

## GOLD CHECKLIST

Invest and save at the gold level. These actions will help you embed sustainability into the culture of your office. A higher level comes with larger commitments, both in terms of time and effort. But we know you are up to the challenge and rewards! Review the actions below and select a **minimum of 19 actions** (about 75 percent) your office **would like to achieve**.

### PARTICIPATION

- 1. We reviewed our Bronze and Silver Checklist to reduce behavior lapse.
- 2. We report our sustainability initiatives and progress on our department's website
- 3. We follow all aspects of the CMU Recycling Policy.
- 4. We have sponsored and/or supported at least one student or campus-wide sustainability initiative, event, or action. (Change wars game which raised money which was donated to Sustainable Earth)
- 5. Our office incorporates sustainability into Performance Reviews.
- 6. We each perform a minimum of five Scotty Goes Green actions (from Bronze, Silver and/or Gold) at home.

### ENERGY

- 7. We use vegetable-based inks and 100% PCC for all printed materials and publications.
- 8. All appliances in our office are unplugged at night, over weekend, and during holidays or are programmed to shut off.
- 9. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.

### TRANSPORTATION & COMMUTING

- 10. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in the Bronze Level.
- 11. We purchase travel carbon offsets when members of our office fly for work.
- 12. We do not idle vehicles and have designated our loading/drop-off zones as idle free.

### N/A

- 13. When hotels are required for travel, we select environmentally friendly ones.
- 14. Our office facilitates on campus transportation with bikes or other non-fossil fuel powered transportation. **N/A**
- 15. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or bus, or drive a highly-efficient vehicle when possible.

### KITCHEN

- 16. We provide kitchen facilities so that our employees can more easily eat at work.
- 17. The coffee and tea provided by our office is fair trade and/or organic.

### EVENTS

- 18. We select sustainable (local, organic) food options for all meetings and events.
- 19. All of our office events are Zero-Waste.

#### REDUCE, REUSE

- 20. We have unsubscribed to all junk mail so that there is no unsolicited mail delivered to our office.
- 21. We use rechargeable and reusable batteries for all small equipment.
- 22. We use electronic distribution for all department communications.

#### RECYCLE

- 23. All e-waste for our office or department is recycled.

#### PURCHASING

- 24. We buy environmentally friendly gifts for retirements, celebrations, and guest speakers.
- 25. We buy energy efficient laboratory equipment and sustainable product choices.

#### OUR ACTIVITIES

1.  Quarterly Green newsletter with tips and tricks for what we can do at work and at home. Encouraging staff to send pictures of themselves doing Green activities.
2.  Use video conferencing for meetings instead of traveling for work with other campuses and with telecommuters.
3.  Recycle all posters, calendars and promotional materials for Enrollment Services
4.  Utilize the CUC Green Room
5.  Installed motion sensor lights in our restrooms - Ladies room near A19, Men's room and Unisex room near A5 (work order submitted July 25<sup>th</sup>)
6.  ?
7.  ?
8.  ?