

# 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 <u>energy saving mode</u> .	<input type="checkbox"/>
3P	We <u>set computers to sleep mode</u> for 10 minutes or less. Pre-Requisite	<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 <a href="#">Green U webinar</a>	<input type="checkbox"/>
3P	The Green Liaison has completed the Sustainability 101 workshop (Sustainability 101 RSVP) PRE-REQUISITE	<input type="checkbox"/>
2	The office has invited Green U for a 20 minute presentation during a staff meeting.	<input type="checkbox"/>
3	The Green Liaison sends weekly Green tips to colleagues > Use our <a href="#">Green tips page</a>	<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"/>
1	<a href="#">The Sustainable Living flyer</a> has been posted in the Kitchen	<input type="checkbox"/>
2	We promoted the Green Office program to 2 other offices	<input type="checkbox"/>
2	Our team subscribed to the monthly Green U Newsletter ( <a href="#">Subscribe now</a> )	<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"/>
2	70% of our staff bring their own reusable bottle/tumbler and have signed the ECO pledge ( <a href="#">click here</a> )	<input type="checkbox"/>
1	All our events are following the <a href="#">Green Event</a> certification guidelines	<input type="checkbox"/>
3	Once certified, we commit to display our Green Office seal in a visible area.	<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"/>
2	We added plants in the office for better indoor air quality	<input type="checkbox"/>

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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 <a href="mailto:green@umiami.edu">green@umiami.edu</a> 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 PRE-REQUISITE	<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 <a href="#">here</a> )	<input type="checkbox"/>
2	The office is recycling single-use batteries (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> for pickups)	<input type="checkbox"/>
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)	<input type="checkbox"/>
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).	<input type="checkbox"/>
1	Our staff dispose of Universal & Electronic Waste properly: <a href="http://miami.edu/recycle">miami.edu/recycle</a>	<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/or 30% recycled (contact <a href="mailto:green@umiami.edu">green@umiami.edu</a> ) PRE REQUISITE	<input type="checkbox"/>
2	When clearing out a space, we contact the <u>Reuse Store</u> 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 <u>UM Surplus online</u> before buying new office furniture and other equipment	<input type="checkbox"/>
3	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 <u>UM sustainable purchasing policy</u> 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 <u><a href="#">video</a></u> to help you)	<input type="checkbox"/>

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## Transportation

Pts.	Action Item	Yes
2	Our staff have visited the Alternative Mobility page	<input type="checkbox"/>
2	We use conference calls, rather than traveling to off campus meetings	<input type="checkbox"/>
3	We sent the <u>Mobility Survey</u> . At least 20% of our staff use alternative commute options.	<input type="checkbox"/>
2	Our staff is aware of transportation alternatives 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"/>
1	Our building provides secure, safe bike racks	<input type="checkbox"/>

## Diversity, Equity and Inclusion – Wellbeing

Pts.	Action Item	Yes
2	The UM <u>DEI</u> and <u>Wellbeing</u> resources have been shared with our team.	<input type="checkbox"/>