

SUSTAINABILITY SCORECARD

SUSTAINABILITY SCORECARD		Required	Complete	Planned	Not Planned	N/A	Points	Points Available
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 HVAC filter maintenance policy.							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 3 years).							10
E24	Install or upgrade to energy efficient fans.							20
E25	Install energy efficient (i.e. Energy Star) rated windows in all heated or cooled 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

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E31	Daylight work spaces wherever possible.							5
Waste Reduction and Recycling								
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. Recycling bins must be paired with a waste bin.	Yes						10
R4	Train and require staff responsible for cleaning to segregate waste and recyclable materials.							5
R5	Use reusable mugs and dishware instead of disposables.							10
R6	Establish a policy for environmentally friendly printing such as two-sided printing, reusing 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								
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 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
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.							10
WQ6	Establish preventative maintenance program for sanitary sewer lateral lines on your property.							10

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WQ7	Post information in restrooms about proper disposal of flushable wipes and other items.							10
WQ8	Coordinate or participate in a litter clean-up.							10
WQ9	Install outdoor ash trays, and make pocket ash trays available.							10
WQ10	Before washing parking lots, sweep debris/litter and do not use cleaners.							10
Urban Forestry and Landscapes								
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.							10
Sustainable Purchasing								
SP1	Establish a policy for reducing 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
SP4	Establish a policy to purchase/lease EPA SmartWay Certified fuel-efficient vehicles.							20
SP5	Establish a policy for purchasing environmentally-friendly cleaning products.							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.							15
T2	Establish and implement a no-idling policy.	Yes						10
T3	Hold an employee seminar highlighting alternative modes of transportation.							10
T4	Conduct a commuter or employee transportation survey.							5

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T5	Make a telecommuting option available to employees.							5	
T6	Designate parking spaces for hybrid vehicles and/or install EV charging stations.							20	
T7	Install a bike rack with space for at least 10% of employees.							10	
T8	Install weather-protected bike storage (indoor or outdoor).							20	
T9	Participate in a bike to work challenge.							10	
T10	Place bike storage closer than any other parking spot.							10	
T11	Provide employee shower and dressing room facility.							25	
T12	Apply for a bicycle friendly business award from the League of American Bicyclists.							10	
T13	Offer a group bicycle education/training opportunity.							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 on-site.							50	
N12	Innovation of choice, up to 50 points.							50	
*Items N5-N12 display max value per category. Partial credit can be given.							TOTAL POINTS:	0	1685
							SCORE:	0.00%	