



Business Name: _____

Checklist completed by: _____ on: _____

1. The following two energy conservation strategies are REQUIRED. Please indicate whether or not they have been completed.

- Conduct an energy audit in coordination with Green Business Certification program staff. Incomplete Completed on _____
- Replace all incandescent light bulbs used for task lighting with fluorescent (CFL) or LED light bulbs. Incomplete Completed on _____

AND

2. Five additional strategies will be also required for certification. Below, please mark the check box if you have already implemented a strategy or are currently implementing a strategy. Of the five additional strategies required, credit will be given for up to TWO (2) strategies implemented previously.

Employee Education and Behavior	
<input type="checkbox"/>	Make energy use figures known to employees. Notes: _____
<input type="checkbox"/>	Institute a written formal policy to turn off equipment when not in use. Maintain a written policy to turn off lights when leaving and post reminders. Notes: _____
<input type="checkbox"/>	If you have an elevator, encourage employees to use the stairs instead. Post signs asking employees to use the stairs if going up one floor or down two floors. Notes: _____
Heating and Cooling	
<input type="checkbox"/>	Set thermostat at 78 deg. F. for cooling and 70 deg. F. for heating. Use timing devices to turn system down after hours (temperatures recommended by the EPA). Notes: _____
<input type="checkbox"/>	Perform regular maintenance on your HVAC (heating, ventilation, and air conditioning) and refrigeration systems. Keep a log of all maintenance activities. Notes: _____
<input type="checkbox"/>	Use and maintain a written maintenance program for weather stripping (weatherizing and caulking) to seal around windows and doors to close air gaps. Notes: _____
<input type="checkbox"/>	Seal off unused areas from A/C and/or heating. Block and insulate unneeded windows and other openings. Notes: _____
<input type="checkbox"/>	Replace inefficient or broken windows with double pane energy-efficient windows. Notes: _____
<input type="checkbox"/>	Insulate all hot water pipes, hot water heaters and storage tanks. Notes: _____
<input type="checkbox"/>	Use ceiling fans to promote air circulation and reduce the need for air conditioning. Notes: _____
<input type="checkbox"/>	Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight during the summer. Use awnings, sunscreens, shade trees or shrubbery. Notes: _____
<input type="checkbox"/>	Install a cool roof such as an Energy Star rated roof coating or other light color, reflective surface coating. Notes: _____
<input type="checkbox"/>	Upgrade the HVAC system. Notes: _____
<input type="checkbox"/>	Insulate exposed HVAC ductwork. Notes: _____
<input type="checkbox"/>	Install an Energy Management System (EMS) or programmable thermostat for central air conditioning and heating systems. Notes: _____
<input type="checkbox"/>	Improve insulation in walls and/or roof. Notes: _____
<input type="checkbox"/>	
Equipment and Appliances	
<input type="checkbox"/>	If available, use the standby mode on equipment (e.g., energy saver buttons on copiers). Notes: _____
<input type="checkbox"/>	Use motion sensors on ice, snack and vending machines and locate in shaded areas. Notes: _____

