

# EnviroStars Green Business Program Checklist

## OFFICE/OTHER PROFESSIONAL SERVICES SECTOR



Please tell us a little bit about your business so we can get your profile started and connect you to free resources.

### Contact Info

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address/Username: \_\_\_\_\_ Create Account Password: \_\_\_\_\_

### Business Info

Business Name: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ Business Website: \_\_\_\_\_

### About the Business

Number of Employees: \_\_\_\_\_ Approximate Business Sq. Ft.: \_\_\_\_\_ Approximate Landscape Sq. Ft.: \_\_\_\_\_

What is the building ownership status?      **Own Building**      **Rent Space**      **Home Office**

### Checklist

Please tell us which green actions you are currently taking at your business.

We will review your application and schedule an onsite visit to walk through your checklist, answer questions, and offer additional support resources.

Please be prepared to show evidence or documentation for all practices.

Rows highlighted in green represent core actions. Core actions must be completed for your business to earn EnviroStars recognition. Tally up your total points earned across all sector groups! More points=more recognition for your business!

**TOTAL POINTS EARNED** \_\_\_\_\_

**Tier 1: Leader**  
100 points

**Tier 2: Partner**  
300 points

**Tier 3: Champion**  
500 points

## ENERGY

/ 125 **Energy Points**

- 5 Contact your energy utility for advice on how to save energy, information on available incentives, and to request an energy assessment.
- 5 Turn off or unplug electronic equipment when not in use.
- 5 Keep exterior doors closed to reduce heat and cooling loss.
- 5 Monitor energy bill and graph your monthly energy use to identify unexplained high use.
- 5 Set computers, computer monitors, and copiers to switch to standby mode after 15 minutes of inactivity. Or install a power strip.
- 5 Replace all non-LED lamps and fixtures with LEDs.
- 5 Ensure all exit and open/closed signs are LED.
- 10 Complete maintenance on your HVAC (heating, ventilation, and air conditioning) system at least twice a year.
- 10 Schedule your programmable or smart thermostat to match employee and customer occupancy schedules.
- 10 Install daylight sensors or networked lighting controls so lighting is dimmed or turned off when adequate sunlight is available.
- 10 Use occupancy sensors, timers, or networked lighting controls for lighting in offices, restrooms, and storage areas.
- 10 Ensure >25% of eligible equipment—including cooking, refrigeration, and water heating equipment—is ENERGY STAR rated.
- 10 Seal and insulate heating and cooling ducts.
- 15 Use or invest in renewable energy.
- 15 Install double-paned windows.



## POLLUTION PREVENTION

### / 120 Pollution Prevention Points

- 5 Have a pollution prevention spill kit, create and post a spill plan, and train staff.
- 5 Ensure that lids remain closed on waste, recycling, and compost containers located outside. Check for and repair leaks.
- 5 Keep receiving areas, loading docks, and parking areas free of litter, oil drips, and debris.
- 5 Empty all water used for cleaning in an indoor drain such as a utility sink. Never dump this water outside.
- 5 Properly store and use secondary containment, such as a bin or tub, for all hazardous materials.
- 5 Identify, properly label, and take steps to reduce all hazardous waste used or generated onsite.
- 5 Properly dispose of any hazardous waste.
- 10 Avoid pressure washing so that pollutants like dirt, soap, and chemicals are not washed into storm drains
- 10 Use cleaning products certified through Safer Choice (EPA Program), GreenSeal, or other programs whenever possible.
- 10 Select non-toxic, low- or no-VOC products, fixtures, and finishes.
- 10 Reduce press clean up and solvent use by scheduling jobs to run lighter colors together before running darker ones whenever possible.
- 15 Inspect storm drains quarterly. Clean them if they are more than half full, or if directed by local stormwater utility.
- 15 Label all stormwater drains with "no dumping" message.
- 15 Monitor any equipment and vehicles to identify and fix leaks.



