**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 [greenu@miami.edu](mailto:greenu@miami.edu). The more points you apply to, the closer you get to Gold certification!

<table>
<thead>
<tr>
<th>Energy and Usage</th>
<th>Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our office turns off lights when they are not in use</td>
<td>1</td>
</tr>
<tr>
<td>LED Light bulbs are installed in all task lamps &amp; applicable office lighting</td>
<td>2</td>
</tr>
<tr>
<td>We utilize natural daylight in offices with windows, turn off unneeded overhead lighting</td>
<td>2</td>
</tr>
<tr>
<td>Our office has eliminated unnecessary personal refrigerators, personal heaters and other energy intensive appliance</td>
<td>3</td>
</tr>
<tr>
<td>Set Computers to energy saving mode (<a href="#">Settings ➔ System ➔ Power &amp; Sleep ➔ Additional Power Settings ➔ Power Saver</a>)</td>
<td>1</td>
</tr>
<tr>
<td>Set computers to sleep mode for 10 minutes or less (<a href="#">Settings OR Control Panel ➔ System OR Security ➔ Power Options ➔ Change Power &amp; Sleep or visit this link</a>)</td>
<td>3</td>
</tr>
<tr>
<td>Post a “Turn off the light” stickers on switches that are not motion sensor (<a href="#">Ask Green U or print here</a> on 5167 labels)</td>
<td>1</td>
</tr>
<tr>
<td>You don’t have any desktop printers, and your centralized copiers are set to black ink, double-sided by default (<a href="#">ask Canon Helpdesk: 1 800-477-4783 / Ricoh: 1 800-432-9787</a>)</td>
<td>2</td>
</tr>
<tr>
<td>Your copier is set on power saving mode (<a href="#">ask Canon Helpdesk: 1 800-477-4783 / Ricoh: 1 800-432-9787</a>)</td>
<td>1</td>
</tr>
<tr>
<td>Report AC Unit or insulation incident to Facilities Management: - Coral Gables 305-284-8282 - Medical 305-243-6375 - RSMAS: 305-421-4815 // (<a href="#">Check U Conserve flyer</a> for details)</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Level of Certification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold Certification</td>
<td>&gt;70</td>
</tr>
<tr>
<td>Silver Certification</td>
<td>60-70</td>
</tr>
<tr>
<td>Bronze Certification</td>
<td>40-60</td>
</tr>
</tbody>
</table>
## Transportation
- We promote public transportation options and [discounts](#) for UM employees                   
  Pts: 2  
- We promote a carpooling program within the office (download and post [this flyer](#)).    
  Pts: 2  
- We use conference calls, rather than traveling to off campus meetings                     
  Pts: 2  
- Our building provides secure, safe bike racks                                             
  Pts: 1  
- At least 20% of our staff use alternative commute options such as walking, biking,      
  Pts: 3  
  carpooling, and public transportation.

## Education and Outreach
- The Green Office Leader has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101. Contact [greenu@miami.edu](mailto:greenu@miami.edu) to schedule a PPT)  
  Pts: 3  
- The office has invited Green U for a 20-minute presentation during a staff meeting.     
  Pts: 3  
- Green Pledge stickers have been posted in some offices (print [here](#) - on 5264 labels) 
  Pts: 1  
- The Green Office Leader sends weekly Green tips to colleagues > Use our [Green tips page](#): 8 weeks, 8 tips, easy to use!  
  Pts: 3  
- The U Conserve flyer has been posted in the Kitchen (print [here](#)).  
  Pts: 1  
- All Green pledge colleagues subscribed to the monthly Green U Newsletter (send your staff email list to [greenu@miami.edu](mailto:greenu@miami.edu))  
  Pts: 2  
- You promoted the Green Office program to 2 other offices  
  Pts: 2  
- The office has completed the “Take Back the Tap” online pledge (click [here](#))  
  Pts: 2  
- There are no stored Plastic water bottles in the office  
  Pts: 5  
- All Green Pledge signatories have reusable bottles and coffee mugs  
  Pts: 3  
- All your events are following the [Green Event certification guidelines](#)  
  Pts: 3

## Purchasing and Other
- The office copy area stores printed copy paper, envelopes, & file folders for reuse and      
  Pts: 2  
  for scrap paper  
- When clearing out a space, we contact the [Reuse Store](#) for small office supply leftovers 
  Pts: 2  
- We purchase products with the maximum post-consumer recycled content available           
  Pts: 3  
  (for kitchen and office supply, enter your key word in UMarketplace and pick the green and recycled tagged items in the left filter)  
- All our copy paper is at least 30% recycled  
  Pts: 2  
- At least half of our copy paper is at 100% recycled  
  Pts: 5  
- We check [UM Surplus online](#) before buying new office furniture and other equipment  
  Pts: 2  
- We are not buying Styrofoam items  
  Pts: 2  
- We buy in bulk to reduce packaging  
  Pts: 1  
- 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](#))  
  Pts: 4  
- Our common areas are supplied with green cleaning supplies (enter your key word in UMarketplace and pick the green and recycled tagged items in the left filter)  
  Pts: 2