



# silver checklist

sustainableumd



terps leave **small** footprints

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.

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