



These silver actions are simple and low cost! Review the actions below and select a minimum of 19 actions (about 75 percent) your office would like to achieve.

## SILVER CHECKLIST

### PARTICIPATION

- 1. We include an introduction to our office's sustainability initiatives in new staff orientation and staff meetings.
- 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.
- 4. We formally challenged another office to participate in the Scotty Goes Green Certification Program.

### 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.
- 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.
- 10. Our employees take advantage of teleworking opportunities, where appropriate.
- 11. We have reduced our office's commuter carbon footprint by 10% from baseline levels identified in the Bronze Level.

### 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.

### 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.

### WRITE YOUR OWN ACTION

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