

COMMERCIAL OFFICE GREEN BUSINESS CHECKLIST



This checklist is provided as a tool to assist businesses to assess their practices and conserve resources.

What is a Green Business?	Why Be Green?
<p>A Green Business is in compliance with environmental regulations and takes voluntary steps beyond compliance in the areas of:</p> <ul style="list-style-type: none">• Pollution Prevention• Energy Conservation• Water Conservation• Solid Waste Reduction	<ul style="list-style-type: none">• Reduces waste and utility costs• Improves systems and equipment performance• Attracts environmentally conscious customers• Provides a safer working environment




GENERAL MEASURES

Track Resource/Utilities Usage:

- ✓ Use your last electricity, gas, water and trash bills to track your conservation efforts.
 1. Electricity and Gas Use (On bill): Month: _____ kwh/day: _____ therms/day: _____
Same month last year: kwh/day: _____ therms/day: _____
 2. Water: Month: _____ HCF: _____
Same month last year: HCF: _____
 3. Solid Waste (trash): Month: _____ cubic yards/week: _____
Same month last year: cubic yards/week: _____
- ✓ Provide on-going incentives, awareness or training for employees using the Green Business Checklist to encourage their support and participation.
 - Staff meeting discussions
 - Employee reference materials
 - Company newsletter or bulletins
 - Performance appraisals
 - Job descriptions
 - Employee training
 - Employee orientations
- ✓ Inform your customers about the environmental actions you are taking:
 - Share with your customers the steps you are taking to be a Green Business (either verbally or by posting information).

POLLUTION PREVENTION (P2)
Reducing Waste & Using Safer Alternatives



#	ACTIVITY	✓	#	ACTIVITY	✓
Good housekeeping & operating procedures:			Prevention of stormwater runoff:		
1	Assess your business to identify ways to reduce use of hazardous materials (such as cleaners, high VOC inks, etc.).		20	Clean private catch basins annually, before the first rain, and as needed thereafter.	
2	Purchase harmful products, such as cleaners and pesticides, in small quantities that can be used in a reasonable timeframe.		21	Do not wash cars, equipment, floor mats, or other items outside where run-off water flows straight to the storm drain; this wash water should be directed to a sewer drain.	
3	Limit access to harmful products, to trained, authorized staff.		22	Label all storm water drains with "No dumping, drains to Ocean" message.	
4	Reduce or eliminate the use of chemical pesticides by correcting situations that attract and harbor pests with proper food and garbage storage and landscaping.		23	Use landscaping to prevent erosion problems, especially during construction or remodeling.	
5	Use a licensed, registered pest control operator for any chemical pesticide applications.		24	Use dry clean-up methods for sidewalks, walls & windows, parking lots, floor mats and dumpsters to avoid contaminating storm drains: sweep or vacuum before damp mopping or wiping.	
6	Implement a "just in time" purchasing policy and a "first-in/first-out" chemical usage policy.		25	Store deliveries and supplies under a roof.	
7	Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.		26	Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants reaching storm drains.	
8	Other:		27	If company owns any vehicles, routinely check for leaks and establish a "ground staining" inspection technique. Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.	
Reduction of hazardous materials:			28	Install shut-off valves at storm drains on property or keep temporary storm drain plugs on hand for quick spill response.	
9	Replace harmful products with products with safer alternatives. (Eg. Cleaning products, disinfectants, sanitizers, pesticides, etc.) Products Replaced: _____ _____ _____		29	Purchase/maintain a stormwater clean up kit.	
			30	Regularly clean cigarette butts and litter from areas surrounding facility and dispose of properly (Ensure adequate ash trays are available to prevent cigarette litter).	
			31	Regularly check and maintain storm drain openings and basins that are located on the property. Keep litter, debris, and soils away from storm drains.	
			32	Ensure that dumpsters are maintained and leak free. Leaking dumpsters should be repaired or replaced immediately.	
10	Facility Maintenance – Buy recycled paint and low VOC products when available (paint, paint removal products, etc.)		33	Other:	
11	Use recycled or remanufactured laser and copier toner cartridges.		Reduction of air emissions:		
12	Replace aerosols with non-aerosol alternatives, such as pump sprays for fresheners and cleaners.		34	Make transit schedules, commuter ride sign-ups, etc. available to employees.	
13	Print promotional materials with soy or other low-VOC inks.		35	Offer secure areas for bicycle storage for employees and customers.	
14	Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.		36	Set aside car pool/van pool parking spaces.	
			37	Offer lockers and showers for employees who walk, jog, or bicycle to work.	
15	Replace standard fluorescent lights with low mercury fluorescent lights.		38	Offer employee incentives for car pooling or using mass transit (e.g. guaranteed ride home if needed).	
			39	Provide written procedure to link trips in order to accomplish all errands for your facility in one outing.	
16	Use rechargeable batteries rather than single use batteries.		Recycling/reuse of hazardous and liquid wastes:		
17	Use natural or low emissions building materials, carpets, or furniture.		40	Grease, oils & solvents.	
18	Buy paper products (towels, napkins & copy paper) that are unbleached (no chlorine, or "PFC").		41	Excess paint (reuse as a primer, give to hazardous waste collection program or donate).	
19	Other:		42	Spent fluorescent tubes. (Required by California Law)	
Helpful Websites Western Region P2 Network : www.wrppn.org/hub   			43	Batteries (Required by California Law)	
			44	Used toner cartridges (can often be sent back to the manufacturer) and waste electronic equipment such as computers, printers, etc.	

