



SGA

Calendar

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Agenda for May 2nd, 2012

SGA Elections 2012

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BRONZE CHECKLIST

PARTICIPATION CATEGORY

1. Our office has signed the Green Office Participation Pledge.
2. We have completed our Green Office Pre-Audit.
3. We include sustainability topics as a regular agenda item at staff meetings.
4. Our workplace website includes a link to the Office of Sustainability and information about our progress towards becoming Green Office certified.
5. We reward and recognize participation in sustainability initiatives including the Green Office Program.

ENERGY AND TECHNOLOGY CATEGORY

6. We turn out lights when we leave an unoccupied room and we use task lighting in place of overhead lights.
7. When possible, we use human power instead of electric power.
8. We use energy efficiency settings on our computers, monitors, printers and copy machines.
9. We use centralized, shared appliances and equipment such as printers, scanners, copiers and refrigerators.
10. We unplug power vampires.
11. When possible, we turn off our computers and monitors every night.
12. Our office completes an energy "power down" before holidays and breaks.
13. We ensure that windows are tightly closed during heating and cooling season.
14. Our office refrains from using space heaters.

KITCHEN AND LUNCH ROOM CATEGORY

15. We report leaks and running taps to Facilities Management.
16. We pack or purchase waste-free lunches.
17. We use reusable mugs/cups including at office meetings and events.
18. We have made our meetings paper-free.

TRANSPORTATION CATEGORY

19. For on-campus meetings, we carpool, take the shuttle, bike or walk.
20. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.

WASTE AND RECYCLING CATEGORY

21. We have established an office supply sharing and re-use area for file folders, binders, pens, tape and more.
22. We use inter-departmental envelopes for mailing on campus.
23. We practice single-stream recycling and we have recycling instructions posted near all recycling bins.
24. We cancel subscriptions to unwanted catalogs and junk mail.
25. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing wherever possible.
26. We collect single-sided copy and print paper.
27. We recycle batteries using Facilities Management brown battery collection system.
28. We participate in "Can the Can."
29. We arrange for Terrapin Trader to pick up surplus office furniture, electronics and/or equipment.
30. We recycle used toner and ink cartridges from printers and copy machines.

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