

SILVER CHECKLIST

PARTICIPATION

- **1. We include an introduction to our office's sustainability initiatives in new staff orientation and staff meetings.**

How To:

- Meet with your HR Coordinator to incorporate training (or provisional materials) for new employees about your sustainability initiatives.
- Use materials in staff meetings or presentations to inform employees that being “green” is part of the office culture and is a standard operating practice for everyone at CMU
- Point out the location of sustainability related infrastructure such as office supply reuse zone, central printing stations, compost and recycling bins, etc.
- Show co-workers your Green Office pledge checklist, completed actions, and sustainability goals.

- **2. Our office maintains an active Green Team to address and promote new initiatives.**

How To: Discuss the establishment of a standing Green Team with your department head. Brainstorm ideas, activities, and objectives that the Team would like to accomplish. Then, develop a short list of realistic and impactful actions that can be endorsed by senior staff and department members in your office.

- **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.**

How To: Brag a little about the recognition you deserve!

We can learn all from each other. Contact the Green Practices Committee or the Staff Council Sustainability Committee to submit a success story. We will share your story on CMU social media.

- **4. We formally challenged another office to participate in the Scotty Goes Green Certification Program.**

How To: Once your Green Office has been established, contact another office for a friendly challenge. It could be another office in your department or an office across campus. Challenging another office can promote growth, increase creativity, promote change, make us goal-oriented, and keep us focused on the college-wide sustainability goals. Just share the Scotty Goes Green Flyer and create positive change around campus!

ENERGY

- **5. We have replaced our old power strips with “smart” power strips wherever possible.**

How To: Using smart power strips is an easy way to eliminate Vampire Power in your office. Smart power strips automatically turn off power without need to flip the switch or unplug your electronics. They can be used for any electronics or appliances that draw power when they are not being used, (computers, chargers, printers, telephones, microwaves, etc.).

- **6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescents lights (CFLs) or light-emitting diodes (LEDs).**

How To: Swap out incandescent lights with CFLs or LEDs in desk lamps and overhead lighting. Incandescent light bulbs can be wrapped in paper before discarding them in the trash. Recycle old CFL bulbs with Environmental Health & Safety, <http://www.cmu.edu/ehs/>.

- **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.**

How To: Occupancy sensors can be an easy way to reduce energy consumption because they automatically turn off lights in unoccupied spaces. FMS can install sensors for free, upon request. Check out the Sustainability at FMS web page to learn about other free services they provide. Contact FMS Fix it fixit@andrew.cmu.edu to request a work order.

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8. There are posted reminders around the office that employees should make sure lights and printers are off once they stop using them.

How To: Post reminders around the office that lights, equipment and appliances should be turned off after use. A simple “turn me off!” note can be very successful.

TRANSPORTATION & COMMUTING

□ **9. We schedule regular vehicle maintenance for our departmental vehicles and are up to date with emission testing requirements.**

How To: Check tire pressure every time you fill up with gas. To find the recommended tire pressure for your vehicle’s tires, refer to the tire information placard, which is normally located on the edge of the driver’s door, the doorpost or another conspicuous location. If you cannot find the tire information placard, check the owner’s manual. Schedule vehicle maintenance every few months and closely monitor tire pressure in order to improve fuel efficiency and reduce emissions.

□ **10. Our employees take advantage of teleworking opportunities, where appropriate.**

How To:

- Check with your supervisor, department head or HR coordinator to find out if teleworking is an option for your position.
- If appropriate, work with your supervisor to develop a schedule that provides benefits to the employee and the employer. Telecommuting part-time can significantly reduce carbon emissions and increase employee productivity

□ **11. We have reduced our office’s commuter carbon footprint by 10% from baseline levels identified in the Bronze Level.**

How To:

- Staff can ride any Port Authority vehicle, for business or personal travel, without charge. This option can help to significantly reduce emissions.
- If you live close to campus, consider cycling or walking. Start off by commuting this way one day each week. Check out the bike rack [map](#) on the Environment at CMU website. All bike rack locations are listed.
- Participate in a Ride Sharing and share your car or catch a ride.

- Access the online services from commuteinfo.org, it connects you with local commuting options.
- Use the shuttle/escort service for events on campus.