#	ACTIVITY	✓	#	ACTIVITY	✓
	Office Paper Reduction:			Solid Waste Source Reduction:	
1	Set up a bulletin board or develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.		22	Conduct a waste assessment to identify ways to reduce waste, increase recycling and increase use of recycled content products.	
2	Set printer and copier defaults to double sided.		23	Lease rather than purchase computers and printers.	
3	Design marketing materials that require no envelope – simply fold and mail.		24	Buy office equipment that is durable, repairable, and/or recyclable	
4	Eliminate all mailings that are unwanted.		25	Select products with the least packaging and/or have easily recyclable packaging or work with vendors to minimize product packaging.	
5	Use computer software programs that allow faxing directly from computers without printing.		26	Use flexible interior features, such as reversible walls, to reduce waste associated with renovation.	
6	Keep a stack of previously used paper near printers; Reuse backside for scratch paper, drafts or internal memos.		27	Refurbish, and purchase refurbished office equipment/furniture.	
7	Reuse envelopes: Cover old addresses and postage with labels and affix new.		28	Specify deliveries in reusable or returnable containers.	
8	Use electronic files rather than paper ones.		29	Purchase reusable rather than disposable items, such as reusable pens, erasable white boards & wall calendars.	
9	Minimize printing by eliminating unnecessary reports and/or reduce report size or frequency.		30	In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, etc.) and using refillable containers of sugar, salt & pepper, etc. to avoid individual condiment packets.	
10	Practice efficient copying – use the size reduction feature (two pages of a book can oftentimes be printed on one page) AND set word processing defaults for smaller fonts and margins.		31	Buy office products in bulk, making sure that you can use all that you order.	
11	Help minimize misprints by posting a diagram on how to load special paper like letterhead so it will be properly loaded.		32	Track materials usage to optimize ordering.	
12	Replace memos with e-mail messages & discourage the printing of messages. Order supplies by phone and/or by e-mail.		33	Use optical scanners, which give more precise details about inventory, allowing for more precise ordering.	
13	Circulate reports, memos, and periodicals rather than making/receiving individual copies. Use “central” or “master” hard copy files rather than multiple personal files.		34	Choose vendors that take back products after they are no longer useful (e.g. fluorescent bulbs).	
14	For new software, order only the number of files needed. Do the same for phone books. Encourage employees to share.		35	Arrange for cooperative buying, for products such as office paper, through government, association, co-located business group, etc.	
15	Identify and eliminate unnecessary forms. Double-side or redesign forms to use less space, or have forms on electronic media.		36	If you are a retailer offer a small incentive for customers who bring their own shopping bags, coffee mugs, etc.	
16	Buy paper that is produced by a company with a stated commitment to environmental stewardship and to minimizing ecological impacts and ensuring long-term sustainable production.		37	Other:	
	Materials segregation, reuse and recycling:			Purchasing Recycled/Reused Products:	
17	Recycle or reuse the following fibers: cardboard (corrugated cardboard boxes); mixed paper (junk mail, scrap, and color paper); newspaper; office paper (white ledger, computer, and copier paper).		38	Copy, computer or fax paper (35-100% post consumer waste)	
18	Recycle food and beverage containers (all glass, plastic, and aluminum containers).		39	Folders or other paper products (35-100% post consumer waste)	
19	Recycle or reuse carpeting and/or wood (pallets, wood from remodeling).		40	Pencils, pens, and other desk accessories.	
20	Recycle Green Waste: compost and recycle food and landscape waste. Set up appropriate green waste and composting service with your garbage company. Make composting part of the contract with your landscape service.		41	Toilet paper, tissues, and other paper products	
21	Donate or exchange unwanted but useable items (furniture, supplies, electronics, etc.) to schools, churches, hospitals, etc. Enroll in a waste exchange program where your unwanted item's can become another company's resource. Check out the Integrated Waste Management Exchange Program at http://www.ciwmb.ca.gov/CalMAX/ .		42	Boxes and bags for retail use or shipping (bags made from recycled paper, recycled plastic bottles)	
			43	Carpet, carpet under cushion or floor mats	
			44	Dumpster lids, utility bins, drums and/or recycling containers	
			45	Mulch, soil amendments and compost made of plant trimming or green waste.	
			46	Retailers – stock and sell products with recycled content.	
			47	Construction materials when building/remodeling: building fixtures, ceramic tiles, drywall, insulation, concrete, flooring, etc.	
			48	Garbage pails or garbage bags (Recycled HDPE trash liner bags instead of LDPE or LLDPE).	
			49	Other:	
				Helpful Websites: California Integrated Waste Board: www.ciwmb.ca.gov/BizWaste	

