Checklist preview

Program: **City of Thousand Oaks**
Sector: **Restaurant**
Date: **23 August 2017**



General

General (3 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	☐	☐	☐	☐
2. Inform your customers about what you're doing to be green. Examples: Post a list of your efforts in a visible location, promote green products or services as green, talk about it in your company newsletter, highlight your efforts on your website and link to the Green Business website, and offer tours that highlight your green-ness.	☐	☐	☐	☐
3. Encourage employee participation in greening your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by having incentive or reward programs.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Establish a 'green team' that can help guide efforts to green your business.	☐	☐	☐	☐
2. Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program and provide their contact information to your GBP coordinator.	☐	☐	☐	☐



Waste

Environmentally preferable purchasing (2 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase copier/printer paper with at least 30% post consumer waste.				
2. Purchase janitorial paper (toilet paper, tissues, and paper towels) with minimum 35% post consumer waste.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Purchase office supplies (e.g., business cards, writing instruments, file folders, and other desk accessories) with post-consumer recycled-content.				
2. Use letterhead, envelopes and business cards containing a minimum of 50% post consumer waste recycled content, recommended 100%.				
3. Purchase office/copier paper with 100% post consumer waste.				
4. Remodel/build with materials containing recycled content.				
5. Purchase disposable drink and food containers with recycled content.				

REUSE materials. (1 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Leave clean garbage/recycle bin bag liners in the trash/recycling container for reuse rather than wasting a new bag.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Print on the back side of previously printed on paper. Either use a second tray of the printer for such paper or keep it stacked next to the printer for hand loading.				
2. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.				

3. Reuse paper or plastic packaging materials in your own shipments.				
4. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).				

Solid waste reduction and recycling (8 Required + 6 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Everything for which a convenient collection or drop-off opportunity exists is reused or recycled.				
2. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.				
3. Compost or recycle pre-consumer vegetable fruit trimmings or participate in food waste program, where available.				
4. Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.				
5. Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.				
6. If your restaurant or food service business provides/sells bottled or canned beverages to your customers, ensure staff recycle these containers. If your customers clean-up after themselves, then provide recycle bins in bussing area.				
7. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.				
8. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. For events, use reusable dishware when possible. If disposable dishware is necessary, use recyclable or compostable options (require the same of caterers).				
2. Use reusable dishware in break room.				
3. Reduce junk mail. See www.StopJunkMail.org for tips.				

4. Eliminate individual bottles of water for employees and guests.				
5. Retailers: If you provide disposable bags to your customers, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.				
6. Reduce printing of emails, attachments and documents.				
7. Replace disposable flatware and tableware with reusable items.				
8. Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.				
9. Leave mowed grass on lawn (grasscycling).				
10. Send and receive faxes directly from computers without printing.				
11. Use electronic billing methods to invoice customers and receive payment.				

Waste management (2 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Schedule a free waste assessment for your business.				
2. Collect items that are prohibited from the garbage (batteries, CFLs, cellphones and other electronics, etc.) and institute a program for their safe disposal.				

Energy

REDUCE your energy (8 Required + 12 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post

1. Convert ALL non-exhibition and non-performance lighting fixtures to energy efficient alternatives, such as compact fluorescent lights (CFLs), LED's, ceramic metal halide, or high intensity discharge lighting.				
2. Incandescent bulbs that are not replaced with compact fluorescents are replaced with LEDs.				
3. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.				
4. Assign staff to track energy bills over time, looking for sudden rises in use.				
5. Use a 1.6 gpm (gallons per minute) or lower pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).				
6. Use timers on hood fans, exhaust systems and hood-lights.				
7. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.				
8. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods.				
2. Use weather stripping to seal air gaps around all doors and windows.				
3. Use an energy management system to control lighting, exhaust systems, refrigeration, HVAC and any other large mechanical loads.				
4. Enter your building utility use data into an online Energy Star Portfolio Manager. (http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager) Commercial properties - list rating as of application date.				
5. Install variable speed (demand) ventilation systems for kitchen exhausts.				
6. Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.				

7. Employ solar energy to supply a supplemental source of energy to the building

8. During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas. Facility must have central heating and cooling and the ability to isolate sections of the building.

9. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).

10. Purchase ENERGY STAR electrical equipment and Food Service appliances. See fishnick.com in PG territory and the Irwindale Energy Education Center in SCE territory.

11. Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.

12. Use task lighting instead of lighting the entire area.

13. Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).

14. Institute a policy that all electronic devices, lighting and room cooling units be turned off when not in use and use light switch reminders to remind staff to turn off the same.

15. Use energy-efficient double paned windows on at least 90% of windows.

16. Apply window film to reduce heat.

17. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.

18. Replace single or package A/C unit with one that exceeds Title 24 building standards.

19. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.

20. Use a 365 day programmable thermostat to control heating and air conditioning.

21. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.

22. Use energy efficient exit signs, such as LEDs.

23. Reduce number of fixtures or lamps per fixture.

24. Use a solar water heater or preheater.

25. Use ENERGY STAR® office equipment and enable energy saving features.



Water

CONSERVE your water. (5 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.				
2. Install low flow aerators or control valves in faucets to meet 2010 CA Green Building Standards. Lavatory faucets-max flow rate-0.5 gpm, Self closing lavatory faucets max 0.25 gallons/cycle, kitchen faucets max flow rate 2.2 gpm.				
3. Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.				
4. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).				
5. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Replace all urinals flushing at greater than 1.0 gallon with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Your water utility may have a rebate program for high efficiency urinals.				
2. Use a water-conserving, WaterSense dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less.) Low temperature machines (requiring chemical sanitizers) are available.				

