

California Green Business Program

Checklist preview

Program: City of Thousand Oaks

Sector: Hospitality

Date: 07 March 2017



General

General (6 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. If you have a restaurant/bar onsite (or adjacent) to the hotel property that offers food service for the hotel guests, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the outlet, encourage management to pursue Green Business recognition for the restaurant/bar as well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you have a gift shop or other outlets, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the business(es), encourage management to pursue Green Business recognition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Establish a 'green team' that can help guide efforts to green your business.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Waste

BUY materials with recycled content. (1 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Purchase napkins with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Purchase office/copier paper with 100% post consumer waste.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Purchase or obtain previously used furniture, supplies or materials (freecycle.org, Craigs List).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Purchase tissues with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Purchase letterhead with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Purchase envelopes with the highest recycled content available.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Remodel/build with materials containing recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Purchase toilet seat covers and toilet paper with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Purchase disposable drink and food containers with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. Purchase business cards with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Environmentally preferable purchasing (1 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. If purchasing janitorial papers for customers, provide toilet paper and tissues with a minimum of 20% postconsumer waste (PCW) recycled content and paper towels with a minimum of 40% PCW recycled content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECYCLE materials. (5 Required + 1 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Provide recycling container(s) for recyclables for both wait/bussing and kitchen staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Require kitchen staff to recycle food, liquid, and beverage containers when recyclable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Recycle landscaper trimming (green waste).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Compost or recycle pre-consumer vegetable fruit trimmings or participate in food waste program, where available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REDUCE waste. (5 Required + 5 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Provide guests with the option of reusing their towels and linens if staying multiple nights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Eliminate paper hand towels by installing air hand dryers in restrooms.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. When remodeling or “touching up” the hotel lobby, restaurant, or guest rooms, purchase low VOC paint and/or eco-friendly carpeting whenever possible

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Reduce junk mail. See www.StopJunkMail.org for tips.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Eliminate individual bottles of water for employees and guests.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Reduce printing of emails, attachments and documents.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Use cloth instead of paper napkins and tablecloths (contact Environmental Health to ensure proper sanitizing).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7. Switch from individual condiment packets (e.g., salt, pepper sugar) to Environmental Health -approved, refillable containers.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Replace wire/plastic hangers with permanent hangers (to reduce waste by lowering theft and replacement costs).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Use bulk-dispensed shampoo and other amenities in guest room.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. For continental breakfast, use bulk packaged items rather than individually wrapped pastries, condiments, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11. Replace disposable cups and cutlery with durable items for in-room, reception, breakfast and room services.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12. Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.

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13. Leave mowed grass on lawn (grasscycling).

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14. Use electronic billing methods to invoice customers and receive payment.

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REUSE materials. (0 Required + 2 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Use reusable dishware in break room.

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2. 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.

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3. Reuse old tablecloths, cloth napkins and washcloths (properly sanitized) as rags.

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4. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.

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5. Reuse garbage bag liners.

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6. Reuse paper or plastic packaging materials in your own shipments.

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7. Retailers: Offer incentives for customers who bring their own reusable bags, coffee mugs, etc. (or disincentives such as charging fees for bags).

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Energy

Energy Conservation (0 Required + 0 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Replace T-12 and T-8 lighting fixtures with high efficiency linear LED lights.

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2. Earn incentives for your business by participating in FlexAlert.org and reducing energy during peak demand periods.

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3. Replace high wattage MR-16 halogen lamps with LEDs.

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

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. 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.

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2. Assign staff to track energy bills over time, looking for sudden rises in use.

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3. Institute and enforce a Start-up and Shut-down schedule for all cooking and holding equipment and kitchen ventilation systems.

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4. Use an ENERGY STAR clothes washer.

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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).

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6. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.

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7. Replace incandescent bulbs with efficient compact fluorescents.

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8. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. 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.

