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

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

**Kitchen and lunch room category:**
- We report leaks and running taps to Facilities Management.
- We pack or purchase waste-free lunches.

**Meetings and events category:**
- We use reusable mugs/cups, including at office meetings and events.
- We have made our meetings paper-free.

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

**Waste and recycling category:**
- We have established an office supply sharing and re-use area for file folders, binders, pens, tape and more.
- We use inter-departmental envelopes for mailing on campus.
- We practice single-stream recycling and we have recycling instructions posted near all recycling bins.
- We cancel subscriptions to unwanted catalogs and junk mail.
- We print and copy on both sides of a page and our printers/ computers are set for automatic double-sided printing wherever possible.
- We collect single-sided copy and print paper.
- We recycle batteries using Facilities Management brown battery collection system.
- We participate in “Can the Can.”
- We arrange for Terrapin Trader to pick up surplus office furniture, electronics and/or equipment.
- 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.

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greenoffice.umd.edu
Participation category:

1. **Our office has signed the Green Office Participation Pledge.**
   **How to:** Ask your team to sign the GO Participation Pledge at a staff meeting, special event or other gathering. This activity will kick-start your participation in the Green Office Program. After it's signed, hang the pledge on a central bulletin board. This will be a reminder of the actions you are taking as well as a way to share your goals with others (including office visitors).

   **Did You Know?** An article in the journal of Environmental Psychology found that signing a commitment increased people's participation in curbside recycling more than receiving a flyer, a telephone call or personal contact alone (Werner, Turner, Shipman, Twitchell et al, 1995).

2. **We have completed our Green Office Pre-Audit.**
   **How to:** Complete your Green Office Pre-Audit with the help of the Office of Sustainability staff. This simple, short audit will help you track change over time and show your co-workers some of the impacts of their actions.

   **Did You Know?** The audit will allow your office to track its progress towards the actions you have selected. Aggregated results can be used for evaluating and improving the Green Office program and other sustainability initiatives at the campus level. The Green Office Pre- and Post-Audit can show our collective progress on some strategies in the University of Maryland Climate Action Plan.

3. **We include sustainability topics as a regular agenda item at staff meetings.**
   **How to:**
   - Look through the Green Office checklist and share one new action at each meeting.
   - Recognize sustainability champions in your office by sharing their efforts with others.
   - Check out the “What you can do” section of sustainability.umd.edu to find more actions.
   - Sign up for the Sustainability e-Newsletter for additional meeting topics.

   **Did You Know?** Discussing sustainability at staff meetings is an easy way to engage and excite employees and keep sustainability topics top of mind. Fellow employees are also often a helpful source of new ideas, leadership, and inspiration.

4. **Our workplace website includes a link to the Office of Sustainability and information about our progress towards becoming Green Office certified.**
   **How to:** Write a paragraph, or use our draft text, and share your progress towards becoming Green Office Certified. Write about the actions you are taking and how your office is achieving them. Link your page to the Green Office Website at www.greenoffice.umd.edu and the Office of Sustainability website at www.sustainability.umd.edu.

   **Did You Know?** Including information on your website about your Green Office progress is a simple way to let others know about the hard work you are contributing to conserve natural resources and help the University of Maryland meet its goal to be widely recognized as a national model for a Green University. This step may even encourage other offices to participate in the Green Office Program. Including a link to the OS website also provides a way for people to learn about all of the sustainability initiatives around campus.

5. **We reward and recognize participation in sustainability initiatives including the Green Office Program.**
   **How to:** Look around your office. You will probably see someone making an extra effort to be more sustainable. Be sure to say thanks. Contact the Green Office program for free thank-you notes and tokens of appreciation.

   **Did You Know?** Rewarding positive actions has been found to have many benefits such as increased individual productivity, greater employee satisfaction, less employee turnover, less absenteeism and stress, and enhanced teamwork.

Energy and Technology category:

6. **We turn off lights when we leave an unoccupied room and we use task lighting in place of overhead lights.**
   **How to:**
   - When other electronic equipment, such as a projector or computer is shut off, remind yourself that the lights need to be shut off as well.
   - Assign a specific person to shut down electronic equipment and lighting when meetings are over (perhaps the person who booked the meeting).
   - Request Green Office switch plate stickers for your office.
   - If available, use natural light from outside — it’s free!

   **Did You Know?** IBM estimated that it was able to save $178 million in one year just by reminding employees to turn off lights and other equipment when not in use. Task lighting can increase productivity, improve personal viewing comfort, provide control over lighting levels and save energy.

7. **When possible, we use human power instead of electric power.**
   **How to:**
   - Take the stairs instead of elevators. Start by walking up one flight of stairs. Each week, add another flight until you walk up the entire way.
   - Manually open doors instead of using the automatic door opener. Be courteous and hold the door for others.

   **Did You Know?** Taking the stairs can burn nine times as many calories as standing still. It can also strengthen muscles and improve circulation.