

Enrollment Services

PARTICIPATION

2. Our office maintains an active Green Team to address and promote new initiatives.
3. We take active part in the Green Practices Committee meetings and have submitted a story about our efforts to be put up on the website or published in the SEER Newsletter

ENERGY

5. We have replaced our old power strips with “smart” power strips wherever possible.
6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescents lights (CFLs) or light-emitting diodes (LEDs).
7. We have contacted FMS about the feasibility to place occupancy sensors switches that turn off on their own when a space is not in use. (kitchen, JP office)
8. There are posted reminders around the office that employees should make sure lights and printers are off once they stop using them.

TRANSPORTATION & COMMUTING

9. We schedule regular vehicle maintenance for our fleet and/or departmental vehicles and are current with emission testing requirements. **N/A**
10. Our employees take advantage of teleworking opportunities, where appropriate.

KITCHEN

12. We have eliminated bottled water (personal bottles and 3-5 gallon bottles) from our office.
13. We purchase and use green cleaning products for our kitchen.
14. We only run dishwashing machine if it is completely full, if applicable. **N/A**

EVENTS

15. We host sustainability-related events like potlucks, film screenings, lunches, zero waste events etc.
16. We promote and enable alternatives to in-person meetings, such as video-conferencing and conference calls.

REDUCE, REUSE

17. We have completely eliminated disposable dishware (cups, plates, glasses, cutlery) for daily personal use.
18. We have decreased the number of giveaways, freebies and swag purchased and offered by our office.

RECYCLING

19. When we need new office furniture, or need to get rid of used equipment we reuse or donate.
20. We only use 30% recycled paper for general purpose printing and copying.
21. Each work area (cubicle or office) has a desk-side paper recycling bin.
22. We have reviewed the CMU Recycling Policy at staff meetings and trainings to ensure that all members of our office understand the rules and guidelines.

PURCHASING

23. We buy kitchen and office supplies in bulk to minimize packaging waste.
24. We buy recycled and environmentally friendly office products such as file folders, Post-It notes, and desk accessories, etc.
25. We have an ordering system that minimizes the number of office supply deliveries to our workplace to twice per month or less.

We are working on the following 2 items:

- 1. We include an introduction to our office’s sustainability initiatives in new staff orientation and staff meetings (CAS, Add to new employee checklist, student employees orientation, add to staff meetings for ES, HUB, URO and FAO...Louise to oversee - in progress**
- 11. We have reduced our office’s commuter carbon footprint by 10% from baseline levels identified in the BRONZE level. Do the survey again...Adriann**