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2. Employ solar energy to supply a supplemental source of energy to the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use timers on hood fans, exhaust systems and hood-lights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase ENERGY STAR electrical equipment and Food Service appliances. See fishnick.com in PG territory and the Irwindale Energy Education Center in SCE territory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Set thermostat to 76F for cooling, 68F for heating; use timing devices to turn system down after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use task lighting instead of lighting the entire area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use energy-efficient double paned windows on at least 90% of windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Apply window film to reduce heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Replace single or package A/C unit with one that exceeds Title 24 building standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Use ceiling fans to promote air circulation. High edge of blade must go forward first in winter, forcing air down, reverse in summer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reduce number of fixtures or lamps per fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Use a solar water heater or preheater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Use sensors on vending machines and place machines in shaded areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Use power management software programs to automatically activate power management settings in computers and printers (see- http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Use ENERGY STAR® office equipment and enable energy saving features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Water

CONSERVE your water. (7 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Install sink aerators that do not exceed 0.5 gpm flow in guest rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Replace old showerheads with newer low-flow showerheads that do not exceed 1.5 gpm flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Install toilets with 1.28 gallons per flush or less, unless the toilet is 5 years old or less and is 1.6 gpf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Install showerheads that do not exceed 1.5 gpm flow in guest rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Institute an optional towel and linen reuse policy for guests. Provide information in the guest rooms about this option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use pool cover to reduce evaporation and heat loss when pool is not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water during early morning, pre-dawn hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Reduce area of turf.

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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.

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3. Plant drought tolerant plants that will not need pruning at maturity.

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4. Use reclaimed water, graywater or rainwater for irrigation .

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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.

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6. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.

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7. Apply mulch or compost in non-turf areas to improve the water holding capacity of the soil.

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8. Match sprinklers with same precipitation rates.

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9. Use drip irrigation.

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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>).

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2. Offer certified organic, fair trade, sustainably harvested and/or locally grown products.

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RECYCLE/REUSE potential pollutants. (1 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. 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).

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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).

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2. Recycle used ink jet cartridges.

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3. Recycle used copier toner cartridges.

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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).

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REDUCE air emissions (2 Required + 3 Optional measures required)

REQUIRED 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).

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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.).

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.

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2. 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).

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3. Install renewable energy sources, such as solar panels or wind generators. Specify system size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use biodiesel (100% or blends) or vegetable diesel in place of petrodiesel in vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide secure bicycle storage for staff and customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REDUCE chemical use. (5 Required + 4 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use low toxic cleaning products in non-aerosol containers such as Green Seal certified (greenseal.org), EWG.org/skindeep, SaferChoice.org, SF Approved (sfapproved.org), or those that receive a rating of at least 8.1 in the GoodGuide (goodguide.com).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do business with other green businesses (www.greenbusinessca.org).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. When remodeling, use natural or low emissions building materials, carpets, or furniture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use refilled or remanufactured laser and copier toner cartridges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Print promotional materials with vegetable or other low-VOC inks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use one or a few low-toxicity multipurpose cleaners, rather than many special-purpose cleaners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Toxics reduction (3 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Golf courses must possess certification through the Audubon Cooperative Sanctuary Program (ACSP) for Golf Courses. Please note there is a \$200 Annual Membership Fee to become a member of ACSP for Golf Courses (membership is required to qualify for certification). There are no additional costs for certification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If you have a spa onsite, work with the spa management to stock at least 50% of personal care products that rank 6 or lower on EWG's ranking (www.cosmeticsdatabase.com).

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3. Use non-perchloroethylene (PCE) alternative fabricare technologies if providing garment cleaning services. Ensure that your cleaner does not use PCE and Trichloroethylene (TCE) for spot cleaning.

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Wastewater

PREVENT pollution. (6 Required + 0 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Keep dumpsters closed and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use drain plugs/screens in all floor drains and sink drains that allow for drainage of water but not solids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Clean outdoor surfaces by dry sweeping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Other