3. If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.	☐	☐	☐	☐
4. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	☐	☐	☐	☐
5. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	☐	☐	☐	☐

Complete if you have landscaping. (4 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Adjust the irrigation schedule monthly during irrigation season, or as needed.	☐	☐	☐	☐
2. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).	☐	☐	☐	☐
3. Water during early morning, pre-dawn hours.	☐	☐	☐	☐
4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Reduce area of turf.	☐	☐	☐	☐
2. Make necessary changes to assure proper hydro-zoning (grouping of plants with similar water needs and sprinkler types) of irrigated areas, for example, separate bed and turf zones.	☐	☐	☐	☐
3. Plant drought tolerant plants that will not need pruning at maturity.	☐	☐	☐	☐
4. Use reclaimed water, graywater or rainwater for irrigation .	☐	☐	☐	☐
5. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at irrigation.org/SWAT/swat.aspx?id=298.	☐	☐	☐	☐
6. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.	☐	☐	☐	☐

7. Use drip irrigation.



Pollution

Kitchen and food preparation (2 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide (http://www.montereybayaquarium.org/cr/seafoodwatch.aspx).	☐	☐	☐	☐
2. Offer certified organic, fair trade, sustainably harvested and/or locally grown products.	☐	☐	☐	☐

RECYCLE/REUSE potential pollutants. (2 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal. OR Educate employees about disposal options for prohibited items.	☐	☐	☐	☐
2. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).	☐	☐	☐	☐
2. Recycle used ink jet cartridges.	☐	☐	☐	☐

3. Recycle used copier toner cartridges.	☐	☐	☐	☐
4. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).	☐	☐	☐	☐
5. Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc). Review eco-friendly options available at www.builditgreen.org.	☐	☐	☐	☐

REDUCE air emissions (1 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).	☐	☐	☐	☐
2. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.).	☐	☐	☐	☐
3. Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.	☐	☐	☐	☐
4. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).	☐	☐	☐	☐
5. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	☐	☐	☐	☐
6. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	☐	☐	☐	☐
7. Provide secure bicycle storage for staff and customers.	☐	☐	☐	☐
8. Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (see website in Help Button).	☐	☐	☐	☐

REDUCE chemical use. (3 Required + 6 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified (greenseal.org), EWG.org/skindeep, Safer Choice (epa.gov/saferchoice), SF Approved (sfapproved.org), or those with a GoodGuide rating of 8.1 or more (goodguide.com).				
2. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com.				
3. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.				
2. Do business with other green businesses (www.greenbusinessca.org).				
3. When remodeling, use natural or low emissions building materials, carpets, or furniture.				
4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).				
5. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.				
6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.				
7. Use refilled or remanufactured laser and copier toner cartridges.				
8. Print promotional materials with vegetable or other low-VOC inks.				
9. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).				
10. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.				

11. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org.				
12. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.				



Wastewater

Fats, Oils and Grease (4 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Post No Grease signs above sinks in the kitchen and on the front of dishwashers.				
2. Do not use biological, chemical or enzymatic additives for your grease trap or interceptor maintenance. This passes grease from the trap to the sewer.				
3. Ensure that wastewater from washing floor mats, grease filters, grills, etc. is directed to the sanitary sewer and that the wash water flows through a grease trap or interceptor.				
4. Install a grease trap if not installed already and make sure all grease producing fixtures flow through the grease trap (i.e. pot sink, pre-rinse sink, automatic fume hood cleaning systems, mop sink). Properly maintain and service your grease trap or interceptor and keep logs of service and of grease removal/hauling.				

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Train all staff on the proper disposal of food, fats, oil grease. Provide staff training on regular and ongoing basis. Reminder / awareness training for existing staff, full training for new staff...				
2. If available, and if your kitchen produces more than 55 gallons of waste fryer oil per week, enroll in the Fryer to Fuel dedicated collection route. Ask your Environmental Compliance inspector for details.				

3. Send Waste oil and grease from fryers and other grease generating operations to a tallow company or pumping service for recycling. Keep Invoices and manifests on site. Store and transfer tallow containers in watertight covered containers labeled tallow only. Store or place tallow containers away from floor drains and storm drains unless secured and stored within secondary containment.	☐	☐	☐	☐
4. Scrape grease from trays, grills and pans into the waste grease can to minimize kitchen grease going down the sewer drains.	☐	☐	☐	☐

PREVENT pollution. (6 Required + 1 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Pour out non-hazardous liquids and leftover beverages in the sink before disposal (they may leak into the environment). If you see a leaking dumpster, notify the garbage hauler.	☐	☐	☐	☐
2. Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	☐	☐	☐	☐
3. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.	☐	☐	☐	☐
4. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	☐	☐	☐	☐
5. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	☐	☐	☐	☐
6. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	☐	☐	☐	☐

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Clean outdoor surfaces by dry sweeping.	☐	☐	☐	☐
2. Post signs at targeted trouble spots to explain proper practices to prevent pollutants from reaching storm drains.	☐	☐	☐	☐

Other