

# Green Office Certification Application

Name of Applicant:  
Email of Applicant:  
Campus:  
Building and Office #:

## Level One: Bronze

Bronze is the first level of certification. The requirements for Bronze must be met to achieve the next level of certification.

We agree to comply with the following standards:

### REQUIRED

- Print and/or copy double-sided AND double-siding is set as a default on all office computers
- Enable the manufacturer's power-saving settings for all office computers and devices
- Set sleep mode on all computers and printers for after five minutes or more of inactivity
- Power down unused devices before leaving for breaks/holidays

Must complete at least 3 of 7 standards below

- Reuse paper that has text on only one side and keep a scrap paper pile for this purpose
- Individual staff member OR communal access to reusable bottles/cups/mugs, do not purchase disposable containers
- Review [Recycling Guidelines](#) annually at staff gatherings to ensure that all staff are aware of proper techniques
- Turn off all lights when leaving rooms including areas such as restrooms, conference spaces, and kitchenettes when unoccupied
- Keep windows closed in winter, and do not plug/block air vents
- Purchase and use paper that contains 100% post-consumer recycled content
- Purchase appliances and equipment (printers, copiers, microwaves, etc.) that are Energy Star and/or EPEAT certified models

## Level Two: Silver

Silver is the second level of certification. The requirements for Bronze must first be achieved in order to obtain Silver level of certification.

We agree to comply with the following standards:

### REQUIRED

- Use reusable cups, dishware, and utensils for all possible office events. For occasions when this is not possible, use only serve ware that can be composted or recycled instead of landfilled
- Purchase and use paper that contains 100% post-consumer recycled content

- Individual staff member OR communal access to reusable bottles/cups/mugs, do not purchase disposable containers
- Do not use synthetic air fresheners or aerosols
- Have and use reusable bags when shopping on campus (lunch, supplies, etc...)
- Have at least one staff member complete the [Recycling Ambassador](#) training

Must complete at least 1 of the 3 standards below

- Use CFLs or LED bulbs in all non-permanent personal fixtures
- Use water fountains or bottle refill stations instead of water coolers
- Recycle inkjet and laser jet cartridges by taking them to STAPLES or mailing them back to manufacturer

### **Level Three: Gold**

Gold is the third level of certification. Bronze and Silver level certifications must be reached before Gold level certification can be obtained.

We agree to comply with the following standards:

#### **REQUIRED**

- Surplus or donate unneeded electronics (mini-fridges, laptops, printers, cell phones, etc.)
- Purchase only “EPA Safer Choice” cleaning supplies for the office
- Every staff member has completed the [Recycling Ambassador](#) training
- Use power strips and switch them off at night and/or unplug all unused appliances/chargers\*
  - \*Devices must be appropriately turned off before being unplugged to avoid corruption; office printers and copiers do not apply

Must complete at least 2 of 4 standards below

- Use paper office supplies beyond printer paper with 50% or greater recycled content (such as post-it notes, folders, notebooks, etc.)
- Have recommended at least one other office to participate in the Green Office Certification program
- Have an indoor air quality-friendly plant ([Find a plant here](#))
- Shop local for office and event supplies when available and applicable to reduce emissions

### **Level Four: Platinum**

Platinum is the fourth and highest level of certification. Bronze, Silver and Gold Certification must be reached before Platinum certification can be obtained.

We agree to comply with the following standards:

## REQUIRED

- Procure new furniture and equipment from Surplus or secondhand when available
- Commit to electronic communication and marketing to limit paper usage
- Actively seek to purchase coffee that is fair trade or single origin
- Recommend another office to pursue a Green Office Certification
- Have posted reminders to turn off lights near room light switches (available upon request)

Must complete at least 2 of 4 standards below

- Actively replace plastic (scissors, tape dispensers, spoons/forks) with compostable or bamboo alternatives when replacement is needed
- Invest in and use smart power strips to help manage vampire energy use
- Host Alternative Transportation days for all office staff
- Write a Green Office Certification policy and have it approved by the Sustainability Coordinator

Comments: