



# bronzechecklist

sustainableumd



terps leave small footprints

It's time to decide where to focus your Bronze-level efforts. Review the checklist below and select a minimum of 23 actions (75 percent) your office would like to achieve. The Bronze level actions are easy to carry out, require low time commitment and have no financial investment requirement.

## Participation category:

- 1. Our office has signed the Green Office Participation Pledge.
- 2. We have completed our Green Office Pre-Audit.
- 3. We include sustainability topics as a regular agenda item at staff meetings.
- 4. Our workplace website includes a link to the Office of Sustainability and information about our progress towards becoming Green Office certified.
- 5. We reward and recognize participation in sustainability initiatives including the Green Office Program.

## Energy and Technology category:

- 6. We turn out lights when we leave an unoccupied room and we use task lighting in place of overhead lights.
- 7. When possible, we use human power instead of electric power.
- 8. We use energy efficiency settings on our computers, monitors, printers and copy machines.
- 9. We use centralized, shared appliances and equipment such as printers, scanners, copiers and refrigerators.
- 10. We unplug power vampires.
- 11. When possible, we turn off our computers and monitors every night.
- 12. Our office completes an energy "power down" before holidays and breaks.
- 13. We ensure that windows are tightly closed during heating and cooling season.
- 14. Our office refrains from using space heaters.

## Kitchen and lunch room category:

- 15. We report leaks and running taps to Facilities Management.
- 16. We pack or purchase waste-free lunches

## Meetings and events category:

- 17. We use reusable mugs/cups, including at office meetings and events.
- 18. We have made our meetings paper-free.

## Transportation category:

- 19. For **on-campus** meetings, we carpool, take the shuttle, bike or walk.
- 20. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.

## Waste and recycling category:

- 21. We have established an office supply sharing and re-use area for file folders, binders, pens, tape and more.
- 22. We use inter-departmental envelopes for mailing on campus.
- 23. We practice single-stream recycling and we have recycling instructions posted near all recycling bins.
- 24. We cancel subscriptions to unwanted catalogs and junk mail.
- 25. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing wherever possible.
- 26. We collect single-sided copy and print paper.
- 27. We recycle batteries using Facilities Management brown battery collection system.
- 28. We participate in "Can the Can."
- 29. We arrange for Terrapin Trader to pick up surplus office furniture, electronics and/or equipment.
- 30. We recycle used toner and ink cartridges from printers and copy machines.

## Write your own action:

Write 1 action, not listed above, that may be specific to your office.

- Our office has initiated the process to transition from paper to electronic filing.*