



BRONZE CHECKLIST

PARTICIPATION

- **1. Our Office has signed the *Scotty Goes Green Office Participation Pledge*.**

How To: Ask your team to sign the Scotty Goes Green Participation Pledge at a staff meeting, special event or other gathering. This will kick-start your participation in the Green Certification Program. After it's signed, hang the pledge on a central bulletin board. This will be a reminder of the actions you are taking as well as a way to share your goals with others (including office visitors).

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

How to: Complete your Green Office Pre-Audit with the help of the Green Practices staff. This simple, short audit will help you track change over time and show your co-workers some of the impacts of their actions. It will showcase our collective progress toward Carnegie Mellon's sustainability goals.

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

How to: Recognize the champions of sustainability in your office by sharing their efforts with others. Check out the Scotty Goes Green Toolkit to discover more actions to share at the next meeting. Keep track of university-wide environmental events and lectures. Sign up for the Steinbrenner Institute newsletter for more information.

- **4. Our office has, or is working to establish an active Green Team.**

How to: Establish a person or group of people to be a part of a Green Team. A Green Team acts as an advocate for sustainability initiatives and oversees success of the certification objectives.

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

How to: Write a paragraph, or use our content, to share your progress towards becoming Green Office Certified. Write about the actions you're taking and how your office

is achieving them. Link your page to the Environment @ CMU webpage at cmu.edu/environment. This is a way to provide people with learning tools about all of the sustainability initiatives around campus and in your office.

- **6. Our group or office displays the Green Tips posters and/or certificate on an office bulletin board.**

How to: Display Green Tips posters in your office bulletin board, like the Recycling or Composting Guides available on the Environment @ CMU website, and hang up your Pledge where everyone in the office is able to see it.

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

How to: Make sure everyone at the office knows who the SGG representative is within the office, as well the contact information for Barb Kviz, Environmental Coordinator, in Facilities Management and Campus Services.

ENERGY

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

How to:

- When other electronic devices, such as projectors or computers are shut off, remind yourself that the lights need to be shut off as well.
- Assign a specific person to shut down electronic equipment after a meeting.
- Request FMS "switch-off" plate stickers for your office, from green practices.
- If available, use natural light from outside – it's free!

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

How to:

- Take stairs instead of elevators. Start by walking up one flight of stairs. Each week add another flight until you walk the entire way. Walk Up One, Down Two!
- Manually open doors instead of using the automatic door opener.

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□ 10. We practice energy efficient computing practices.

How to:

- All computers, monitors, printers, and copy machines in the office utilize their built-in energy efficiency settings and power management settings.
- When possible, we use wireless connection to reduce overall energy consumption.

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

How to:

- Instead of using two or more small refrigerators, combine office food in one large refrigerator
- Consider installing a network printer to replace smaller, less-durable, personal printers.

□ 12. We unplug Vampire Power.

How to: “Vampire Power” is the power that electronics and appliances continue to consume after they are turned off, a waste that can be as much as 10% of electricity use. This occurs with most computers, laptops, stereos, kitchen appliances, cell phone chargers and many other electronics. An easy way to turn off all your equipment at once is to plug it all into one surge protector with an on/off switch.

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

How to: Turn off your computer and your monitor before you leave the office for the night. In some cases IT staff may have a specific reason to request that you leave your computer powered. As a minimum practice, turn off your monitor every night and turn off your monitor and computer every weekend.

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

How to: Before you leave for vacation, “power down” your office. Follow the FMS instructions sent through the email server about powering down equipment during holidays. Some devices that create phantom loads can be identified by clocks or lights that continue to operate after the appliance is turned “off”. Before you leave for the holiday break please Un-Plug It!

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

How to: Close all windows before heating or cooling season. If unable to close them fully, contact FMS to place a work order and report any maintenance issues.

□ 16. Our office refrains from using space heaters.

How to: Dress comfortably for indoor temperatures in your building. A good way to keep your space warm is to close your blinds when the sun goes down. If the temperature in your office is below 68°F place a work order with FMS.

TRANSPORTATION & COMMUTING

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

How to:

- Check out the CMU shuttle route.
- Read the Environment at CMU website for descriptions of alternative transportation options available for all CMU staff.
- Consider subscribing to a departmental Zip Car membership.
- Consider a private ride sharing network that offers rides for your commute. If you have a car, split costs by offering rides. If you don't have a car, find rides where you need to go. Learn more at commuteinfo.org.

