



BRONZE CHECKLIST

AWARENESS

- Our Green Office Eco-Leader

- Conduct Green Office Orientation with ASCP Staff
- Send 'Memo - Green Office Program' to all staff and follow email instructions
- All staff members signed up for the ASCP newsletter
- Share sustainability related information via email, office bulletin boards, newsletters or during meetings
- Include Green Offices efforts in hiring packets and incorporate sustainability training into our new employee onboarding and staff orientation

TRANSPORTATION

- Provide information to staff about the Eco Pass, RTD transportation routes, and the Bike Auraria Guide

ENERGY

- Post "Turn Off" reminder signs provided by the ASCP near light switches and electronics and shut off lights and electronics when not in use
- All workstations and desks fitted with LED bulbs
 - o ASCP can help provide LED replacement bulbs
- Enable at least 75% of office computers to sleep mode when not in use and have defaulted monitors to sleep after 10 minutes
- Consolidate and share office appliances (ie: refrigerators, coffee makers and microwaves)

WATER

- Post water conservation reminder signs provided by the ASCP near/above offices sinks (if applicable)

RECYCLING, COMPOST, & WASTE

- Recycling bins are available in common areas where trash bins are present (Kitchen/Lounge and Mail/Copy Room, etc.)
- All waste receptacles have appropriate signage
- Post and review the ASCP's zero-waste sorting guidelines as an office
- Keep scrap paper in an easily accessible location
- Recycle ink and toner cartridges
- Speak with your ASCP rep about composting options

EVENTS & MEETINGS

- Office uses Green Events Guide when planning and hosting events
- Offer reusable compostable dishware and utensils and provide compost bins for at least 75% of the events hosted and/or planned

PURCHASING

- Designate an area in office for sharing office supplies that can be re-used (file folders, binders, pens, paper clips)
- Purchase paper with more than 50% post-consumer waste content or certified by the Forest Stewardship Council
- Purchase environmentally friendly products whenever possible including compostable single-use materials
- Check with facilities services/other offices for surplus office furniture before new purchases
- Purchase ENERGY STAR rated equipment, if applicable. If ENERGY STAR is not available, work with vendor to purchase the most efficient option

See accompanying 'Reference Guide' for more information on each item

Questions?

Your ASCP Representative: _____ greenoffices@ahec.edu