

#### 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. (AOI)
- 10. We practice energy efficient computing practices (using sleep mode)
- 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. (AOI)
- 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. (n/a)
- 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. (survey?)

#### 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.

#### ADDITIONAL ITEMS

- 41. We have an annual cleanup in which we recycle, reuse and donate unused office items, supplies, furniture, books, etc.