

## GREEN CHECK

BUS	INESS NAME:							
DAT	E:							
	SUSTAINABILITY SCORECARD	Required	Complete	Planned	Not Planned	N/A	Points	Points Available
	Sustainability Management and the	Gree	n Tean	n				
S1	Develop a written Comprehensive Sustainability Plan that includes goals in these categories: Sustainability Goals Roles and Responsibilities Policies and Procedures Activities and Impact Timelines							25
S2	Designate a Sustainability Coordinator or Green Team responsible for managing sustainability initiatives.	Yes						20
S3	Hold quarterly Green Team meetings.							20
S4	Provide time for quarterly updates from Sustainability Coordinator in upper management meetings.							20
Awareness, Education and Outreach								
A1a	Include sustainability tips in a monthly newsletter.	Yes						15
OR								
A1b	Provide a sustainability information board in a common area such as a break room or kitchen.	Yes						10
A2	Include a sustainability statement and training in all new hire materials.	Yes						10
<b>A</b> 3	Host annual trainings or workshops to educate employees about sustainability issues, policies and procedures.							15
A4	Promote sustainability accomplishments in external marketing materials (website, social media, newsletter, press releases, TV/radio ads).							10
<b>A</b> 5	Highlight sustainability efforts or initiatives at career fairs or career days.							10
A6	Create an annual green employee award to highlight employee sustainability efforts.							10
A7	Provide volunteers for community environmental projects annually.							10
A8	Host an environmental event at your location.							15
A9	Sponsor an environmental booth at an existing community event.							10
A10	Participate in a regional sustainability workshop.							10

	SUSTAINABILITY SCORECARD	Required	Complete	Planned	Not Planned	N/A	Points	Points Available
	Energy Efficiency							
E1	Assess, track, and document energy consumption using Energy Star Portfolio Manager or similar program.							20
E2	Establish a power-down policy and checklist that includes items such as shutting off lights at night.	Yes						5
E3	Set water heater thermostats to a maximum of 120 degrees or install an inline water heater.							5
E4	Apply for energy credits, rebates or incentives.							10
E5	Sign up for a green energy program with your electric provider.							10
E6	Replace incandescent lights with compact fluorescent lights (CFLs)-25-50% replacement.							5
E7	Replace incandescent lights with compact fluorescent lights (CFLs)-50-75% replacement.							10
E8	Replace incandescent lights with compact fluorescent lights (CFLs)-75-100% replacement.							15
E9	Replace incandescent or CFL lights with LED lights 25-50% replacement.							15
E10	Replace incandescent or CFL lights with LED lights 51-75% replacement.							20
E11	Replace incandescent or CFL lights with LED lights 76-100% replacement.							25
E12	Upgrade all Exit signs to LED.							5
E13	Delamp vending machines.							5
E14	Achieve a year-over reduction in energy usage from the baseline of at least 5%.							20
E15	Establish a regular filter maintenance policy for your HVAC system.							10
E16	Have your HVAC system evaluated every 2 years by a certified service provider.							5
E17	Establish a policy for purchasing that requires Energy Star rated appliances and electronics.							10
E18	Establish a dress code that encourages employees to dress for thermal comfort.							5
E19	Assess energy consumption by conducting a plug load inventory.							10
E20	Install power strips for computers and equipment to power down during non-business hours.							10
E21	Install programmable thermostats and use them to adjust temperature during unoccupied hours.							15
E22	Install occupancy sensors in bathrooms, meeting room, and other infrequently used areas.							20
E23	Conduct an energy audit or assessment (within the last three years).							10
E24	Install or upgrade to energy efficient fans.							20

	SUSTAINABILITY SCORECARD	Required	Complete	Planned	Not Planned	N/A	Points	Points Available
E25	Install energy efficient (i.e. Energy Star) rated windows in all conditioned spaces.							25
E26	Insulate roof to control energy loss.							25
E27	Install efficiency-rated HVAC of minimum standard SEER rating of 14.0.							25
E28	Take measures to insulate HVAC system and ductwork to minimize heat loss.							15
E29	Assess building envelope and address any leaks.							10
E30	Perform external lighting audit.							10
E31	Daylight work spaces wherever possible.							5
	Waste Reduction and Recy	cling						
R1	Implement a basic recycling program.	Yes						10
R2	Conduct a waste audit (within the past two years).							10
R3	Provide clearly marked recycling bins at work stations and/or in common areas.	Yes						10
R4	Train and require janitorial service or staff responsible for cleaning to segregate waste and recyclable materials.							5
R5	Use reusable mugs and dishware instead of disposable plates, cups, and utensils.							10
R6	Establish a policy for environmentally friendly printing such as two- sided printing, reusing copy paper, and electronic document sharing.	Yes						5
R7	Establish an electronic waste policy that diverts all e-waste away from landfill.							10
R8	Create a landfill diversion goal.							10
R9	Replace at least 50% of paper stock with post-consumer recycled paper.							10
R10	Develop or participate in an existing composting program.							15
R11	Host, sponsor, or participate in a zero-waste event.							15
	Water Conservation	ı						
WC1	Assess, track, and document water consumption using Energy Star Portfolio Manager or similar program.							15
WC2	Conduct a water audit within the last three years. Monitor and record water usage, check indoor and outdoor pipes and fixtures for drips and leaks.							20
WC3	Establish a policy for purchase of high efficiency (i.e. WaterSense) rated fixtures and appliances.							10
WC4	Install water efficient faucets in all of the restrooms.							15
WC5	Install water efficient toilets in all of the restrooms.							15

