

Green Office Certification

Energy and Appliances

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

Education and Outreach

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

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Education and Outreach cont.

| Pts. | Action Item | Yes | No | N/A |
|------|---|--------------------------|--------------------------|--------------------------|
| 3 | The Green Liaison sends monthly Green Tips to colleagues. Use our Green Tips page for ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | The team has liked Green U Facebook page and/or followed Green U's Instagram and share posts with the department social media outlets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | The Sustainable Living flyer has been posted in the Kitchen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | We promoted the Green Office program to 2 other offices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Our team subscribed to the monthly Green U Newsletter (send your staff email list to green@miami.edu) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | 70% of our staff bring their own reusable bottle/tumbler and have signed the ECO pledge (click here) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | All our events are following the Green Event certification guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Once certified, we commit to display our Green Office seal in a visible area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | Our office has submitted and implemented a new idea of sustainable living that you can share with green@miami.edu (example here) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | We added plants in the office for better indoor air quality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | Our office has a system to invite employees to give feedback and make suggestions to improve office sustainability practices | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 | Our office participates in an annual sustainability event (Earth Day, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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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 green@umiami.edu 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 here) | | | |
| 1 | The office is recycling single-use batteries (contact green@umiami.edu for pickups) | | | |
| 2 | The office collects coffee ground, veggie scrap & paper towels, and take them to the UM compost site (contact green@umiami.edu for help) | | | |
| 1 | Our staff have at least one additional option for difficult to recycle items (contact green@umiami.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. | | | |

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Purchasing and Other

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

Green Office Certification

Transportation

| Pts. | Action Item | Yes | No | N/A |
|------|---|-----|----|-----|
| 2 | 20% of our staff have taken the Alternative Mobility 101 webinar (Register) | | | |
| 2 | We use conference calls, rather than traveling to off campus meetings | | | |
| 3 | We sent the Mobility Survey . At least 20% of our staff use alternative commute options. | | | |
| 2 | Our staff is aware of transportation alternatives and discounts for UM employees. This Green tip 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.



20/100 points earned



40/100 points earned



60/100 points earned



80/100 points earned

Once you have completed this form, please submit to green@umiami.edu.