

Green Office Certification

Energy and Appliances

Pts.	Action Item	Yes	No	N/A
3P	We set <u>computers to sleep mode</u> for 10 minutes or less. PRE-REQUISITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our office turns off lights when they are not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	LED light bulbs 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, and 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	We follow the recommendations of the <u>Break Energy Conservation Alerts</u> when traveling or out of office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	We set computers to " <u>best power efficiency</u> " mode	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The days they work remotely, our team follows the <u>Green Teleworking guidelines</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Education and Outreach

Pts.	Action Item	Yes	No	N/A
3P	The Green Liaison has attended the Sustainability 101 webinar (Sustainability 101 RSVP) PRE-REQUISITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	30% of our staff have taken at least one GreenU webinar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The office has invited Green U for a 20 minute presentation during a staff meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 followed Green U's Instagram .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	The Sustainable Living flyer has been displayed in the Kitchen or an office common area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	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. (Subscribe now)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	There are no stored plastic water bottles in our office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our office 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"/>
1	70% of our staff bring their own reusable bottle/tumbler.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Education and Outreach (continued)

Pts.	Action Item	Yes	No	N/A
1	Our staff have signed the Plastic Free Canes pledge (Sign here).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	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 plaque in a visible area in our office.	<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 idea 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"/>
3	Our staff have downloaded the GetGreen App , which drives engagement in sustainable behavior and allows users to win prizes for their efforts!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Recycling / Reuse

Pts.	Action Item	Yes	No	N/A
5P	All workstations have traded their small deskside trash can for a centralized one in the office. Reach out to GreenU for coordination with ABM. PRE-REQUISITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Copyrooms have a tall recycling bin for office paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Recycling bins in common areas have lids with signage (contact greenu@miami.edu for lids/signage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	All workstations are equipped with a small deskside blue recycling bin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	The office promotes the use of durable service ware by having staff bring their own Tupperware, mugs, plates, cups, and utensils.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Staff have brought extra mugs for guests in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The office recycles printer cartridges (find out how here)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The office has a space for recycling single-use alkaline batteries (contact greenu@miami.edu for pickups).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The office collects coffee ground, veggie scraps, & paper towels, and takes them to the UM compost site (contact greenu@miami.edu for help)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our staff have at least one additional option for <u>difficult to recycle items</u> (contact greenu@miami.edu for details).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our staff dispose of Universal & Electronic Waste properly: miami.edu/recycle .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our staff reuse packing materials and cardboard boxes instead of purchasing new.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Purchasing and Other

Pts.	Action Item	Yes	No	N/A
3P	All our <u>copy paper</u> is Forest Stewardship Council (FSC) certified and 30% recycled PRE-REQUISITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	At least half of our copy paper is 100% recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	When clearing out a space, we contact green@umiami.edu to pick up 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 call <u>UM Surplus</u> at 305-243-1464 to see what inventory they have before buying new office furniture and other equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	We do not buy plastic stirrers, plastic straws, nor any Styrofoam items.	<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 <u>coffee</u> 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 <u>UM sustainable purchasing policy</u> has been shared with our team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	We purchase Environmentally Preferred Products. For kitchen and office supplies, enter your keyword (i.e. cups, plates, staplers, pens) in UM Marketplace and pick the "Green " and "Recycled " icons. Watch this <u>video</u> for help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Transportation

Pts.	Action Item	Yes	No	N/A
2	Our staff visited the Alternative Mobility <u>webpage</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	We use virtual calls, such as Teams or Zoom rather than traveling to off campus meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	We sent the <u>Mobility Survey</u> to our staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	At least 20% of our staff use alternative commute options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Our staff is aware of transportation <u>alternatives</u> and <u>discounts</u> for UM employees. <u>This Green tip</u> on "greening your commute" has been sent to our team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Our building provides secure, safe bike racks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



20/100 points earned



40/100 points earned



60/100 points earned



80/100 points earned