It's time to decide where to focus your Bronze-level efforts. Review the checklist below and select a minimum of 30 actions (75 percent) your office would like to achieve. The Bronze level actions are easy to carry out, require a low time commitment and have no financial investment required.

**BRONZE CHECKLIST**

**PARTICIPATION**

☐ 1. Our office has signed the Scotty Goes Green Office Participation Pledge.

☐ 2. We have completed our Green Office Pre-Audit.

☐ 3. We include sustainability topics as a regular agenda item at staff meetings.

☐ 4. Our office has or is working to establish an active Green Team.

☐ 5. Our Workplace website includes a link to the Environment @ CMU website and Information about our progress toward becoming Green Certified.

☐ 6. Our group or office displays the Green Tip poster and/or certificate on an office bulletin board.

☐ 7. Members of our office know the Scotty Goes Green Rep is the contact for ideas, questions, and comments regarding sustainability.

**ENERGY**

☐ 8. We turn off lights when we leave an unoccupied room or we use task lighting or daylight in place of overhead light.

☐ 9. When possible, we use human power instead of electric power.

☐ 10. We practice energy efficient computing practices.

☐ 11. We use centralized, shared appliances and equipment such as printers, scanners, copiers, and refrigerators.

☐ 12. We unplug Vampire Power.

☐ 13. When possible, we try to turn off our computers and monitors every night.

☐ 14. Our office completes an energy ‘power down’ before holidays and breaks.

☐ 15. We ensure that windows are tightly closed during heating and cooling season.

☐ 16. Our office refrains from using space heaters.

**TRANSPORTATION & COMMUTING**

☐ 17. For on-campus meetings and departmental events, we carpool; take the shuttle, bike or walk.

☐ 18. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.

☐ 19. We are aware of the bike racks nearest our office building.

☐ 20. We telecommute when possible.

**KITCHEN**

☐ 21. We report leaks and running faucets to FMS.

☐ 22. We use environmentally friendly products.

☐ 23. We participate in Food Composting.

☐ 24. We pack or purchase waste-free lunches.

**EVENTS**

☐ 25. We use reusable mugs/cups at office meetings and events.

☐ 26. We have made our meetings paper-free.

**RECYCLING**

☐ 27. We practice recycling and we have recycling instructions posted near all recycling bins.

☐ 28. We provide recycling bins at events and meetings sponsored by our office.

☐ 29. We recycle batteries using the FMS battery collection service.

☐ 30. We reuse single-sided copy and print paper.

☐ 31. We recycle used toner and ink cartridges from printers and copy machines.

**REDUCE, REUSE**

☐ 32. We have established an office supply sharing and re-use area for file folders, binders, pens, tape, etc.

☐ 33. We use interdepartmental envelopes for mailing on campus.

☐ 34. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing whenever possible.

☐ 35. We arrange for surplus furniture, electronics and equipment to be reused or donated.

**PURCHASING**

☐ 36. For printing and copying, we buy paper containing at least 30% recycled content.

☐ 37. Before we purchase new office furniture, such as file cabinets, desks, etc., we check to see if any departments have any surplus in stock.

☐ 38. If we must purchase new (or used) appliances and equipment, we only purchase those that comply with USEPA Energy Star Guidelines.

☐ 39. We reuse all standard office supplies (paperclips, push pins, and folders etc.) whenever possible and generally refrain from making these purchases often.

☐ 40. When we buy supplies for our office we buy in bulk.

**WRITE YOUR OWN ACTION**

Write 1 action, not listed above, that may be specific to your office.

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**UNIVERSITY ENGINEER**