Equipment and Appliances (continued)	
<input type="checkbox"/>	Use hardware programs that save energy by automatically turning off idle monitors (after 15 minutes), computers (30 minutes) and printers (10 minutes). See www.energystar.gov/powermanagement for information and software options. Notes: _____
<input type="checkbox"/>	Purchase flat-screen LED monitors which consume approximately one-third less energy than larger ray tube monitors. Notes: _____
<input type="checkbox"/>	Set refrigerator temperature between 38 deg. F. and 41 deg. F. and freezer between 10 deg. F. and 20 deg. F. Notes: _____
<input type="checkbox"/>	Replace appliances and other electrical equipment with Energy Star approved models and ensure that Energy Star settings are enabled (manual set-up often required). Please list all Energy Star appliances/equipment: _____
<input type="checkbox"/>	Use energy efficient hand dryers in restrooms (this will also reduce waste from paper towels). Notes: _____
<input type="checkbox"/>	Where possible, sweep instead of vacuum. Use non-electric sweepers instead of electric vacuums. Notes: _____
<input type="checkbox"/>	Convert electric hot water heaters to natural gas, unless the building has on-site renewable electricity production. Notes: _____
<input type="checkbox"/>	Install a solar water heater or preheater. Notes: _____
<input type="checkbox"/>	Install a timer on water heaters to limit heating to periods when warm/hot water is needed. Set water heaters to the lowest temperature needed to achieve the function for which it is intended. Notes: _____
<input type="checkbox"/>	Reduce the use of "personal" appliances (e.g., heaters, coffee makers, printers, etc.) by providing "common" appliances that are energy efficient. Notes: _____
<input type="checkbox"/>	Remove ice makers(s). Notes: _____
Lighting	
<input type="checkbox"/>	Improve exit sign energy efficiency by using LED or electroluminescent (LEC) exit signs. Notes: _____
<input type="checkbox"/>	Install occupancy lighting sensors in spaces of variable occupancy, such as restrooms, private offices, storage, etc. Notes: _____
<input type="checkbox"/>	Add daylighting to reduce the need for task lighting. Notes: _____
<input type="checkbox"/>	Replace light fixtures/lamps. Notes: _____
<input type="checkbox"/>	Install solar outdoor lighting. Notes: _____
<input type="checkbox"/>	Clean lamps, fixtures, and room surfaces. Notes: _____
<input type="checkbox"/>	Supplement lighting with LED task lights and string lights. Notes: _____
<input type="checkbox"/>	Remove unnecessary lighting fixtures/lamps. Notes: _____
Pools and Spas	
<input type="checkbox"/>	Cover pools and spas when not in use to avoid heat loss. Notes: _____
<input type="checkbox"/>	Use solar energy to heat pools and spas. Notes: _____
Other	
<input type="checkbox"/>	Schedule janitorial services during regular business hours. Notes: _____
<input type="checkbox"/>	Use or invest in renewable energy. Source _____, _____ percent energy offset
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other: _____



Water Resources

Checklist

Business Name: _____

Checklist completed by: _____ on: _____

1. The following two water conservation strategies are REQUIRED. Please indicate whether or not they have been completed.

- Conduct a WaterSmart audit by a Green Business Certification program staff member. Incomplete Completed on _____
- Educate employees about water efficiency practices. Incomplete Completed on _____

AND

2. Five additional strategies will be also required for certification. Below, please mark the check box if you have already implemented a strategy or are currently implementing a strategy. Of the five additional strategies required, credit will be given for up to TWO (2) strategies implemented previously.

