



Auraria Sustainable Campus Program

## BECOMING A GREEN OFFICE: STEPS OF INVOLVEMENT

- SCHEDULE AN INITIAL CONSULTATION**

Schedule a 30-minute consultation with the ASCP representative to review program guidelines and expectations.
- READ THROUGH THE GREEN OFFICE PROGRAM ONBOARDING DOCUMENT**

Reach out to the ASCP with any questions.
- READ THE CERTIFICATION CHECKLIST**

Make note of any checklist questions or concerns to address with the ASCP for your next step of the initial consultation.
- INTRODUCE THE PROGRAM TO YOUR OFFICE**

Decide the best avenue for introducing the program to your office and have employees review the agreement document.
- FILL OUT THE CERTIFICATION CHECKLIST**

Start by establishing the baseline of sustainability efforts currently in your office without implementing any new checklist items.
- ASCP PERFORMS AN OFFICE AUDIT**

An ASCP representative will visit your office to perform a sustainability audit and assist the completion of your Green Office Certification.
- CONGRATULATIONS - YOUR OFFICE CAN NOW BE CERTIFIED!**

Once the ASCP confirms your eligibility points, your office will be awarded with Green Office Certification! You'll receive a window decal for your dedication to sustainability.
- WORK ON THE NEXT LEVEL OF CERTIFICATION**

Introduce additional sustainable initiatives to your office and achieve the next certification levels of Silver, Gold, and Platinum status.
- SUBMIT YOUR NEW CERTIFICATION STATUS**

Inquire with the ASCP for more information on advancement in your certification and methods of implementation.
- STAY INVOLVED WITH ON-CAMPUS SUSTAINABILITY**

Join the ASCP for yearly sustainability events, get excited for the Green Office 'End of Year Party' to celebrate our collective sustainability efforts, and more!