Green Office Program Achievement Form
Silver 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: ______________________________________________

Silver Spider Checklist (11 actions are required)

☐ Purchase sustainable office materials (i.e. made from recycled material)
☐ Ensure availability of adequate and correctly labeled recycling and trash bins by arranging and completing an office waste audit with the Office for Sustainability
☐ Consolidate office supply orders to a monthly order
☐ Participate in the Office Supply Exchange Program
☐ The office performs a thorough power-down prior to breaks and holidays
☐ Office has requested additional bike racks if needed for bike commuters
☐ Before ordering new furniture check with facilities for surplus inventory
☐ Replace incandescent bulbs with compact florescent bulbs
☐ Eliminate the use of space heaters
☐ Eliminate the use of disposable plates, cups, mugs, etc. at informal (non-catered) meetings
☐ Follow sustainable event practices including no bottled water and no balloons
☐ Office encourages single occupancy vehicle transportation alternatives
☐ New employees are provided with information about the University’s and the department’s sustainability efforts
☐ 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:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________