

Go the Extra Mile



As many of these items as wished may be completed. The more you complete, the greater the recognition your office will receive:

- **Bronze Level** – at least 7 commitments
- **Silver Level** – at least 11 commitments
- **Gold Level** – at least 14 commitments

To reduce our office's carbon footprint from transportation, we:

1. Use video/teleconferencing equipment for meetings when travel can be avoided.
2. Educate our office about using active transportation such as walking, biking and/or CUMTD buses.
3. Commit to participate in the campus bike share program when it is implemented or purchase/provide a bicycle to be shared with employees in the office/building.

We engage in sustainable purchasing practices by purchasing:

4. Environmentally friendly office supplies through iBuy.
5. 100% recycled content printer paper (Aspen 100).
6. Online subscriptions instead of printed publications.

To reduce waste production, we:

7. Promote need-based printing (we print only when needed and distribute agendas and supporting documents electronically prior to meetings).
8. Place a used paper collection bin to increase use of scrap paper.
9. Set the default on all printers to print two-sided in black and white.
10. Collect printer cartridges and recycle them.

To promote sustainability during our events & meetings, we:

11. Do not purchase bottled water when tap or filtered water can be made available instead.
12. Have a full supply of reusable dishware, cutlery, and cups in our kitchen, or work with caterers to reduce packaging waste.

As an office, we minimize our energy consumption by:

13. Purchasing ENERGY STAR-certified or EPEAT-standard appliances such as computers, printers, and refrigerators.
14. Consulting appropriate facility managers to determine seasonal thermostat settings that will minimize energy use while still protecting building systems.
15. Increasing personal comfort by dressing for the weather (wearing warmer clothes and sweaters in the winter).
16. Using natural lighting whenever possible.

As an office, we promote innovation in sustainability by:

17. Finding an innovative way to make our space more sustainable (DIY).

REMINDER: The Certified Green Office Application (excel worksheet) is due December 15, 2014. All additional sustainability commitments must be completed at this time.