



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 green@umiami.edu.

Level of Certification	Points
Platinum Certification	>90
Gold Certification	80-90
Silver Certification	70-80
Bronze Certification	55-70

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 | 2 |
| <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 | 2 |
| <input type="checkbox"/> We follow the recommendations of our Break Energy Conservation Alerts | 1 |
| <input type="checkbox"/> We set Computers to energy saving mode (Settings → System → Power & Sleep → Additional Power Settings → Power Saver) | 1 |
| <input type="checkbox"/> 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) | 3P |
| <input type="checkbox"/> We post a “Turn off the light” stickers on switches that are not motion sensor (Ask Green U or print here on 5167 labels) | 1 |
| <input type="checkbox"/> 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). | 2 |
| <input type="checkbox"/> Our copier is set on power saving mode (ask Canon Helpdesk: 1-855-477-4783) | 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 lids with signage (print here) | 1 |
| <input type="checkbox"/> Copy rooms have a tall recycling bin for office paper and a proper signage above them (print here for Coral Gables only) | 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* | 5P |
| <input type="checkbox"/> The office promotes the use of durable service ware by providing or having staff bring in their own Tupperware, mugs, plates, cups, and utensils | 1 |
| <input type="checkbox"/> Staff have brought extra mugs for guests in the kitchen | 2 |
| <input type="checkbox"/> The office recycles printer cartridges (fin out here) | 2 |
| <input type="checkbox"/> The office is using the Big Green Box to recycle single use batteries. | 2 |
| <input type="checkbox"/> We compost the Coffee ground (here) and take it to the UM Garden or home | 2 |
| <input type="checkbox"/> We have a recycling bin for Coffee pouch (Flavia) or pods(Keurig): learn more | 2 |

Transportation

- | | Pts |
|---|------------|
| <input type="checkbox"/> We promote public transportation options and discounts for UM employees | 2 |
| <input type="checkbox"/> We promote carpooling and alternative mobility from Parking and Transportation | 2 |
| <input type="checkbox"/> We use conference calls, rather than traveling to off campus meetings | 2 |

- Our building provides secure, safe bike racks 1
- At least 20% of our staff use alternative commute options such as walking, biking, carpooling, electrical vehicle, and/or public transportation. 3

Education and Outreach

Pts

- The Green Liaison has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101. Contact green@miami.edu to schedule a PPT) 3P
- The office has invited Green U for a 20-minute presentation during a staff meeting. 3
- Green Pledge stickers have been posted in offices (print [here](#) - on 5264 labels) 1
- The team has liked [Green U Facebook page](#) and/or followed [Green U's Instagram](#) and share posts with the department social media outlets. 2
- The Green Liaison sends weekly Green tips to colleagues > Use our [Green tips page](#): 7 weeks, 7 tips, easy to use! 3
- The Sustainable Living flyer has been posted in the Kitchen (print [here](#)). 1
- Our team subscribed to the monthly Green U Newsletter (send your staff email list to green@miami.edu) 2
- We promoted the Green Office program to 2 other offices 2
- The office has completed the "Take Back the Tap" online pledge (click [here](#)) 2
- There are no stored Plastic water bottles in the office 4
- All Green Pledge signatories have reusable bottles and coffee mugs 3
- All our events are following the [Green Event certification guidelines](#) 3
- Our office has submitted and implemented a new idea of sustainable living that you can share with green@miami.edu (example [here](#)) 1
- We added Green plants in the office for better indoor air quality 2

Purchasing and Other

Pts

- The office copy area stores printed copy paper, envelopes, & file folders for reuse and for scrap paper 2
- When clearing out a space, we contact the [Reuse Store](#) for small office supply leftovers 2
- 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](#)) 3
- All our copy paper is Forest Stewardship Council (FSC certified) and 30% recycled 3P
- At least half of our copy paper is 100% recycled 4
- We ask your Copier help desk to track our paper consumption and report it to green@miami.edu (Canon Helpdesk: 1 800-477-4783 / Ricoh: 1 800-432-9787) 2
- We check [UM Surplus online](#) before buying new office furniture and other equipment 2
- We are not buying plastic stirrers, plastic straws, nor any styrofoam item 3P
- We buy in bulk to reduce packaging 2
- 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](#)) 5
- 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](#)) 2

* end-users with medical conditions or special needs can be exempt.