

California Green Business Program

Checklist preview

Program: City of Thousand Oaks

Sector: Landscape

Date: 07 March 2017



General

General (4 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Environmental Policy must be adopted on business letterhead, signed by an owner or executive. The policy must address at least the following sections: Recycling, Toxics Reduction, Environmentally Preferable Purchasing, Resource Conservation, Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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
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"/>

Green business employee-training (2 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
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1. Have at least one staff member complete one of the following trainings: The Bay-Friendly Landscape Training (www.BayFriendly.org), Monterey Bay Master Gardeners (www.montereybaymastergardeners.org/), The Green Garden Program (www.green-gardener.org) or The Qualified Water Efficient Landscaper Program (www.qwel.net).

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2. Train all employees on proper cleaning and janitorial procedures.

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Waste

Landscape Design and Maintenance (0 Required + 4 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Use plants that will not grow too large for their space, and use trees and shrubs that do not require frequent shearing.

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2. Leave grass clippings on mowed turf ("grass-cycling") rather than disposing.

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3. Separate clippings for recycling at a transfer station or landfill and receive a discount for clean green loads.

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4. Use your client's green waste container if available.

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5. Compost grass clippings on site. They are a natural source of nitrogen and readily decompose, especially when mixed with carbon-rich materials such as dry leaves.

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6. Allow leaves to stay on the ground under the tree drip line or use as mulch (in areas where leaves will not enter storm water drains).

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7. Prune conservatively to maintain shrub/tree health, natural form/shape and reduce green waste generation.

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8. Save soil for use at a different site.

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9. Do not use invasive plant species (e.p scotch, French or Spanish broom).

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10. Plant species that are appropriate for the microclimate; they will be healthier and need less frequent removal and replacing.

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11. Space plants properly (which results in excess pruning, possible removal, and generation of excessive green waste).

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12. Exclude clauses in contracts requiring all plant trimmings be removed from the site.

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13. Ensure that soil additives are consistent with the soil analysis.

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14. Incorporate into design the protection of established trees (and their roots zones) and native soils.

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Paper reduction (2 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Keep a stack of previously used paper near printers to use for drafts or internal memos, or designate a draft tray on printers with multiple trays.

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2. Purchase/lease all new copiers and printers with double sided copying capability or ensure that employees are printing on both sides of the page manually (print odd pages, return to printer, then print even pages).

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Go paperless for reports and manuals.

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2. For bulk mail, request removal of name, and write "refused" on first class mail.

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3. Reuse envelopes.

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4. Request that marketing materials be printed on recycled content paper.

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5. Centralize meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies.

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6. Send and receive faxes directly from computers without printing.

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

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8. Eliminate duplicate mailings subscriptions by returning labels to the sender requesting that all but one be removed.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Purchasing (1 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Purchase paper towels for restrooms with the highest recycled content available.

<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 mulch, soil amendments and compost made of plant trimmings or green waste.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Purchase pencils, rulers and other desk accessories with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Use recycled-content paint.

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Purchase carpet, carpet undercushion, or flooring. with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. 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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7. Purchase floor mats with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Purchase refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE) with recycled content.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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9. Purchase storage bins and recycling containers with recycled content.

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

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12. Retailers - stock/sell products that are less toxic or less polluting than conventional products.

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13. Work with vendors to minimize packaging; Ask vendors to take back packaging and used/damaged product for reuse or recycling. (e.g. - require chemical suppliers to take back empty drums and containers).

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14. Select products shipped with less or reusable packaging.

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15. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards wall calendars.

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16. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.

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17. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt pepper, etc. to avoid individual condiment packets.

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Recycle or reuse materials. (7 Required + 3 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Drop off these recyclable items at accepted recycling facilities (not in the curbside recycling bin): rigid plastics(buckets, molded items), fluorescent light bulbs, scrap metal, car fluids, batteries, computer monitors, and small electronics. See "Help".

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2. Request/maintain curbside recycling service and recycle all paper, glass, metal, cardboard and plastics that can be put in your curbside recycling bin. Review and post the recycling guide in the Help Topic Button.

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3. Purchase 100% recycled-content office paper with at least 30% being post-consumer waste (pcw).

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4. Encourage reusable containers for lunches.

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5. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations such as staff lunch or break rooms and near vending machines.

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6. When remodeling or constructing new facilities, all materials must be taken to the Construction and Demolition recycling lines at the local landfill.

