These Silver actions are simple and low cost! Review the actions below and select a minimum of 15 actions (75 percent) your office would like to achieve.

**Participation category:**
1. We include an introduction to our office's sustainability initiatives in new staff orientation.
2. Our office maintains an active sustainability committee to address and promote new initiatives.
3. We have submitted a Green Office story about our efforts to the Office of Sustainability.
4. We formally challenged another office to participate in the Green Office Program.

**Energy and technology category:**
5. We have replaced our old power strips with "smart" power strips.
6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs).
7. We maintain living plants throughout our office to help improve air quality.

**Kitchen and lunch room category:**
8. We have eliminated bottled water (small personal bottles and larger 3-5 gallon bottles) from our office.
9. We buy condiments, coffee, and other supplies in bulk to minimize packaging waste.
10. We purchase and use green cleaning products for our office.

**Meetings and events category:**
11. We host sustainability special events (such as potlucks, films, lunch and learns).
12. We promote and enable alternatives to in-person meetings (such as video-conferencing, and conference calls).
13. We have decreased the number of giveaways, freebies and gifts purchased and offered by our office.

**Transportation category:**
14. We schedule regular vehicle maintenance for our fleet vehicles and are current with emission testing requirements.
15. Our employees take advantage of teleworking opportunities, where appropriate.
16. We have reduced our office’s commuter carbon footprint by 10 percent from baseline levels identified in Bronze #20.

**Waste and recycling category:**
17. We buy recycled and environmentally friendly office products such as file folders, note pads, Post-It notes, desk accessories, etc.
18. We have eliminated disposable dishware (cups, plates, glasses, cutlery) for daily personal use and for meetings and events.
19. When we need new office furniture, we purchase from Terrapin Trader when they have something that will fill our needs.
20. We use either 100 percent recycled or tree-free paper for general purpose printing and copying.

**Write your own action:**
Write up to 1 action, not listed above, that is specific to your office.
- **Promote farmers market + UMD Food Truck as sustainable lunch options**
These Silver actions are simple and low cost! Review the actions below and select a minimum of 15 actions (75 percent) your office would like to achieve.

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**Write your own action:**
Write up to 1 action, not listed above, that is specific to your office.

- Promote a farmers market + UMD Food Truck as a sustainable lunch option.