

Green Business Checklist

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	YES - NO	Recent?	Future
Section 1 - General/Policy			
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Section 2.1 - Energy Use - Lighting			
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Section 2.2 - Energy Use - Equipment			
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		YES - NO	Recent?	Future
19	Hot water heaters are set to 125F or cooler, refrigerators to 40F or warmer, freezers to 10F or warmer, or if controls do not have specific temperature settings, to factory original or "normal" settings, except where otherwise required by regulation or code.			
20	Only Energy Star appliances and electronics are in use in all product categories where this designation is available. (see http://www.energystar.gov/index.cfm?fuseaction=find_a_product . for a list of categories).			
21	Office coffee makers with continuous "ON" heating plates or elements are prohibited.			
22	Work stations with multiple devices are powered through power strips that are turned off at the end of the work day (or through similar devices such as smart power strips that detect inactivity and shut off automatically).			

Section 2.3 - Energy Use - Vehicles

23	Employees who drive vehicles as part of their job are instructed to use driving techniques that improve fuel efficiency, OR no vehicles are used on a regular basis for official business.			
24	Fleet vehicle operation uses route planning and/or employee training & awareness programs to minimize vehicle miles traveled, OR no vehicles are used on a regular basis for official business.			
25	At least 80% of diesel vehicles and equipment are equipped to take full advantage of low sulfur diesel fuel, OR no diesel vehicles or equipment are used for company business.			
26	Light trucks average 17 mpg or better (EPA CITY), OR no light trucks are used for company business.			
27	Fleet passenger cars average 23 mpg (EPA CITY) or better, OR no passenger vehicles are regularly used for company business.			
28	Operators of all vehicles comply with Virginia anti-idling regulations in ALL AREAS (not just commercial and residential) - 10 minutes maximum for diesel vehicles, 3 minutes maximum for all other vehicles, except when idling is required for supplemental equipment operation (other than cab air conditioning or heating), OR no vehicles are used for company business.			
29	Vehicles are maintained in accordance with manufacturers' specifications including tire pressure, OR no vehicles are used for company business.			

Section 2.4 - Energy Use - HVAC

30	Air temperature is controlled to 70 or cooler during the heating season -- 76 or warmer during the air conditioning season, OR there is no heating/air conditioning.			
31	Facilities have been inspected for air leaks and corrective action has been taken where significant leaks have been detected, OR there is no heating/air conditioning.			
32	HVAC systems are managed to reduce energy use during times of low or no occupancy, using methods such as night setback or building automation system, OR there is no heating/air conditioning.			
33	HVAC systems receive professional maintenance in accordance with manufacturer's recommendation (or annually if manufacturer's recommendation is not known, OR there is no heating/air conditioning.			
34	Forced air duct work has been inspected for leakage (and significant leakage has been corrected), OR there is no ductwork for forced air heating/cooling.			
35	HVAC systems are more energy-efficient than the minimum standard currently available, OR there is no heating/air conditioning.			
36	Thermostats are set to 68 or cooler during heating season, OR there is no heating.			
37	Thermostats are set to 78 or warmer during air conditioning system, OR there is no air conditioning.			

Section 2.5 - Energy Use - Cleaner Energy Sources

38	Natural gas or LPG is used for fueling industrial processes, OR there are no industrial processes.			
39	Natural gas or LPG is used for building heat, OR there is no heating.			

		YES - NO	Recent?	Future
40	Natural gas or LPG is used for cooking, OR there is no cooking on the premises.			
41	Natural gas or LPG is used for laundry drying, OR there are no laundry facilities.			
42	Natural gas or LPG is used for water heating.			
43	Solar or wind power system has been installed.			
44	Bio-diesel is used as a fuel supplements, providing ___% of diesel fuels, OR no diesel fuels are used in company operations.			

Section 2.6 - Energy Use - General

45	A building automation or monitoring system is used to identify opportunities for efficiency improvements.			
46	A professional energy audit has been done, and recommendations from that evaluation have been implemented (details required).			
47	There is separate metering or monitoring to allow analysis of the energy consumption of major units of the enterprise, such as individual buildings, industrial equipment, etc. OR there is a single building and no major energy consuming industrial equipment.			

Section 3 - Building and Grounds

48	An infra-red test has been done to identify points of undesirable air leakage (and significant leakage has been corrected).			
49	Building insulation has been inspected and is in compliance with current code for new construction.			
50	Construction or renovation project has been certified to meet environmental standards such as LEED, Energy Star, or Earthcraft			
51	Green/open space with ___ seating and/or ___ walkways is available on the premises for use by ___ employees and/or ___ the public. (Use "X" to indicate what is available and whether for public or employee use).			
52	Multi-paned windows, window film, heat-blocking blinds, or other materials and techniques are used to minimize heat transfer/loss.			
53	Premises are kept free of litter, graffiti, disused or discarded equipment/materials. Building entrances have trash containers and receptacles for cigarette butts.			
54	Sun-exposed windows are shaded in summer by eaves, awnings, sunscreens, shade trees or shrubbery.			
55	Riparian buffers are planted along storm water channels, parking lots, drainage ponds or natural bodies of water.			
56	Exterior lighting is properly shielded so as not to create light pollution, except where required by regulation for safety or other purposes, OR there is not exterior lighting.			