Building Operations	
<input type="checkbox"/>	Read water meters on a regular basis and regularly check building for leaks and water waste. Notes: _____
<input type="checkbox"/>	Shut off water to unused areas. Notes: _____
<input type="checkbox"/>	Eliminate unnecessary wash-downs. Notes: _____
<input type="checkbox"/>	Install pressure reducing valves if pressure is high. Notes: _____
<input type="checkbox"/>	Where feasible, recycle and re-use water. Notes: _____
<input type="checkbox"/>	Convert water fountains to self-closing models that use air-cooling for chilled water. Notes: _____
<input type="checkbox"/>	Sweep instead of washing and mopping or washing down. Notes: _____
<input type="checkbox"/>	Use a high-pressure sprayer for wash downs of paved or hard surfaces. Notes: _____
<input type="checkbox"/>	Capture reject water from reverse osmosis units and reuse it. Notes: _____
Restrooms	
<input type="checkbox"/>	Repair any existing leaks and plumbing problems in restrooms. Notes: _____
<input type="checkbox"/>	Install high efficiency showers. Number installed: _____ Notes: _____
<input type="checkbox"/>	Install high efficiency faucets. Number installed: _____ Notes: _____
<input type="checkbox"/>	Install high efficiency toilets and urinals. Number installed: _____ Notes: _____
<input type="checkbox"/>	Install metering or spring-loaded faucets, or faucets with sensors. Number installed: _____ Notes: _____
<input type="checkbox"/>	Install 0.5 or 1.0 gallon per minute aerators on faucets. Notes: _____
<input type="checkbox"/>	Dye test toilets for leaks on a semi-annual basis and replace toilet seals and flappers as needed. Notes: _____
Kitchens and/or Cafeterias	
<input type="checkbox"/>	Don't use running water to melt unwanted ice. Notes: _____
<input type="checkbox"/>	Only run dishwashers and washing machines when there is a full load. Notes: _____
<input type="checkbox"/>	Use final rinse water from dish washing for pre-wash and garbage disposals. Notes: _____
<input type="checkbox"/>	Hand scrape dishes. Notes: _____
<input type="checkbox"/>	Install an automatic shutoff so water does not run when garbage disposal is not in use. Notes: _____
<input type="checkbox"/>	Install a high efficiency pre-rinse sprayer. Notes: _____
<input type="checkbox"/>	Use air-cooled ice making machines. Notes: _____
<input type="checkbox"/>	Use bleed-off water from ice making machines for condenser cooling. Notes: _____
Laundries	
<input type="checkbox"/>	Use continuous-batch tunnel washers where volume of laundry justifies them. Notes: _____
<input type="checkbox"/>	Use hot water reuse systems and other water conserving technology for maximum efficiency. Notes: _____
<input type="checkbox"/>	Replace older clothes and dish washers with newer, higher water efficiency models. Notes: _____

Cooling Systems and Cooling Towers	
<input type="checkbox"/>	Adjust bleed-off valve on evaporative cooler to discharge the minimum amount of water necessary (see manufacturer recommendations). Notes: _____
<input type="checkbox"/>	Do not use once-through cooling. If unavoidable, reuse the water elsewhere in the facility. Notes: _____
<input type="checkbox"/>	Maximize cycles of concentration for cooling towers by providing efficient water treatment. Notes: _____
<input type="checkbox"/>	Install wet-dry cooling towers. Notes: _____
<input type="checkbox"/>	Reuse treated wastewater or other sources of water for cooling tower make-up. Notes: _____
<input type="checkbox"/>	Eliminate misting systems. Notes: _____
<input type="checkbox"/>	Regularly maintain evaporative cooling system. Replace cooler pads regularly and inspect cooler float, pump and motor at least once a year. Notes: _____
Boilers and Heating	
<input type="checkbox"/>	Reuse steam condensate water and boiler blow-down water. Notes: _____
<input type="checkbox"/>	Eliminate once-through operations. Notes: _____
Landscape and Irrigation Management	
<input type="checkbox"/>	Regularly inspect irrigation system to ensure that there are no leaks or broken/misaligned heads. Notes: _____
<input type="checkbox"/>	Improve efficiency of irrigation system. Notes: _____
<input type="checkbox"/>	Hydrozone plants (place plants with similar water needs on the same valve/schedule). Notes: _____
<input type="checkbox"/>	Install timers, soil moisture sensors, and rainfall shutoffs or turn off irrigation system controller if it has rained. Use a faucet timer if watering by hand. Adjust timers seasonally. Notes: _____
<input type="checkbox"/>	Replace higher water use plants with native, drought tolerant plants. Notes: _____
<input type="checkbox"/>	Reduce turf areas. Notes: _____
<input type="checkbox"/>	Use reclaimed water for landscape irrigation. Visit www.tucsonaz.gov/water/reclaimed for more information. Notes: _____
<input type="checkbox"/>	Incorporate passive and/or active rainwater harvesting. Notes: _____
<input type="checkbox"/>	Install separate indoor and outdoor water meters. Notes: _____
<input type="checkbox"/>	Turn off irrigation system to areas where it is unnecessary. Notes: _____
Pools and Spas	
<input type="checkbox"/>	Use filter backwash for lawn watering. Notes: _____
<input type="checkbox"/>	Cover pools and spas when not in use. Notes: _____
<input type="checkbox"/>	Adjust pool levels to minimize splash-out. Notes: _____
Vehicle Washing	
<input type="checkbox"/>	Install equipment that recycles water. Notes: _____
<input type="checkbox"/>	Reduce "show foam" to reduce the need for rinse water. Notes: _____
<input type="checkbox"/>	Use high-pressure rinse instead of flood arches. Notes: _____
Other	
<input type="checkbox"/>	Use automatic valves that shut off water when equipment is off. Notes: _____
<input type="checkbox"/>	Use mechanical/oil seals instead of water packing glands on pumps where possible. Notes: _____
<input type="checkbox"/>	Capture reject water from reverse osmosis units and reuse it. Notes: _____
<input type="checkbox"/>	Participate in irrigation and landscaping workshops. Notes: _____
<input type="checkbox"/>	Other: _____