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

How to: On an annual basis, ask your members to calculate their individual commute footprints using a travel footprint calculator. See Toolkit for the calculator.

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

How to: Check out the locations of bike racks on campus on Google. The link can be found on the Environment at CMU website, under Transportation. Supply Bike Pittsburgh bike maps to interested staff in the office.

□ 20. We telecommute when possible.

How to: Make sure all members of the office know how video conferencing works and use it as an alternative to commuting.

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KITCHEN

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

How to: Be proactive when you notice a leaking faucet or running toilet. Contact FMS to place a work order. You will not only save water, but also prevent costly damage to university facilities.

□ 22. We use environmentally friendly products.

How to: You can buy environmentally friendly dining products, or place an order to the campus caterer requesting compostable, Zero Waste alternatives for your office kitchen.

□ 23. We participate in Food Composting.

How to: Many offices and departments across campus already participate in our Food Composting program. Ensure that your office is participating in the program by requesting a kitchen composting bin from FMS and placing it in your office. Send out an email and post information that educates your coworkers on what compost is and what can be composted.

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

How to:

- Pack lunches and snacks in reusable containers instead of using disposable containers, plastic wrap or aluminum foil.
- Keep a set of reusable dishes and cutlery at your workplace at all times.
- Be sure that when going out to eat, the take-out containers can be recycled or composted.

EVENTS

□ 25. We use reusable or compostable mugs/cups at office meetings and events.

How to: Send out a reminder email before meetings asking everyone to bring their own mug. Contact FMS Green Practices to learn about services available for compostable utensils, cups and plates.

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

How to:

When attending a meeting:

- Ask in advance for supporting documents to be emailed to you.
- Bring a laptop to take notes electronically.
- Bring a portable memory device if you would like a copy of the presentation, or ask if the presentation could be sent out electronically after the meeting.

When hosting a meeting:

- Post supporting documents in advance.
- Encourage attendees not to print these documents.
- Inform others that supporting documents will be shared electronically.

RECYCLING

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

How to: You can request a recycling bin or a service request for your office by contacting FMS at fmsfixit@cmu.edu. Print out the CMU Recycling Guide to post around the office

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

How to: Place a recycling/composting bin next to every trash can. Provide Zero Waste options (compostable cup and plates etc.) at your events

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

How to:

- Whenever possible, purchase rechargeable batteries.
- Deposit used batteries into a campus envelope and send them through campus mail to FMS Recycling.
- Collect used batteries and take them to the battery recycling stations located in the UC's Green Room or 12 other locations on campus.

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

How to: Place an empty box or office tray next to each copier and printer area to collect single-sided paper for reuse. Post a sign above each collection box and email coworkers so everyone in the office knows what the tray is for. Use this paper for draft printing, scrap paper and note pads.

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

How to: Use the free postage mail back program manufacture labels to recycle cartridges. Start your own cartridge recycling program in your office.

REDUCE, REUSE

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

How to: Designate a specific area in your office for your office supply sharing and re-use area. A shelf, a cabinet or a

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table top will work. Email office members to encourage them to bring their unneeded office supplies to the reuse area and check for supplies before ordering anything new.

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

How to: When sending anything on campus, use a reusable, interdepartmental envelope instead of a single-use envelope.

□ 34. Our printers/computers are set for automatic double-sided printing whenever possible.

How to: Find out where the duplex printers are in your workplace, and switch network settings to print double-sided by default. Then, encourage your workplace to provide every employee access to at least one printer that is capable of duplex printing. Encourage your department to purchase a duplex printer if you do not already have one.

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

How to: Whenever you have furniture or electronics that your department is disposing of, advertise internally on campus for reuse, before donating. For Sale @ CMU.

PURCHASING

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

How to: 30% post-consumer paper can be purchased from Office Depot, our campus preferred vendor.

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

How to: Check with others departments or use social media to see if there are any campus items that can be purchased or reused. For Sale @ CMU Facebook Group.

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

How to: Energy Star equipment is more energy efficient. You can buy Energy Star Equipment but looking for the Energy Star tag when searching for new appliances.

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

How to: Keep a centralized location for all used office supplies. Making a communal place to reuse office supplies is a great way to reduce waste.

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

How to: When you are ordering supplies for the office, consider buying in bulk instead of small quantities. By not paying for individual packaging and advertising, you are getting more product for your money and considerably reducing the amount of waste produced through packaging.