



GREEN CHECK

BUSINESS NAME:

DATE:

SUSTAINABILITY SCORECARD

Required	Complete	Planned	Not Planned	N/A	Points	Points Available
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Sustainability Management and the Green Team

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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
S2	Designate a Sustainability Coordinator or Green Team responsible for managing sustainability initiatives.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
S3	Hold quarterly Green Team meetings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
S4	Provide time for quarterly updates from Sustainability Coordinator in upper management meetings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20

Awareness, Education and Outreach

A1a	Include sustainability tips in a monthly newsletter.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
OR								
A1b	Provide a sustainability information board in a common area such as a break room or kitchen.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A2	Include a sustainability statement and training in all new hire materials.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A3	Host annual trainings or workshops to educate employees about sustainability issues, policies and procedures.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
A4	Promote sustainability accomplishments in external marketing materials (website, social media, newsletter, press releases, TV/radio ads).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A5	Highlight sustainability efforts or initiatives at career fairs or career days.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A6	Create an annual green employee award to highlight employee sustainability efforts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A7	Provide volunteers for community environmental projects annually.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A8	Host an environmental event at your location.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
A9	Sponsor an environmental booth at an existing community event.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
A10	Participate in, present at or attend sustainability workshop.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10

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Energy Efficiency								
E1	Assess, track, and document energy consumption using Energy Star Portfolio Manager or similar program.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
E2	Establish a power-down policy and checklist that includes items such as shutting off lights at night.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E3	Set water heater thermostats to a maximum of 120 degrees or install an inline water heater.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E4	Apply for energy credits, rebates or incentives.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E5	Sign up for a green energy program with your electric provider.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E6	Replace incandescent lights with compact fluorescent lights (CFLs)-25-50% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E7	Replace incandescent lights with compact fluorescent lights (CFLs)-50-75% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E8	Replace incandescent lights with compact fluorescent lights (CFLs)-75-100% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
E9	Replace incandescent or CFL lights with LED lights 25-50% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
E10	Replace incandescent or CFL lights with LED lights 51-75% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
E11	Replace incandescent or CFL lights with LED lights 76-100% replacement.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
E12	Upgrade all Exit signs to LED.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E13	Delamp vending machines.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E14	Achieve a year-over reduction in energy usage from the baseline of at least 5%.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
E15	Establish a regular filter maintenance policy for your HVAC system.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E16	Have your HVAC system evaluated every 2 years by a certified service provider.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E17	Establish a policy for purchasing that requires Energy Star rated appliances and electronics.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E18	Establish a dress code that encourages employees to dress for thermal comfort.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
E19	Assess energy consumption by conducting a plug load inventory.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E20	Install power strips for computers and equipment to power down during non-business hours.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E21	Install programmable thermostats and use them to adjust temperature during unoccupied hours.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
E22	Install occupancy sensors in bathrooms, meeting room, and other infrequently used areas.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
E23	Conduct an energy audit or assessment (within the last three years).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10

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E24	Install or upgrade to energy efficient fans.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
E25	Install energy efficient (i.e. Energy Star) rated windows in all conditioned spaces (heated or cooled).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
E26	Insulate roof to control energy loss.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
E27	Install efficiency-rated HVAC of minimum standard SEER rating of 14.0.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
E28	Take measures to insulate HVAC system and ductwork to minimize heat loss.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
E29	Assess building envelope and address any leaks.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E30	Perform external lighting audit.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
E31	Daylight work spaces wherever possible.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
Waste Reduction and Recycling								
R1	Implement a basic recycling program.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R2	Conduct a waste audit (within the past two years).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R3	Provide clearly marked recycling bins at work stations and/or in common areas. Recycling bins must be paired with a waste bin.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R4	Train and require janitorial service or staff responsible for cleaning to segregate waste and recyclable materials.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
R5	Use reusable mugs and dishware instead of disposable plates, cups, and utensils.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R6	Establish a policy for environmentally friendly printing such as two-sided printing, reusing copy paper, and electronic document sharing.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
R7	Establish an electronic waste policy that diverts all e-waste away from landfill.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R8	Create a landfill diversion goal.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R9	Replace at least 50% of paper stock with post-consumer recycled paper.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
R10	Develop or participate in an existing composting program.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
R11	Host, sponsor, or participate in a zero-waste event.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
Water Conservation								
WC1	Assess, track, and document water consumption using Energy Star Portfolio Manager or similar program.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		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.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
WC3	Establish a policy for purchase of high efficiency (i.e. WaterSense) rated fixtures and appliances.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WC4	Install water efficient faucets in all of the restrooms.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
WC5	Install water efficient toilets in all of the restrooms.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15