Section 4 - Clean Air and Water

57	Certified "Green Label" carpet is installed.			
58	Facilities have been evaluated to identify actual and potential sources of pollution, including an inventory of hazardous materials that are used regularly (e.g. cleaning products, pesticides, fertilizers, etc.), and steps have been taken to reduce the use of those containing such hazardous materials.			
59	Materials and equipment are readily available to address any spill or discharge of hazardous or polluting substances, OR no hazardous or polluting substances are used on the premises.			
60	The use of synthetic chemical fertilizer is avoided or prohibited.			
61	Only non-CFC refrigerants (OR no refrigerants) are in use on the premises.			
62	Pesticides have been reduced or eliminated by a comprehensive program which utilizes good housekeeping, pest monitoring, exclusion, and less toxic pesticides and/or non-chemical pest control, OR no pesticides are used.			
63	Products with low VOCs, low or no formaldehyde, and the highest recycled content in non-aerosol packaging are chosen for painting and other maintenance work.			
64	Promotional materials and/or other large print jobs are printed with vegetable or other low-VOC inks, OR there are no high volume print jobs..			

		YES - NO	Recent?	Future
65	Storm drain openings and basins are checked regularly and kept free of litter, debris and soil. Floor drains in chemical storage areas have been eliminated or plugged to prevent accidental discharge of spills to sanitary sewers or septic tanks, OR there are no storm drain openings on the premises.			
66	Supplies and cleaning products are chosen based on a goal of minimizing harmful or hazardous contents			
67	Unbleached and/or chlorine-free paper products are used (copy paper, paper towels, napkins, coffee filters, etc.).			
68	Special attention is given to appropriate actions when potential air quality may impact human health, including participating in Roanoke's Air Quality Action Day List, implementing some or all of the 10 Simple Steps to prevent air pollution, and encouraging employees to take action. See http://www.ridesolutions.org/airquality/what.shtml			
69	The use of gasoline powered lawn tools has been significantly reduced or eliminated by conversion of property from lawn to shrubbery, trees or ground cover, and/or the use of mechanical or electric equipment to replace gas-powered trimmers and blowers, OR there is no exterior property that requires the use of such equipment.			

Section 5 - Water Conservation

70	All plumbing system components are checked regularly for leaks			
71	Irrigation of landscape plants is done no more than once a week, only during periods of little or no rainfall, using drip irrigation, and only in the hours before 10 AM or after 7 PM.			
72	Lawn and landscaping are done with native plants or others that do not require any irrigation.			
73	Only low flow showers and faucets are in use.			
74	Only low flow toilets are in use.			
75	Self-closing faucets are in use in some or all installations.			
76	Significant percentage of storm water is captured and re-used to reduce runoff and consumption.			
77	Waterless urinals are in use in some or all installations.			

Section 6 - Materials and Waste Management

78	On-site recycling is practiced for all materials that can be recycled through municipal waste collection or other reasonably available recycling services.			
79	Drinking water provided for employees/customers/visitors is either tap water or bulk packaged drinking water (rather than individual disposable plastic bottled water).			
80	Reusable service items (plates, glasses, cups, cutlery) are used for food or beverages for consumption on the premises in cafeterias, dining rooms, and break rooms.			
81	Paper with the highest available post-consumer recycled content is used in all applications where suitable.			
82	Paperless options are used to the maximum extent possible (including being offered to customers if applicable); emails are not routinely printed.			
83	Printers that are capable of duplex printing are set for that option by default.			
84	Significant amounts of materials used in production processes are obtained from reclaimed, reused, or recycled materials (details required), OR no materials are used in production processes.			
85	Significant amounts of waste from production processes are disposed of via reclamation, reuse, or recycling (details required), OR there are no wastes from industrial processes.			
86	Significant percentage of organic wastes are composted and used for agricultural or other suitable applications, OR there is no significant amount of organic waste,			

Section 7 - Location and Land Use

87	Property available for landscaping has at least 80% tree canopy.			
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		YES - NO	Recent?	Future
88	Some or all of our operation is located on property that was reclaimed or rehabilitated from previous industrial or commercial use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 8 - Green Marketing and Merchandising				
89	There is substantial visibility for green or sustainable products and service in product mix, store displays, marketing materials, web site, retail shelf space allocation, advertising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 9 - Employee and Community Relations				
90	<i>Smoking is prohibited in all indoor areas and all outdoor work areas. Outdoor smoking areas are located at least 25 feet from building entrances, air intakes, and entry routes used by customers, employees, and visitors.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	Financial incentives or other perquisites (special parking, shower/locker facilities, etc.) are offered to employees who carpool, bike, take public transportation, or walk/jog to work, OR there are no employees that commute to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92	Preference is given whenever practicable to local suppliers and products produced locally or regionally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93	Smoking is prohibited on the premises (both indoor and outdoor areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94	Telecommuting options are available to employees whose work can be effectively accomplished from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
95	This facility is a "RIDE Solutions Workplace", OR there are no employees that commute to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96	Financial support is provided to local or regional environmental groups or projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 10 - Carbon Footprint				
97	A carbon footprint measurement has been done for the past ___ years and the carbon footprint has been reduced by an average of ___ % annually since the initial measurement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98	A baseline carbon footprint analysis has been done and a goal established for specific reductions of at least 2% annually in future years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	Bona fide carbon offsets are purchased to compensate for at least 25% of the CO2 emissions from operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100	Renewable or green energy options have been selected for at least 50% of electricity use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>