

Green Office Certification

Energy and Appliances

Pts.	Action Item	Yes
1	Our office turns off lights when they are not in use	<input type="checkbox"/>
2	LED Light bulbs are installed in all task lamps & applicable office lighting	<input type="checkbox"/>
2	We utilize natural daylight in offices with windows, turn off unneeded overhead lighting	<input type="checkbox"/>
2	Our office has eliminated unnecessary personal refrigerators, personal heaters, and other energy intensive appliances.	<input type="checkbox"/>
1	<u>We follow the recommendations of our Break Energy Conservation Alerts</u>	<input type="checkbox"/>
1	We set computers to energy saving mode.	<input type="checkbox"/>
3P	We <u>set computers to sleep mode</u> for 10 minutes or less.	<input type="checkbox"/>
2	The days they work remotely, our team follow the <u>Green Teleworking guidelines</u> .	<input type="checkbox"/>

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Education and Outreach

Pts.	Action Item	Yes
1	30% of our staff have taken at least 1 Green U webinar	
3P	The Green Liaison has completed the Sustainability 101 workshop (Register on U Learn > Sustainability 101)	
2	The office has invited Green U for a 20 minute presentation during a staff meeting.	
3	The Green Liaison sends weekly Green tips to colleagues > Use our Green tips page	
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.	
1	The Sustainable Living flyer has been posted in the Kitchen	
2	We promoted the Green Office program to 2 other offices	
2	Our team subscribed to the monthly Green U Newsletter (Subscribe now)	
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 here)	
1	All our events are following the Green Event 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 green@miami.edu (example here)	
2	We added plants in the office for better indoor air quality	

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Recycling / Reuse

Pts.	Action Item	Yes
1	Copy rooms have a tall recycling bin for office paper	<input type="checkbox"/>
1	Recycling bins in lounge and common areas have lids with signage (contact green@umiami.edu for labels)	<input type="checkbox"/>
1	All workstations are equipped with a small desktop side blue recycling bin	<input type="checkbox"/>
5P	All workstations have traded their small trash can for a centralized one near the office	<input type="checkbox"/>
1	The office promotes the use of durable serviceware by having staff bring their own Tupperware, mug, plate, cup, and utensils	<input type="checkbox"/>
2	Staff have brought extra mugs for guests in the kitchen	<input type="checkbox"/>
2	The office recycles printer cartridges (find out here)	<input type="checkbox"/>
2	The office is recycling single-use batteries (contact green@umiami.edu for pickups)	<input type="checkbox"/>
2	The office collects coffee ground, veggie scrap & paper towels, and take them to the UM compost site (contact green@umiami.edu for help)	<input type="checkbox"/>
1	Our staff have at least one additional option for difficult to recycle items (contact green@umiami.edu for details).	<input type="checkbox"/>
1	Our staff dispose of Universal & Electronic Waste properly: miami.edu/recycle	<input type="checkbox"/>
1	Our staff reuse packing materials and cardboard boxes instead of purchasing new	<input type="checkbox"/>

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Purchasing and Other

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

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Transportation

Pts.	Action Item	Yes
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	

Diversity, Equity and Inclusion - Wellbeing

Pts.	Action Item	Yes
2	The UM DEI and Wellbeing resources have been shared with our team.	