



Bronze | **Take action!** Complete all items on this checklist and become Green Office Certified.

OFFICE

- Our Green Office Educator: _____
- Conduct new hire “green” orientation
- Share information! Post sustainability news and tips on social media, newsletters, or office bulletin board(s)
- Follow Sustainability on Facebook, Twitter, Instagram, and the Sustainable U blog (sustainability.utah.edu/sustainable-utah)

ENERGY

- Use “Turn Off” reminders on lights and electronics
- Enable sleep mode on all computers, monitors, copiers, and printers
- Turn off items when not in use and overnight, including:
 - Lights
 - Electronics, including computers, monitors, and printers
- Share appliances (coffee maker, microwave, refrigerator, etc.)

TRANSPORTATION

- Display information about alternative transportation, including bike paths, shuttles, and UTA buses, TRAX, and FrontRunner
- Participates in annual sustainable transportation programs: Clear the Air Challenge and U Bike Week; info at sustainability.utah.edu/engagement/programs

EVENTS & MEETINGS

- Use the Green Event Checklist when planning
- Hold paperless meetings (80% or more):
 - Send agendas and handouts via email
 - Use PowerPoint and projectors

PURCHASING

- Centralize and share office supplies and resources
- Use eco-friendly office supplies
- Recycle printer and copier ink cartridges
- Shop at U Surplus & Salvage.
Learn more at fbs.admin.utah.edu/surplus
- Commit to eco-friendly purchasing:
 - ENERGY STAR and EPEAT-certified equipment
 - Paper that is 30% recycled content and/or is certified by the Forest Stewardship Council (FSC)
 - Kitchenware that is reusable, minimum 30% recycled content, or compostable products (Earthware, Eco-Products, Sustainable Earth by Staples, other)
 - Organic, fair trade, or minority-owned products
 - Cleaning supplies with Green Seal certification

RECYCLING & WASTE

- Provide all work stations with desk-side recycling or provide no bins and access to central trash and recycling station(s)
- Post recycling “how to” signs
- Share the Facilities campus recycling guidelines
- Keep scrap paper in an easy-to-find location
- Commit to waste reduction efforts, including:
 - Place recycling bins by all waste bins
 - Set defaults to double-sided (duplex) printing
 - Reduce margins and font sizes to reduce paper usage (except when specific formatting required)
 - Reduce toner use with thinner fonts and/or grayscale
 - Place at least one reusable bag in break room for community use

ACHIEVE THE NEXT LEVEL



Silver

Your office is actively engaged!

80% or more of all materials purchased and available in this office are eco-friendly and 5+ Green Office Actions completed.



Gold

Your office is a leader!

80% or more of equipment defaults are set to double-sided printing and 10+ Green Office Actions completed.

GREEN OFFICE ACTIONS

- Reuse and reduce waste by using:
 - Reusable utensils
 - Reusable plates/bowls
 - Reusable mugs/cups
- Inspire another group to complete Green Office Certification.
Group name: _____
- Centralize printing and limit use of personal printers
- Purchase only 100% post-consumer recycled paper
- Plan a zero-waste event
- Bottled water is not purchased or used by this office.
Water is provided in pitchers with reusable cups
- Collect pre-consumer food waste for composting
- All waste collection is centrally located—no custodial service for trash/recycling at individual desk/workstation/office
- Update manual light switches to occupancy sensors
- Replace old light fixtures or bulbs with energy efficient LED
- 50% or more of staff and student workers use methods other than single-occupant vehicles to get to campus on a regular basis (walking, biking, public transportation, carpooling, etc.)
- Offset travelers’ carbon footprint by donating to the Green Travel Fund (sustainability.utah.edu/green-travel-fund)
- Refrain from using space heaters
- Innovate! Come up with your own “Green Action”

See our website “Resources” for more ideas