



HOW TO BECOME A GREEN OFFICE: STEPS OF INVOLVEMENT

- 1 READ THROUGH THE GREEN OFFICES PROGRAM ONBOARDING DOCUMENT**
Reach out to the ASCP with any preliminary questions.
- 2 READ THE BRONZE CERTIFICATION CHECKLIST**
Make note of any checklist questions or concerns to address with the ASCP for your next step of the initial consultation.
- 3 SCHEDULE AN INITIAL CONSULTATION**
Schedule a 30 minute consultation with the ASCP.
- 4 INTRODUCE THE PROGRAM TO YOUR OFFICE**
Begin with your office director or manager, then decide the best avenue for introducing the program to your office. Have employees sign the signature document and the ASCP will present the program to your office at a team meeting.
- 5 FILL OUT THE BRONZE CERTIFICATION CHECKLIST**
Start by establishing your baseline of current sustainability efforts currently in your office (do not implement any new checklist items at this time)
- 6 ASCP PERFORMS AN OFFICE AUDIT**
An ASCP representative will visit your office to perform a sustainability audit and assist the completion your Bronze Certification Checklist.
- 7 CONGRATULATIONS - YOUR OFFICE CAN NOW BE CERTIFIED!**
After the ASCP confirms your eligibility points, your office will be awarded with Bronze Certification! You will receive a window decal and front office sign advertising your dedication to sustainability.
- 8 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. The ASCP will help establish these new target goals for your office.
- 9 SUBMIT YOUR NEW CERTIFICATION STATUS**
Inquire with the ASCP for more information on advancement in your certification and methods of implementation.
- 10 STAY INVOLVED WITH ON-CAMPUS SUSTAINABILITY!**
Join the ASCP for yearly sustainability events, our Faculty & Staff Coalition, educational workshops, and the Green Office 'End of Year Party' to celebrate our collective sustainability efforts!

FOR INQUIRIES, CONSULTATIONS, AND SUPPORT - EMAIL: GREENOFFICES@AHEC.EDU