KITCHEN

□ **12. We have eliminated bottled water (personal bottles and 3-5 gallon bottles) from our office.**

How To:

- Purchase a reusable water bottle and fill it with water from nearby fountains or kitchen sinks. There are water-bottle refill fountains throughout campus.
- Ask your department to install a point of entry water treatment system for high quality drinking water.
- Leave a filter pitcher in your office refrigerator for communal use.
- Keep reusable coffee/tea mugs in the office for daily use and for use by guests and visitors.

□ **13. We purchase and use green cleaning products for our kitchen.**

How To: Purchase green cleaning products for use by employees in your office. These could include dish soap, multi-purpose cleaner, furniture polish etc. Cleaning products are responsible for many toxic exposures; so look for products that meet these criteria:

Non Aerosol	Non Corrosive
Minimally Packaged	Biodegradable
Non Poisonous/Toxic	Natural Scents
Non-Anti-bacterial	Available in bulk
Reusable	Phosphate free

□ **14. We only run dishwashing machine if it is completely full, if applicable.**

How To: Before running the dishwasher, wait until it is full. This will help make the most of the energy, water, and detergent the machine uses.

EVENTS

□ **15. We host sustainability-related events like potlucks, film screenings, zero waste events etc.**

How To: Organize a local food potluck lunch. (Local food is generally considered to come from a radius of 250 miles or less). You can also host Zero Waste events, or hold a film screening on a desired topic. Get creative!

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- **16. We promote and enable alternatives to in-person meetings, such as video-conferencing and conference calls.**

How To:

- Video conferencing rooms are located across campus. Contact your dean/director/department head for more details and locations.
- Web cams allow video conferencing directly from the desktop. Skype, Google Hangout and other software can help you conduct meetings, interviews, and educational sessions.
- You can find many fee-for-use and free conference calls services online
- Distribute materials electronically in advance (instead of on paper, as frequently used in meetings).

REDUCE, REUSE

- **17. We have completely eliminated disposable, dishware (cups, plates, glasses, and cutlery) for daily personal use.**

How To:

- Create a plan for the elimination of disposable, dishware and utensils.
 - Find a space for reusable items in the kitchen or central-storage area. This may be a cupboard, a shelf, or a storage container.
 - Send out a bulletin notifying employees of this change. You may also want to share this information at staff meetings prior to implementation.
 - Ask your co-workers to bring a personal mug, plate and utensils for at-work use.
 - Use compostable plates, cup, and utensils for department events.
- **18. We have decreased the number of giveaways, freebies, and swag purchased and offered by our office.**

How To: Before you order corporate gifts or giveaways, consider the environment. Ensure that the giveaway items you choose relate to the goals and mission of your office, serve a useful purpose and are made from recycled/reclaimed materials.

RECYCLING

- **19. When we need new office furniture, or need to get rid of used equipment we reuse or donate.**

How To: Check with other departments, or use social media to see if there are any campus items that can be purchased or reused. Donate if possible.

- **20. We use 30% recycled paper for general purpose printing and copying.**

How To: 30%-post-consumer recycled paper can be purchased from Office Depot, our campus preferred vendor. It should be used for general purpose printing and copying.

- **21. Each work area (cubicle or office) has a desk-side paper recycling bin.**

How To: Ensure that every work area around your office has a paper recycling bin. This will signal your co-workers about the importance of paper recycling in the workplace, where significant amounts of paper are disposed. Contact FMS Fix it fixit@andrew.cmu.edu to place an order for recycling bins, stations or labels.

- **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.**

How To: The entire campus community is expected to actively participate in CMU's Recycling Program under the university's [Recycling Policy](#). This involves recycling of paper, cardboard and beverage cans; source reduction; and purchasing products made from recycled materials.

Circulate the [Recycling Guide](#) and share it during staff meetings to make sure every employee is aware of what can be recycling and how.

PURCHASING

- **23. We buy kitchen and office supplies in bulk to minimize packaging waste.**

How To: Buying in bulk has benefits that include reduced packaging waste, fewer trips to the store, and saving money. For example, you can buy large quantities of nonperishable items and use them to refill smaller containers

- **24. We buy recycled and environmentally friendly office products such as file folders, Post-It notes, and desk accessories, etc.**

How To: Under the university's Purchasing Policy, buyers and users should utilize suppliers and service providers that make use of materials and services that support CMU's environmental goals of reducing, reusing and recycling.

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- **25. We have an ordering system that minimizes the number of office supply deliveries to our workplace to twice per month or less.**

How To: Only purchase supplies when you really need them. Placing fewer supply orders reduces transportation emissions and encourages staff to reuse office supplies before buying new ones.