	SUSTAINABILITY SCORECARD	Required	Complete	Planned	Not Planned	N/A	Points	Points Available
	Water Quality							
WQ1	Establish a policy for proper hazardous waste and chemical disposal.							10
WQ2	Organize or participate in a storm drain stenciling.							10
WQ3	Establish a policy for proper disposal of fats, oils, and grease, distribute to staff, and post in key areas.	Yes						10
WQ4	Harvest rainwater through rain barrel system.							10
WQ5	Perform a stormwater pollution survey on your property with BGGS staff or other qualified professional.							10
WQ6	Establish preventative maintenance program for sanitary sewer lateral lines on your property.							10
WQ7	Post information in restrooms about proper disposal of flushable wipes and other items.							10
WQ8	Coordinate or participate in a community litter clean-up.							10
WQ9	Install outdoor ash trays to prevent cigarette litter, and make pocket ash trays available to staff who smoke.							10
WQ10	Before washing parking lots, sweep debris/litter and do not use cleaners.							10
	Urban Forestry and Landsc	apes						
U1	Participate in a community reforestation project.							10
U2	Assess the ecosystem services of trees on property using the National Tree Benefits Calculator.							10
U3	Establish a sustainability statement for landscape contracts.							10
U4	Establish a native species-only plant replacement policy for tree and shrub planting.							15
U5	Remove all invasive species from property.							10
U6	Establish an Integrated Pest Management policy to reduce use of pesticides in the landscape.							10
U7	Establish environmentally friendly lawn care policies to reduce chemical pesticide and fertilizer use.							10
U8	Plant a pollinator garden.							15
U9	Plant a rain garden.							20
U10	Audit irrigation system for leaks (within last three years).							15
U11	Adjust irrigation system to water during cool periods and wet weather.							10
	Sustainable Purchasing	J						
SP1	Establish a policy for reducing the toxic chemicals/materials in your workplace.							10
SP2	Establish a policy to purchase non-Styrofoam cups and plates for use at the workplace or at events.							5
SP3	Establish a policy for purchasing locally, if available.							10

	SUSTAINABILITY SCORECARD	Required	Complete	Planned	Not Planned	N/A	Points	Points Available
SP4	Establish a policy to purchase/lease EPA SmartWay Certified fuelefficient vehicles.							20
SP5	Establish a policy for purchasing environmentally-friendly cleaning products.							10
	Transportation Efficienc	У						
T1	Establish an incentives or recognition program to encourage employees to use alternative transportation, such as carpooling, bicycling, or use of public transit.							15
T2	Establish and implement a no-idling policy.	Yes						10
Т3	Hold an employee seminar highlighting alternative modes of transportation.							10
T4	Conduct a commuter or employee transportation survey.							5
T5	Adopt a telecommuting option and make it available to employees.							5
T6	Designate parking spaces for hybrid vehicles and/or install EV charging stations.							20
T7	Install a bike rack with sufficient space for at least 10% of your employees.							10
Т8	Install weather-protected bike storage (indoor or outdoor).							20
Т9	Participate in a bike to work challenge.							10
T10	Place bicycle storage closer than any other designated parking spot.							10
	Innovation							
N1	Become LEED certified.							40
N2	Become Sustainable SITES certified.							40
N3	Become Green Globes certified.							40
N4	Become Energy Star certified.							40
N5	Implement zero waste to landfill.							30
N6	Install a permeable parking lot.							40
N7	Install a green/living roof.							40
N8	Install a green wall.							40
N9	Install a 300-gallon or above water catchment system.							30
N10	Generate energy from renewable resources such as solar or wind power on-site.							50
N11	Participate in LFUCG Citizens' Environmental Academy							50
N12	Innovation of choice, up to 50 points.							50
*Innovation Items N5-N12 display maximum value per category. Partial credit can be					0	1200		
given depending on participation level.  SCORE:					0.0	00%		