### Recycling / Reuse

Pts.	Action Item	Yes	No	N/A
1	Copyrooms have a tall recycling bin for office paper			
1	Recycling bins in lounge and common areas have lids with signage (contact <u>greenu@miami.edu</u> for labels)			
1	All workstations are equipped with a small desktop side blue recycling bin			
5	All workstations have traded their small trash can for a centralized one near the office			
1	The office promotes the use of durable serviceware by having staff bring their own Tupperware, mug, plate, cup, and utensils			
2	Staff have brought extra mugs for guests in the kitchen			
1	The office recycles printer cartridges (find out how <u>here</u> )			
1	The office is recycling single-use batteries (contact greenu@miami.edu for pickups)			
2	The office collects coffee ground, veggie scrap & paper towels, and take them to the UM compost site (contact <u>greenu@miami.edu</u> for help)			
1	Our staff have at least one additional option for difficult to recycle items (contact greenu@miami.edu for details).			
1	Our staff dispose of Universal & Electronic Waste properly: miami.edu/recycle			
1	Our staff reuse packing materials and cardboard boxes instead of purchasing new			
1	Our office donates small unwanted office supplies to GreenU rather than throw them away.			



### **Purchasing and Other**

Pts.	Action Item	Yes	No	N/A
3	At least half of our copy paper is 100% recycled.			
4	All our copy paper is Forest Stewardship Council (FSC certified) and 30% recycled (contact <u>greenu@miami.edu</u> )			
2	When clearing out a space, we contact the <u>Reuse Store</u> for small office supply leftovers			
1	Our copiers are black and white, double sided by default; no personal printers			
2	We check <u>UM Surplus online</u> before buying new office furniture and other equipment			
3	We are not buying plastic stirrers, plastic straws, nor any Styrofoam item			
2	We buy in bulk to reduce packaging			
1	The office copy area stores printed copy paper, envelopes, & file folders for reuse and for scrap paper			
4	Our office buys coffee and/or chocolate products that are third party certified (Fair Trade, Rain Forest Alliance, or USDA Organic).			
3	The <u>UM sustainable purchasing policy</u> have been shared with our team.			
3	We purchase Environmentally Preferred Products (for kitchen and office supply, enter your key word in UM Marketplace and pick the "Green" and "Recycled" icons: cups, plates, staplers, pens check this <u>video</u> to help you)			

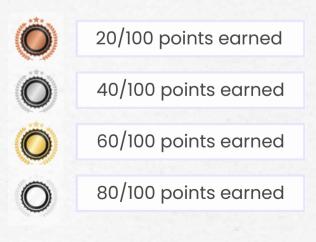


#### **Transportation**

Pts.	Action Item	Yes	No	N/A
2	20% of our staff have taken the Alternative Mobility 101 webinar ( <u>Register</u> )			
2	We use conference calls, rather than traveling to off campus meetings			
3	We sent the <u>Mobility Survey</u> . At least 20% of our staff use alternative commute options.			
2	Our staff is aware of transportation alternatives and discounts for UM employees. <u>This Green tip</u> on "greening your commute" has been sent to our team			
1	Our building provides secure, safe bike racks			

To be eligible for certification, an office must first complete all pre-requisites. To earn a certification, an office must earn the necessary number of credits across five focus areas.

Certifications will be awarded on a scale of Bronze to Platinum.



Once you have completed this form, please submit to greenu@miami.edu.

