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 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.
- [ ] 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 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 and track our commuter carbon footprint and share 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. When we have surplus office furniture, electronics and equipment, we arrange for Terrapin Trader to pick it up.
- [ ] 30. Toner and ink cartridges from printers and copy machines are recycled.

**Write your own action:**

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

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