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Water Quality

WQ1	Establish a policy for proper hazardous waste and chemical disposal.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ2	Organize or participate in a storm drain stenciling.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ3	Establish a policy for proper disposal of fats, oils, and grease, distribute to staff, and post in key areas.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ4	Harvest rainwater through rain barrel system.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ5	Perform a stormwater pollution survey on your property with city staff or other qualified professional.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ6	Establish preventative maintenance program for sanitary sewer lateral lines on your property.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ7	Post information in restrooms about proper disposal of flushable wipes and other items.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ8	Coordinate or participate in a community litter clean-up.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ9	Install outdoor ash trays to prevent cigarette litter, and make pocket ash trays available to staff who smoke.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
WQ10	Before washing parking lots, sweep debris/litter and do not use cleaners.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10

Urban Forestry and Landscapes

U1	Participate in a community reforestation project.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U2	Assess the ecosystem services of trees on property using the National Tree Benefits Calculator.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U3	Establish a sustainability statement for landscape contracts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U4	Establish a native species-only plant replacement policy for tree and shrub planting.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
U5	Remove all invasive species from property.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U6	Establish an Integrated Pest Management policy to reduce use of pesticides in the landscape.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U7	Establish environmentally friendly lawn care policies to reduce chemical pesticide and fertilizer use.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
U8	Plant a pollinator garden.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
U9	Plant a rain garden.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
U10	Audit irrigation system for leaks (within last three years).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
U11	Adjust irrigation system to water during cool periods.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10

Sustainable Purchasing

SP1	Establish a policy for reducing the toxic chemicals/materials in your workplace.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
SP2	Establish a policy to purchase non-Styrofoam cups and plates for use at the workplace or at events.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
SP3	Establish a policy for purchasing locally, if available.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10

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SP4	Establish a policy to purchase/lease EPA SmartWay Certified fuel-efficient vehicles.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
SP5	Establish a policy for purchasing environmentally-friendly cleaning products.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
Transportation Efficiency								
T1	Establish an incentives or recognition program to encourage employees to use alternative transportation, such as carpooling, bicycling, or use of public transit.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		15
T2	Establish and implement a no-idling policy.	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T3	Hold an employee seminar highlighting alternative modes of transportation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T4	Conduct a commuter or employee transportation survey.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
T5	Adopt a telecommuting option and make it available to employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		5
T6	Designate parking spaces for hybrid vehicles and/or install EV charging stations.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
T7	Install a bike rack with sufficient space for at least 10% of your employees.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T8	Install weather-protected bike storage (indoor or outdoor).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		20
T9	Participate in a bike to work challenge.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T10	Place bicycle storage closer than any other designated parking spot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T11	Provide employee shower and dressing room facility.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		25
T12	Apply for a Bicycle Friendly Business award from the League of American Bicyclists.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
T13	Offer a group bicycle education/training opportunity.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		10
Innovation								
N1	Become LEED certified.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N2	Become Sustainable SITES certified.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N3	Become Green Globes certified.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N4	Become Energy Star certified.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N5	Implement zero waste to landfill.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30
N6	Install a permeable parking lot.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N7	Install a green/living roof.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N8	Install a green wall.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		40
N9	Install a 300-gallon or above water catchment system.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		30
N10	Generate energy from renewable resources such as solar or wind power on-site.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50

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N11	Innovation of choice, up to 50 points.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		50	
*Innovation Items N5-N12 display maximum value per category. Partial credit can be given depending on participation level.							TOTAL POINTS:	0	1175
							SCORE:	0.00%	