

UMaine Green Office Certification Questions

ENERGY

- I/We turn the lights off when I leave my office
- I/We turn the lights off in empty community spaces (e.g. bathroom, kitchen)
- I/We use a personal lamp(s) instead of overhead lights
- I/We use LED or CFL bulbs in any personal lamps
- Whenever possible, I/We use natural light instead of overhead or personal lights
- My/Our computer display is set to turn off after 5 minutes or less of inactivity
- My/Our computers are set to sleep after 10 minutes or less of inactivity
- I/We reduce the brightness on our computer screens to a more energy efficient setting
- I/We shut off all our non-essential and unused appliances at the end of the day (either manually or with a power strip)
- I/We unplug all appliances or use a power strip to shut off power to our appliances when they are not in use
- I/We do not have a personal printer
- I/We use window blinds to reduce the sun during the summer
- I/We set personal space heaters/air conditioners to the most efficient setting (Or I/we do not have personal heating/cooling devices)
- I/We have at least one meat or dairy-free lunch a week

WASTE

- I/We recycle paper, plastic, and glass products
- I/We recycle toner and ink cartridges
- I/We recycle e-waste, including chargers, computers, and electronic components
- I/We print double-sided when possible
- I/We reuse scrap paper
- I/We save and file documents electronically when possible instead of printing
- I/We use electronic billing
- I/We take notes electronically if at all possible
- When I/we give presentations, I/we avoid distributing printed handouts
- I/We cancel printed subscriptions that I/we do not need
- I/We re-use office supplies when possible (e.g. binders)
- I/We use reusable water bottles and coffee/tea carriers
- I/We use reusable utensils instead of disposable ones
- I/We use reusable food containers instead of disposable ones
- I/We do not use disposable coffee pods
- I/We do not use plastic straws
- I/We do not throw away food unless it has expired

TRANSPORTATION

- Instead of driving, I walk, bike, carpool, telecommute, or use public transportation at least once a week
- I/We walk or bike to locations on campus when possible
- I/We carpool to conferences, work trips, etc. when possible

ENGAGEMENT

- I/We will advertise our green office efforts and achievements on social media and/or our office website
- Do you Frequently interact with students?

If yes:

I/We will encourage students to take part in the Engaged Black Bear Initiative - Environmental Stewardship Pathway

- I/We will encourage colleagues to complete the Green Office Certification program!