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7. Designate a storage area for spent fluorescent tubes and bulbs, and ensure that they are turned over to an appropriate recycler and are not put into trash or recycling containers.

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OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Reuse remodeling/construction materials: cabinets, fixtures, ceramic and ceiling tiles, drywall, insulation, interior paneling, composite lumber/wood, roofing, concrete, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Compost or recycle landscape debris (e.g. - plant material and unpainted/untreated wood).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reuse other construction related waste (e.g PVC pipe/fitting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Mill large trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Reuse lumber and wood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reuse all wooden chips and/or green waste for use as mulch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Compost food waste (where available).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Recycle or donate old uniforms, linens, and rags to shelters or non-profits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Leave mowed grass on lawn (grasscycling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use a laundry service that provides reusable bags for dirty and clean linen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Energy

REDUCE your energy (7 Required + 3 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Replace high intensity discharge (HID) fixtures in warehouses with fluorescent high bay lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use a 365 day programmable thermostat to control heating and air conditioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use energy efficient exit signs, such as LEDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Replace incandescent bulbs with efficient compact fluorescents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use ENERGY STAR® office equipment and enable energy saving features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Insulate all accessible hot water pipes leading to and from the water heater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
4. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Close blinds and curtains during peak summer period (white reflects) or use ceiling fans to reduce A/C load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply window film to reduce heat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>
9. Increase fixture lighting efficiency by installing optical reflectors and/or diffusers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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"/>

11. Use a solar water heater or preheater.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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12. Use instantaneous hot water heaters (or on demand systems) at point of use

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13. Use weather stripping to seal air gaps around doors and windows.

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

CONSERVE your water. (6 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Install aerators on kitchen sinks (except fill sinks) that do not exceed flow rates of 1.5 gpm.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. 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"/>
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4. 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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. 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"/>
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6. Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water department for a free water walk-through if you notice any unusual increases in use or if you need suggestions on how to improve the efficiency of your water use.

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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"/>
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2. Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance of irrigation systems and indoor appliances.

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3. Install urinals with 1.0 gpf (gallon per flush) or less.

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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.

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5. Instead of washing vehicles on-site, send vehicles to a washing services that recycles water. Clean pavement by sweeping manually or using a water efficient Water-broom. The debris must be properly disposed...

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6. Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.

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7. Accomplish regular pavement cleaning by sweeping manually or with electric vacuum or blower, and properly disposing of debris.

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Irrigation and Landscape Water Conservation (9 Required + 4 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. A minimum of 2" of mulch is applied to all exposed soil surfaces.

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2. Subsurface or low volume (drip) irrigation, or low-volume bubblers are used for all non-turf areas and areas less than 8' wide.

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3. Maintain the irrigation system to ensure water use efficiency and to avoid runoff onto paved surfaces.

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4. Provide irrigation efficiency training for landscape staff through the GreenGardener.org program or equivalent.

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5. Use landscape technicians knowledgeable in landscape irrigation.

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6. 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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7. Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm).

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8. Adjust sprinklers for proper coverage - optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution and to eliminate all runoff.

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9. Repair all broken or defective sprinkler heads/nozzles, meters, and water pipes, lines and valves.

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OPTIONAL MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Plant material is California native or drought tolerant (water conserving). Combined areas of turf, high water use plants, and water features are less than 25% of the total landscaped area except food growing landscaping and athletic fields.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The landscape has designated "natural areas" or established landscaping that are maintained without supplemental irrigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The automatic irrigation controller uses local evapotranspiration data or soil moisture sensor data to create an irrigation schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rain gardens, permeable pavement, and other landscape features or practices are used that increase rainwater capture and create opportunities for infiltration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. If you have a non-weather-based irrigation controller, it must have the following features: 1) Multiple programming capability 2) Automatic rain shut-off device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reduce 100% of all lawn in landscaped areas by replacing with water wise plants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Install rotating nozzles on all sprinkler spraying heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Apply two to three inches of mulch in all non-turf planting areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Reduce irrigation systems water pressure to no higher than 50 psi by installing pressure-reducing valves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Install a water catchment basin to collect water for landscape irrigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Install check valves to eliminate low head drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assess/test soil to determine irrigation requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. 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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. 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"/>
15. Match sprinklers with same precipitation rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering.