ENERGY CONSERVATION

Be an Energy Star






#	ACTIVITY	✓	#	ACTIVITY	✓
	Equipment/Facility Changes: Highlighted items indicate that rebates may be available. Visit www.sdge.com/business for more information.			Employee Practices:	
1	Have SDG&E, or an energy service, conduct an energy assessment of your facility. You can complete an SDG&E audit online at www.sdge.com/audit or call 1-800-644-6133 to schedule an appointment. For additional audit services, visit: www.sdenergy.org		21	Perform regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system. <ul style="list-style-type: none"> • Clean permanent filters with mild detergents every three months. • Keep condenser coils free of dust and lint 	
2	Use an energy management system to control lighting, refrigeration and HVAC.		22	Check entire HVAC system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.	
3	Install occupancy sensors for lighting in low occupancy areas, such as restrooms, conference rooms, private offices, storage, etc.		23	Implement a policy to clean lighting fixtures and lamps so that they are lighting as effectively as possible.	
4	Replace incandescent bulbs with compact fluorescent lights, which can last up to 10 times longer.		24	Replace aging fluorescent light tubes for maximum light output.	
5	Install a programmable thermostat to control heating and air conditioning.		25	Turn-off lights where possible.	
6	Upgrade any old existing light ballasts with electronic ballasts. Replace T-12 lamps with T-8 or T-5 lamps.		26	Set thermostat at 78°F for cooling, 68°F for heating; use timing device to turn system down after hours.	
7	Convert electric hot water heaters and/or heating systems to tankless, or "on demand" water heaters.		27	Set refrigerator temperature between 38°F and 42°F and freezer between 10°F and 20 °F.	
8	Install dimmable ballasts to dim lights when daylight is available.		28	Seal off unused areas from air condition and/or heating. Block and insulate unneeded windows and other openings.	
9	Insulate all major hot water pipes.		29	Institute a written formal policy to turn off equipment when not in use.	
10	Use weather stripping to close air gaps around doors and windows.		30	Use a small fan or space heater to condition a very small area during off hours, instead of heating the entire office.	
11	Select electrical equipment with energy saving features (e.g. Energy Star). www.energystar.gov		31	Institute a written policy that ensures that blinds and curtains during the peak summer period.	
12	Apply window film to reduce solar heat gain. Shade sun exposed windows and walls to decrease the effect of direct sunlight during the summer months.		32	Provide shading for HVAC condenser, especially for rooftop units exposed directly to the sun.	
13	Retrofit exit signs with LEDs.		33	Install or use plug load occupancy sensors that switch equipment off after hours.	
14	Replace or supplement an A/C system with an evaporative cooler.		34	Maintain a written policy that checks and adjusts, when necessary, lighting control devices such as time clocks and	
15	Use economizers on the A/C to reduce the operation of the compressor. Economizers may be purchased as an addition to an existing A/C system.		35	Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing	
16	Replace inefficient or broken windows with double pane energy-efficient windows (90% of the windows in the facility must be double pane for credit).		36	Rearrange workspace to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling.	
17	Install and use computer hardware programs that save energy by automatically turning off, or utilize the powersave feature when monitors and printers and printer are not being used.		37	Other:	
18	Use solar energy sources/equipment where feasible.				
19	Replace inefficient office refrigerators (usually older than 10 years) with a newer efficient model.				
20	Install ceiling fans to increase air circulation and reduce need for air conditioning.				
21	Other:				
	Helpful websites: www.sdge.com/business www.energystar.gov				