Waste Reduction & Recycling

Checklist

Business Name: _____

Checklist completed by: _____ on: _____

1. The following two waste reduction and recycling items are REQUIRED. Please indicate whether or not they have been completed.

- Conduct a waste audit with GBC staff. Incomplete Completed on _____
- Sign-up for business/commercial recycling with your waste servicer. Incomplete Completed on _____

AND

2. Five additional strategies will be also required for certification. Below, please mark the check box if you have already implemented a strategy or are currently implementing a strategy. Of the five additional strategies required, credit will be given for up to TWO (2) strategies implemented previously.

<input type="checkbox"/>	Educate employees when hired and at least once per year about proper waste reduction, hazardous waste handling and disposal, composting, and recycling practices. Document dates and methods. Notes: _____
<input type="checkbox"/>	Create a written policy for recycling and waste reduction that all employees must agree to follow. Notes: _____
<input type="checkbox"/>	Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling and composting programs. Notes: _____
<input type="checkbox"/>	Place clearly marked recycling bins in all rooms. Notes: _____
<input type="checkbox"/>	In the lunch/breakroom, eliminate disposables by using permanent ware (mugs, dishes, etc.). Notes: _____
<input type="checkbox"/>	Set printer and copier defaults to duplex and draft printing. Make two-sided printing and copying standard practice in your business. Notes: _____
<input type="checkbox"/>	Reuse file folders, binders, envelopes and other office supplies. Notes: _____
<input type="checkbox"/>	Complete all billing and banking transactions online to eliminate paper waste. Notes: _____
<input type="checkbox"/>	Use reusable mesh coffee filters. Notes: _____
<input type="checkbox"/>	Compost coffee grounds and other organic (food) waste. Notes: _____
<input type="checkbox"/>	Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on a printer for printing draft, single-sided documents. Notes: _____
<input type="checkbox"/>	Write to or call senders requesting removal from mailing lists. Notes: _____
<input type="checkbox"/>	Return labels from duplicate mailings and subscriptions requesting all but one be removed. Notes: _____
<input type="checkbox"/>	Write "refused" on first class mail and return to sender. Notes: _____
<input type="checkbox"/>	Use an on-line service to help reduce junk mail (e.g., 41 lbs., Green Dimes, Catalog Choice) Notes: _____
<input type="checkbox"/>	Purge your own mailings lists to eliminate duplication. Document the process. Notes: _____
<input type="checkbox"/>	Use electronic files rather than paper files. Draft documents can be reviewed, edited, and shared on screen. Eliminate paper documents by using electronic forms and contracts. Notes: _____
<input type="checkbox"/>	Create a newspaper and magazine exchange, eliminate multiple copies of publications. Notes: _____
<input type="checkbox"/>	Send and receive faxes directly from computers without printing. Or, use a label instead of a cover sheet. Notes: _____
<input type="checkbox"/>	Design marketing materials that require no envelope (e.g., postcards or fold and mail). Notes: _____
<input type="checkbox"/>	Do not provide individual bottles of water for employees/clients. Install a water filtration system or use bulk bottled water and require employees to use reusable cups/glasses instead. Notes: _____
<input type="checkbox"/>	Reduce the number of garbage bin liners needed by reusing bags or having unlined bins (please note that recycling bins should not have liner bags). Notes: _____

