

AMERICAN UNIVERSITY
OFFICE *of* SUSTAINABILITY

Green Office: Bronze Checklist



Complete at least 10 of the following 15 action items:

CULTURE

- A representative from the Office of Sustainability has presented to our office about American University's sustainability goals and initiatives. If renewing certification, your team has reviewed the refresher slide deck. (Required)
- Our office has a green team and at least one green team leader. (Required)
- Green team leader receives and distributes the monthly sustainability newsletter to the entire office.

ENERGY

- Turn off personal computers, monitors, printers and other office equipment at night and put to sleep when away from your desk during the day; use power strips when appropriate.
- Turn off common area office lights, printers, and other office equipment at night.
- Refrigerator temperature is 37° F and freezer is 3-5° F, if applicable.
- Use energy efficient settings on all computers, including no screen savers.

HEALTH & WELLNESS

- Our office receives the AHealthyU newsletter.

TRANSPORTATION

- All members of our office are aware of AU's alternative commute options on www.american.edu/transportation.

WASTE

- All staff are aware of the university's zero waste goals and understand how to sort their waste.
- We have unsubscribed from unnecessary paper publications in the office.
- We have eliminated desk side trash and recycling bins and utilize the zero waste bins in our building.

WATER

- We complete 2Fix requests when we notice leaks.

OTHER (must be approved by the Office of Sustainability)

- Please Specify:
- Please Specify:

Have three quarters of your office sign the reverse side, and return to sustainability@american.edu.

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Office/Department: _____

Total # employees: _____

Three quarters of the members of the office must sign below to indicate your commitment to striving to be a Green Office. Return to sustainability@american.edu.

Office Manager:

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Green Team Leader:

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____

Printed name: _____