Complete the checklist items: Double click hyperlinks for more information. Actions marked with a “P” are Pre-requisite and will need to be implemented for final certification. When you’re ready, get your final score on our Point Calculator and schedule a final audit by contacting greenu@miami.edu.

### Energy and Usage

- Our office turns off lights when they are not in use  
  - Pts 1
- LED Light bulbs are installed in all task lamps & applicable office lighting  
  - Pts 2
- We utilize natural daylight in offices with windows, turn off unneeded overhead lighting  
  - Pts 2
- Our office has eliminated unnecessary personal refrigerators, personal heaters and other energy intensive appliance  
  - Pts 2
- We follow the recommendations of our Break Energy Conservation Alerts  
  - Pts 1
- We set Computers to energy saving mode (Settings → System → Power & Sleep → Additional Power Settings → Power Saver)  
  - Pts 1
- We set computers to sleep mode for 10 minutes or less (Settings OR Control Panel → System OR Security → Power Options → Change Power & Sleep or visit this link)  
  - Pts 3
- We post a “Turn off the light” stickers on switches that are not motion sensor (Ask Green U or print here on 5167 labels)  
  - Pts 1
- We don’t have any desktop printers, and your centralized copiers are set on black ink, double-sided by default (ask Canon Helpdesk: 1-855-477-4783).  
  - Pts 2
- Our copier is set on power saving mode (ask Canon Helpdesk: 1-855-477-4783)  
  - Pts 1
- 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)  
  - Pts 1

### Waste Reduction/ Recycling

- Recycling bins in lounge/kitchen and common areas have lids with signage (print here)  
  - Pts 1
- Copy rooms have a tall recycling bin for office paper and a proper signage above them (print here for Coral Gables only)  
  - Pts 1
- All workstations are equipped with a small desktop side blue recycling bin  
  - Pts 1
- All workstations have traded their small trash can for a centralized one near the office  
  - Pts 5
- The office promotes the use of durable service ware by providing or having staff bring in their own Tupperware, mugs, plates, cups, and utensils  
  - Pts 1
- Staff have brought extra mugs for guests in the kitchen  
  - Pts 2
- The office recycles printer cartridges (fin out here)  
  - Pts 2
- The office is using the Big Green Box to recycle single use batteries.  
  - Pts 2
- We compost the Coffee ground (here) and take it to the UM Garden or home  
  - Pts 2
- We have a recycling bin for Coffee pouch (Flavia) or pods(Keurig): learn more  
  - Pts 2

### Transportation

- We promote public transportation options and discounts for UM employees  
  - Pts 2
- We promote carpooling and alternative mobility from Parking and Transportation  
  - Pts 2
- We use conference calls, rather than traveling to off campus meetings  
  - Pts 2
Our building provides secure, safe bike racks
At least 20% of our staff use alternative commute options such as walking, biking, carpooling, electrical vehicle, and/or public transportation.

Education and Outreach
- The Green Liaison has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101. Contact greenu@miami.edu to schedule a PPT)
- The office has invited Green U for a 20-minute presentation during a staff meeting.
- Green Pledge stickers have been posted in offices (print here - on 5264 labels)
- The team has liked Green U Facebook page and/or followed Green U’s Instagram and share posts with the department social media outlets.
- The Green Liaison sends weekly Green tips to colleagues > Use our Green tips page: 7 weeks, 7 tips, easy to use!
- The Sustainable Living flyer has been posted in the Kitchen (print here).
- Our team subscribed to the monthly Green U Newsletter (send your staff email list to greenu@miami.edu)
- We promoted the Green Office program to 2 other offices
- The office has completed the “Take Back the Tap” online pledge (click here)
- There are no stored Plastic water bottles in the office
- All Green Pledge signatories have reusable bottles and coffee mugs
- All our events are following the Green Event certification guidelines
- Our office has submitted and implemented a new idea of sustainable living that you can share with greenu@miami.edu (example here)
- We added Green plants in the office for better indoor air quality

Purchasing and Other
- The office copy area stores printed copy paper, envelopes, & file folders for reuse and for scrap paper
- When clearing out a space, we contact the Reuse Store for small office supply leftovers
- 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)
- All our copy paper is Forest Stewardship Council (FSC certified) and 30% recycled
- At least half of our copy paper is 100% recycled
- We ask your Copier help desk to track our paper consumption and report it to greenu@miami.edu (Canon Helpdesk: 1 800-477-4783 / Ricoh: 1 800-432-9787)
- We check UM Surplus online before buying new office furniture and other equipment
- We are not buying plastic stirrers, plastic straws, nor any styrofoam item
- We buy in bulk to reduce packaging
- 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)
- Our common areas are supplied with green cleaning supplies (enter your key word in UMarketplace and pick the “Green 🌿” and “Recycled 🌐” icons in the left filter. Video here)