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

Landscaping Pollution Prevention (1 Required + 2 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Phase out the scheduled application of synthetic fertilizers and pesticides. Fertilize lightly with an organic fertilizer or slow release synthetic fertilizers after a soil analysis or demonstrated need.

<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. Hand-pull weeds when possible.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Discontinue the use of weed and feed formulations.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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3. Use proper pruning technique (makes cuts just outside the branch collar so no stubs are left to die back, encouraging infection or insect infestation); prune conservatively (excessive new growth can attract pests).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Use climate appropriate, hardy, pest-resistant plants to avoid fertilizer and chemical pest control. Consult the WUCOLS (Waste Use Classifications of Landscape Species) list to determine which drought-tolerant species grow best in your area.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Limit habitat and breeding areas for rodents, mosquitoes, and flies (eliminate ivy, wood and debris piles, animal waste, fallen fruit, standing water).

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PRACTICE green building. (0 Required + 1 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. When remodeling, use natural or low emissions building materials, carpets, or furniture.

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2. Use at least two alternative building/maintenance materials or supplies.

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3. 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.

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Pest Management (4 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. Change chemical spraying frequency from periodic to "as required."

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2. Avoid these problematic pesticides: *Those that are highly persistent or highly toxic. *Broad-spectrum insecticides (e.g. chlorpyrifos diazinon). * Herbicides with clopyralids or picloram which persist in compost.

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3. When chemical pest control is necessary, use traps, barriers and less toxic pesticides. Apply on an as-needed (vs. set) schedule.

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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.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Spray compost tea for disease management and nutrient cycling.

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REDUCE air emissions (0 Required + 3 Optional measures required)

OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. Provide company bike(s), electric bike(s), electric vehicle(s), and/or scooter(s) to employees for lunchtime and/or work time errands.

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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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3. Institute a "smart driving" education program for business services. (Reduce excess weight in vehicles, drive the speed limit and at steady speeds, accelerate and decelerate slowly and steadily, turn off engine when stopped for more than two minutes).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Offset your company's CO2 emissions through purchase of renewable energy credits or installation of renewable energy sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. 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"/>
6. 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"/>
7. Offer electric vehicle recharge ports for visitors and employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Offer a shuttle service to and from bus, train and/or light rail stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Larger Employers: Provide commuter van.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Larger Employers: Set aside car/vanpool/rideshare car parking spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. 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"/>
12. Encourage bicycling to work by offering rebates on bicycles bought for commuting, or provide employees a stipend or subsidy for bicycle maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. 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"/>
14. 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"/>
15. 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"/>
16. When possible, arrange for a single vendor who makes deliveries for several items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Toxics reduction (3 Required + 1 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.

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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).

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3. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.

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OPTIONAL MEASURES

DESCRIPTION

YES NO N/A Post

1. If spraying, use high-efficiency paint spray equipment with high solids paint.

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2. Switch from commercial air fresheners to potpourri or vinegar lemon juice.

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3. Print promotional materials with vegetable or other low-VOC inks.

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4. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).

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5. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.

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Wastewater

Housekeeping and Operations (8 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION

YES NO N/A Post

1. If hazardous materials are stored in quantities larger than 1 gallon (not including janitorial cleaners), demonstrate that your business practices spill prevention (training or inspection logs, periodic spill drills, carrying full containers with spill protection, etc.). Also, ensure there is adequate absorbent material to contain the largest possible spill from entering the storm or sewer drain.

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2. Collect and properly dispose (either to the sanitary sewer, infiltration, or potentially as hazardous waste) of water from high pressure water blasting operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dry sweep outdoor seating areas and dispose of the debris in the garbage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. 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"/>
5. Label all storm water drains with No dumping, Drains to Bay message. You may choose to have a volunteer organization label storm drains on your behalf.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Discharge mop water (soapy water only) to the sanitary sewer, not the storm drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use dry cleanup methods as a norm, and sweep prior to mopping floors. If necessary, use spot mopping only.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>

Storm Water pollution prevention (6 Required + 0 Optional measures required)

REQUIRED MEASURES

DESCRIPTION	YES	NO	N/A	Post
1. Report a leaking dumpster to your waste management agency so it can be repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the dumpster area has overhead coverage and there is a drain in the area, route the drain to the sanitary sewer or be permanently sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Schedule excavation and grading projects for the dry weather season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

