



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.

## GOLD CHECKLIST

### 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.
- 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.
- 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.
- 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.

### WRITE YOUR OWN ACTIONS

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