<input type="checkbox"/>	Properly dispose of CFLs, non-alkaline batteries, and other items prohibited in regular garbage collection as hazardous waste. To register, contact the Tucson/Pima County Small Business Waste Assistance Program at 690-5749 or 888-6947. Notes: _____
<input type="checkbox"/>	Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the recycling directory at www.tucsonaz.gov/tcb/rd for help. Notes: _____
<input type="checkbox"/>	Post staff memos and schedules on a bulletin board or e-mail instead of printing individual copies for each staff member. Notes: _____
<input type="checkbox"/>	Retailers – offer an incentive to customers who bring their own shopping bags, coffee mugs, etc. and/or use a disincentive such as charging a fee for disposable containers and bags. Notes: _____
<input type="checkbox"/>	Retailers – eliminate the use of plastic check-out bags (Paper bags, preferably made with minimum 40% post-consumer material or BPI certified compostable bags are acceptable). Or, offer durable, reusable bags at check-out. Notes: _____
<input type="checkbox"/>	Choose vendors that take back products after their shelf life is over (Batteries, fluorescent light bulbs, and toner should be recycled or work with vendors to minimize product packaging). Notes: _____



**Pollution Prevention
& Purchasing**

Checklist

Business Name: _____

Checklist completed by: _____ on: _____

Items in this checklist may be used for meeting the requirements of the Waste and Recycling section. The items listed below are strategies that reduce the pollution and other side effects associated with business-as-usual procurement policy. Please select items your business has implemented or is in the process of implementing.

<input type="checkbox"/>	Conduct a pollution prevention audit with GBC staff.
<input type="checkbox"/>	Develop and implement a pollution prevention policy. Include employee training and plans/guidelines for implementation.
<input type="checkbox"/>	Designate one employee to be your pollution prevention coordinator for purchasing/tracking of all hazardous materials. Notes: _____
<input type="checkbox"/>	Institute methods to track your company's pollution prevention policy (databases beginning with baseline usage/policies, reduction calculators, recording sheets, trainings, etc.) Notes: _____
<input type="checkbox"/>	Purchase unbleached and/or chlorine-free copy, computer and fax paper with a minimum 30% post-consumer material. Notes: _____
<input type="checkbox"/>	Use letterhead, envelopes and business cards with a minimum 30% post-consumer material. Notes: _____
<input type="checkbox"/>	Create marketing materials with a minimum 30% post-consumer material. Notes: _____
<input type="checkbox"/>	Use toilet paper, tissues, and paper towels with a minimum 30% post-consumer material. Notes: _____
<input type="checkbox"/>	Use bags for retail use or boxes for shipping with a minimum 30% post-consumer material. Notes: _____
<input type="checkbox"/>	Print promotional materials with soy or other low-VOC inks. Notes: _____
<input type="checkbox"/>	Implement a "just in time" purchasing policy and a "first-in/first-out" chemical usage policy to use old materials first. Notes: _____
<input type="checkbox"/>	Purchase low-toxic, 3 rd -party certified cleaners (e.g., EcoLogo or Green Seal) and properly dispose of leftover and expired materials. Notes: _____
<input type="checkbox"/>	Purchase concentrated cleaners or multi-use products and buy in bulk where appropriate to reduce excess waste from packaging. Notes: _____
<input type="checkbox"/>	Purchase used or refurbished equipment and/or furniture. Notes: _____
<input type="checkbox"/>	Purchase recycled and low VOC paint products (e.g., paint, paint removal products, etc.) when available. Notes: _____
<input type="checkbox"/>	Replace aerosols with non-aerosol alternatives (e.g., pump sprays for fresheners and cleaners). Notes: _____
<input type="checkbox"/>	Purchase non-toxic water-based markers rather than toxic permanent ink markers/pens. Notes: _____
<input type="checkbox"/>	Only use non-toxic insecticides. Notes: _____
<input type="checkbox"/>	Use recycled or remanufactured laser and copier toner cartridges. Notes: _____
<input type="checkbox"/>	Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights. Notes: _____
<input type="checkbox"/>	Purchase shade-grown, organic coffee. Notes: _____
<input type="checkbox"/>	Do business with other "Green" vendors or services such as Certified Green Businesses or vendors using environmentally preferable practices (e.g., vegetable-based print inks). Notes: _____
<input type="checkbox"/>	When conducting remodels: Use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc. Notes: _____

