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	Tier 2: Partner	Tier 3: Champion
100 points	300 points	500 points

ENERGY

/ 125 **Energy Points**

❑	5	Within the last 3 years, you requested an energy assessment or upgraded your energy appliances to maximize energy efficiency.
❑	5	Turn off or unplug electronic equipment when not in use.
❑	10	Use occupancy sensors, timers, or networked lighting controls for lighting in offices, restrooms, and storage areas.
❑	10	Install daylight sensors or networked lighting controls so lighting is dimmed or turned off when adequate sunlight is available.
❑	5	Set computers, computer monitors, and copiers to switch to standby mode after 15 minutes of inactivity. Or install a power strip.
❑	5	Monitor energy bill and graph monthly to identify unexplained high use.
❑	15	Install double-paned windows.
❑	5	Keep exterior doors closed to reduce heat and cooling loss.
❑	15	Use or invest in renewable energy.
❑	10	Seal and insulate heating and cooling ducts.
❑	10	Ensure >25% of eligible equipment—including cooking, refrigeration, and water heating equipment—is ENERGY STAR rated.
❑	10	Schedule your programmable or smart thermostat to match employee and customer occupancy schedules.
❑	10	Complete maintenance on your HVAC (heating, ventilation, and air conditioning) system at least twice a year.
❑	5	Ensure all exit and open/closed signs are LED.
❑	5	Replace all non-LED lamps and fixtures with LEDs.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it

POLLUTION PREVENTION

/ 110 **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.
❑	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.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it.

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.
❑	10	Set all printers to default to double-sided printing.
❑	15	Implement paper towel composting or use high-efficiency hand dryers in restrooms.
❑	10	Eliminate single-use water bottles.
❑	10	Reduce paper use by providing electronic alternatives (point-of-sale system, payroll, staff communications).
❑	5	Compost food waste, food-soiled paper, compostable packaging, and any yard debris.
❑	10	Monitor food waste and take steps to reduce it.
❑	15	Donate edible food to staff and/or food rescue programs.
❑	10	Provide reusable dishware, silverware, cups, and linens for customers and employees.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it

TRANSPORTATION

/ 95 **Transportation Points**

❑	5	Encourage employees to use alternative transportation methods (walk, bike, carpool, take electric vehicle, or other) as the primary commute method.
❑	5	Contacted and reviewed local and regional transportation services to identify resources that help to minimize single-occupancy vehicle use.
❑	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.
❑	15	Have >20% of company-owned vehicles be low- or zero-emission models (e.g., bicycle, EV, hybrid)
❑	15	Provide electric vehicle charging stations.
❑	10	Reduce air travel whenever possible. Choose direct flights to reduce carbon emissions.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it.

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.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it.

WATER

/ 115 **Water Points**

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

COMMUNITY

/ 90 **Community Points**

❑	5	Detail at least 5 bullet points of key green practices that your business operates on. Review these points with your staff during a staff meeting.
❑	5	Review the list of participating EnviroStars businesses on greenbiztracker.org and work to support other local like-minded businesses.
❑	5	Communicate sustainability practices to customers.
❑	10	Have an employee or green team supported by management to implement sustainability efforts.
❑	15	Have a written environmental purchasing plan that guides purchasing decisions.
❑	10	Buy or sell locally manufactured products.
❑	15	Achieve recognition or certification from another green business program such as LEED, Green Globe, or Green Hotels Association.
❑	15	Have a policy that supports contracting and partnering with women- or minority-owned businesses and organizations.
❑		Custom Action. If you have another item that you believe your business should receive credit for, let us know and our staff will review it

OTHER

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

❑
❑
❑
❑

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.