



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.