<input type="checkbox"/>	Request that your landscaper observe your pollution prevention policy, buy and use only non-toxic pesticides, avoid runoff when applied, and observe water conservation techniques. Notes: _____
<input type="checkbox"/>	Retailers – stock/sell products made with recycled content. Notes: _____
<input type="checkbox"/>	Use sink traps to prevent chemical solids from entering the sewer system. Notes: _____
<input type="checkbox"/>	Other: _____



Transportation

Checklist

Business Name: _____

Checklist completed by: _____ on: _____

1. The following transportation-related item is REQUIRED if your business has a fleet. Please indicate whether or not it has been completed.

- Conduct a transportation audit using the worksheet provided. Incomplete Completed on _____

All items below are technically optional, but businesses will be given recognition for their efforts to promote more sustainable transportation practices whether it is among customers, employees, or in how products, services, and supplies come into or out of the business.

A. Select from the following to improve fleet performance. If you do not manage a fleet, skip to Section B.	
<input type="checkbox"/>	Maintain a log of vehicle and air miles traveled for annual review. Completed on _____
<input type="checkbox"/>	Convert fleet to alternative fuel vehicles, such as electric hybrids, CNG, etc. Notes: _____
<input type="checkbox"/>	Maintain a written vehicle maintenance policy to prevent leaks and minimize emissions. Notes: _____
<input type="checkbox"/>	Purchase carbon emissions offsets for your vehicle and/or travel. Notes: _____
<input type="checkbox"/>	Monitor and adjust company driving practices. Small changes can make a big difference. For example, UPS recently limited left-hand turns, resulting in a 3 million gallon gasoline savings. List strategies implemented: _____
<input type="checkbox"/>	Reduce vehicle size to more fuel-efficient models. Notes: _____
<input type="checkbox"/>	Implement a trip consolidation plan so multiple tasks are completed during each use of a vehicle. Notes: _____
<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Other: _____
B. Select from the following to achieve transportation-related energy savings.	
<input type="checkbox"/>	Provide bicycle parking for customers. Notes: _____
<input type="checkbox"/>	Reserve priority parking for hybrids or other alternative fuel vehicles. Notes: _____
<input type="checkbox"/>	Post bicycle route maps, transit schedules, commuter ride sign-ups, etc. in a visible area for employees. Notes: _____
<input type="checkbox"/>	Offer free taxi rides home in emergency situations to employees who use alternative modes of transportation. Notes: _____
<input type="checkbox"/>	Offer telecommuting opportunities to employees. Notes: _____
<input type="checkbox"/>	Offer flexible schedules so workers can avoid heavy traffic commutes. Notes: _____
<input type="checkbox"/>	Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance. Notes: _____
<input type="checkbox"/>	Offer secure areas for bicycle storage for employees. Notes: _____
<input type="checkbox"/>	Offer lockers and showers for employees who walk, jog or bicycle to work. Provide your own, or subsidize the cost of locker rentals and shower passes at a nearby health club. Notes: _____
<input type="checkbox"/>	Pay for or subsidize transit passes for employees. Notes: _____
<input type="checkbox"/>	Establish a company bike-sharing program. Notes: _____
<input type="checkbox"/>	Assist employees with establishing a car/vanpool. Notes: _____
<input type="checkbox"/>	Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to walk to these services. Notes: _____
<input type="checkbox"/>	Use the smallest vehicle necessary for deliveries. Notes: _____
<input type="checkbox"/>	Implement an employee commuter survey. Notes: _____
<input type="checkbox"/>	Offer discounts to clients/customers who walk, bus, or bike. Notes: _____