WATER CONSERVATION

Be Water Wise! 💧



#	ACTIVITY	✓	#	ACTIVITY	✓
	Equipment/Facility Assessments:			Employee Practices:	
1	Learn how to read your water meter/bill as a way to detect leaks and problems.		18	Adjust sprinklers for proper coverage	
2	Regularly check for and repair all water leaks in your facility.		19	Use dry surface cleaning methods, followed by damp mopping or wiping.	
3	<p>If <u>Irrigation System</u> is in place:</p> <ul style="list-style-type: none"> Adjust for proper coverage. Check sprinkler heads regularly to be sure the lawn is being watered and not the sidewalk or parking spaces. Adjust sprinklers to achieve even water distribution. Repair all defective lines and sprinkler heads. Adjust irrigation times and durations with the seasons. <p>Water during early morning hours to decrease water loss from evaporation.</p>		20	Adjust sprinkler times and/or durations according to the seasons, water during non-daylight hours (generally before 7am or after 9 pm).	
	Equipment/Facility Changes: Highlighted items may be subject to rebates or vouchers through San Diego County Water Authority, call 1-800-986-4538 for more information.		21	Apply water, fertilizer, or pesticides to your landscape only when needed, rather than on an automatic schedule. Look for signs of wilt before watering established plants. Ensure that your landscaper implements this practice.	
4	Have your local water utility or water conservation service conduct a water audit of your facility.		22	Replace ground cover/turf with cobble or stones, brick, or mulch.	
5	Install low flow aerators (80 psi): ≤1.5 gpm for sink faucets & lavatory sinks; ≤2.2 gpm for kitchen sinks.		23	Shut off water-cooled air conditioning units when not needed.	
6	Install quick closing toilet flappers		24	Adjust water level in toilet tank to ½ inch to 1 inch below the overflow tube.	
7	Install ultra low flow toilets and urinals – 1.6 gallons per flush max. Provide additional urinals in men’s restrooms & reduce no. of toilets (rebates or vouchers available in some areas).		25	Post signs in restroom areas encouraging water conservation.	
8	Install signs in restrooms encouraging water conservation.		26	Avoid runoff by making sure that sprinklers are directing water to landscaped areas, and not paved areas.	
9	Test irrigation sprinklers 4 times per year for leaks, water run-off, over watering and dry spots and make necessary adjustments to ensure proper operation and coverage.		27	Use repeat cycles when watering lawn or shrubs in clay soil (if you are planning to water for 8 minutes, water twice for 4 minutes each).	
10	Replace water-cooled equipment with air-cooled equipment such as ice machines.		28	Hydrozone: group plants with similar water requirements together on the same irrigation line, and separate plants with different water requirements on separate irrigation lines.	
11	Repair all broken or defective sprinkler heads/nozzles, lines & valves.		29	Change window cleaning schedule from “periodic” to “as needed.”	
12	Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.		30	Wash exterior windows with a bucket and squeegee rather than power washing.	
13	Landscape with drought resistant plants.		<p>Helpful Websites: San Diego County Water Authority: www.sdcwa.org</p>   		
14	Use ground cover or mulch around landscape plants to prevent evaporation.				
15	Install a low-volume irrigation, such as a drip system or soaker hoses.				
16	Mulch all non turf areas				
17	Other:				