## SOLID WASTE

### / 115 Solid Waste Points

- 5 Recycle all paper, cans, bottles, jars, and cardboard allowed in your service area.
- 5 Monitor your internal and external waste collection bins to identify areas for improvement.
- 5 Post signage and labels on garbage, recycling, and compost bins showing what's accepted in each.
- 5 Do not serve or package food in polystyrene foam containers.
- 5 Place garbage/recycling/compost bins together to maximize recycling and reduce contamination.
- 5 Purchase paper products made from at least 30% post-consumer recycled content.
- 5 Compost food waste, food-soiled paper, compostable packaging, and any yard debris.
- 10 Provide reusable dishware, silverware, cups, and linens for customers and employees.
- 10 Eliminate single-use water bottles.
- 10 Reduce paper use by providing electronic alternatives (point-of-sale system, payroll, staff communications).
- 10 Set all printers to default to double-sided printing.
- 10 Monitor food waste and take steps to reduce it.
- 15 Implement paper towel composting or use high-efficiency hand dryers in restrooms.
- 15 Donate edible food to staff and/or food rescue programs.



## TRANSPORTATION

### / 80 Transportation Points

- 5 Adopt a transportation program that encourages employees to walk, bike, rideshare, or take transit as their primary commute method.
- 5 Request a transportation consultation for your worksite.
- 5 Use alternative transportation (e.g., walk, bike, transit, carpool, EV) for local work-related trips whenever possible.
- 5 Reduce shipping impacts by consolidating deliveries and requesting low-emissions transport.
- 5 Encourage a "no idling" policy for deliveries to and from your site.
- 10 Implement a guaranteed/emergency ride home policy for employees who do not drive alone to work.
- 10 Provide your employees with easy access to transit passes through a pre-tax payroll deduction program and/or shared cost or full subsidy.
- 10 Offer secure bike parking for employees.
- 10 Reduce air travel whenever possible. Choose direct flights to reduce carbon emissions.
- 15 Provide electric vehicle charging stations.



## WASTEWATER

### / 25 Wastewater Points

- 5 Place strainer baskets in sink drains to catch food waste. Put food waste in the compost bin, if available in your service area.
- 5 Post educational signage in restroom stalls indicating nothing but toilet paper should be flushed.
- 5 Scrape or wipe dishes and pans to remove remaining fats, oils, and grease (FOG) before washing.
- 10 Place trash cans in all restroom stalls to keep everything but toilet paper out of the toilet.



## WATER

### / 110

- 5 Do not leave water running. Turn off water-using equipment when not in use.
- 5 Check for and repair leaks.
- 5 Monitor your water bill for unexpected changes, which could indicate leaks or equipment malfunctions.
- 5 Install bathroom faucet aerators with a flow rate of no more than 0.5 gpm (gallons per minute).
- 5 Operate dish and glass washing machines only when fully loaded.
- 10 Install WaterSense toilets that use no more than 1.28 gpf (gallons per flush).
- 10 Install low-flow urinals that use no more than .125 gpf (gallons per flush).
- 10 Sweep or mop floors and mats instead of hosing them down.
- 10 For any landscaping, select drought-tolerant plants.
- 10 For any landscaping, install electronic weather-based controller or change watering schedule to match changing weather.
- 10 Install low-flow showerheads that use no more than 1.8 gpm (gallons per minute).
- 10 Use a commercial car wash that reuses water for fleet washing. Do not wash fleets onsite.
- 15 If your site has a cooling tower, install an electronic level controller.



## COMMUNITY

/ 90 **Community Points**

- 5 Provide annual (at minimum) training for employees on the sustainability best practices listed in this checklist.
- 5 Support another EnviroStars business!
- 5 Communicate sustainability practices to customers.
- 10 Have an employee or green team supported by management to implement sustainability efforts.
- 10 Buy or sell locally manufactured products.
- 10 Buy organic products wherever possible.
- 15 Have a written environmentally preferable purchasing plan that guides purchasing decisions.
- 15 Achieve recognition or certification from another green business program such as LEED or B Corp.
- 15 Have a policy that supports contracting and partnering with women- or minority-owned businesses and organizations.

### OTHER

We understand that every business is unique and may be taking environmental, economic, and/or other social sustainability actions that aren't reflected on this checklist. We encourage you to list any additional actions below.

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### CORE ACTION PLAN

Businesses are required to complete all core actions to be eligible for EnviroStars recognition. For core actions not yet complete, please note steps needed to implement these actions in the future or provide an explanation of why they are not applicable.