



Sustainable Office Program

Join the Sustainable Office Program in 4 Easy Steps

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Step 1 *Determine if the program is right for your office*

Consider these questions before starting the program:

- *Do you have support of your coworkers and your director/department head/dean?*
- *What does participation mean for our office?*
- *Why is taking action important for our office?*
- *What are some of the challenges we may face while pursuing this program?*

Step 2 *Let us know your office is interested in the program*

Indicate your interest by designating a Sustainable Office Representative and completing the online registration form. A Sustainable Office Rep is in charge of communicating with our office, setting up meetings, and other basic responsibilities. Once your registration is submitted, you have the option of meeting with a Sustainable Office team member to discuss the program or going straight to step 3.

Step 3 *Start working on your actions*

The first step is to complete a baseline survey so we can compare how sustainable your office is before and after participating. Next, download the checklist of actions. You must complete at least one action from each category no matter which certification level you are working towards. There are fact sheets, posters, FAQ's and other resources on the Sustainable Office Program website to aid you.

Step 4 *Earn certification and celebrate!*

After completing as many items as you can, submit your application to the Sustainable Office team. Depending on the number of actions you completed, your office will receive bronze, silver, gold or platinum Sustainable Office certification. After receiving your certification, celebrate the good news by sharing your accomplishments and the Sustainable Office Program online and with coworkers!