Green Office Program Achievement Form
Gold Checklist

Please check off the items your office has completed and have the form signed by at least two thirds of your office including someone from your office’s management team. Submit the signed form to Megan Litke in the Office for Sustainability via inter-office mail. This form is the only page we ask you to print for the Green Office Program.

Office Name: _____________________________________________________
Date: _____________________________________
Green Team Leader: ______________________________________________
Contact Information: ______________________________________________

Gold Spider Checklist (11 actions are required)

☐ Adhere to optimal energy saving temperature guidelines – set thermostat to 66-70°F in the winter and 74-78°F in the summer
☐ Purchase recycled paper for external printing jobs
☐ Recycle electronics, computer accessories, and other small electronics through IS
☐ Unplug microwaves and coffee makers at night and when not in use; when needed, replace with Energy Star models
☐ Eliminate personal printers and scanners
☐ Utilize reusable plates, glasses, and utensils at catered functions wherever possible
☐ Environmental footprint of travel is considered when making work-related travel plans
☐ Review document printing policies and adjust to reduce printing
☐ Create online alternatives for publications and forms
☐ Office does not provide bottled water or water service for daily use
☐ Office staff uses reusable dining ware on a daily basis and offers reusables to guests
☐ Staff members use only eco-friendly dish soap and other cleaning products
☐ Office encourages staff to participate in a topically appropriate sustainability webinar or other professional development or community building opportunity
☐ Other (please specify): ______________________________
☐ Other (please specify): ______________________________

Signatures:
Head of Department signature and printed name: ____________________________
Number of people in office: ____________
Signatures of two thirds of office members:

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