

# Green Office Certification

## Energy and Appliances

Pts.	Action Item	Yes	No	N/A
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, 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 our <u>Break Energy Conservation Alerts</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	We set computers to <u>energy saving mode</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
2	The days they work remotely, our team follow the <u>Green Teleworking guidelines</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Green Office Certification

## Education and Outreach cont.

Pts.	Action Item	Yes	No	N/A
1	30% of our staff have taken at least one <a href="#">GreenU webinar</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3P	The Green Liaison has completed the Sustainability 101 workshop (Sustainability 101 <a href="#">RSVP</a> ) PRE-REQUISITE	<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 <a href="#">Green Tips page</a> for ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The team has liked <a href="#">Green U Facebook page</a> and/or followed <a href="#">Green U's Instagram</a> and share posts with the department social media outlets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	<a href="#">The Sustainable Living flyer</a> has been posted in the Kitchen	<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. ( <a href="#">Subscribe now</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	70% of our staff bring their own reusable bottle/tumbler and have signed the ECO pledge ( <a href="#">Sign here</a> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	All our events are following the <a href="#">Green Event</a> certification guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Once certified, we commit to display our Green Office seal in a visible area.	<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 <a href="mailto:green@miami.edu">green@miami.edu</a> (example <a href="#">here</a> )	<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"/>

# Green Office Certification

## Recycling / Reuse

Pts.	Action Item	Yes	No	N/A
1	Copyrooms have a tall recycling bin for office paper			
1	Recycling bins in lounge and common areas have lids with signage (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> for labels)			
1	All workstations are equipped with a small desktop side blue recycling bin			
5P	All workstations have traded their small trash can for a centralized one near the office PRE-REQUISITE			
1	The office promotes the use of durable serviceware by having staff bring their own Tupperware, mug, plate, cup, and utensils			
2	Staff have brought extra mugs for guests in the kitchen			
2	The office recycles printer cartridges (find out how <a href="#">here</a> )			
2	The office is recycling single-use batteries (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> for pickups)			
4	The office collects coffee ground, veggie scrap & paper towels, and take them to the UM compost site (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> for help)			
1	Our staff have at least one additional option for difficult to recycle items (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> for details).			
1	Our staff dispose of Universal & Electronic Waste properly: <a href="http://miami.edu/recycle">miami.edu/recycle</a>			
1	Our staff reuse packing materials and cardboard boxes instead of purchasing new			

# Green Office Certification

## Purchasing and Other

Pts.	Action Item	Yes	No	N/A
4	At least half of our copy paper is 100% recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3P	All our copy paper is Forest Stewardship Council (FSC certified) and 30% recycled (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> ) PRE-REQUISITE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	When clearing out a space, we contact the <a href="#">Reuse Store</a> for 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 check <a href="#">UM Surplus online</a> before buying new office furniture and other equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	We are not buying plastic stirrers, plastic straws, nor any Styrofoam item	<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 coffee 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 <a href="#">UM sustainable purchasing policy</a> have been shared with our team.	<input type="checkbox"/>	<input type="checkbox"/>	<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 <a href="#">video</a> to help you)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Green Office Certification

## Transportation

Pts.	Action Item	Yes	No	N/A
2	Our staff visited the Alternative Mobility <a href="#">webpage</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	We use conference calls, rather than traveling to off campus meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	We sent the <a href="#">Mobility Survey</a> . 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 alternatives and discounts for UM employees. <a href="#">This Green tip</a> 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"/>



20/100 points earned



40/100 points earned



60/100 points earned



80/100 points earned

Once you have completed this form, please submit to [green@umiami.edu](mailto:green@umiami.edu).