



Resource Conservation & Pollution Prevention Checklist for Hotels & Motels

Business Name _____

Contact _____

Phone _____

Address _____

Email _____

Fax _____

Common Questions

Why should my business get certified as a Green Business?

- ◆ Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- ◆ Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- ◆ The Program promotes Green Businesses to the public and other businesses (again, for free)!
- ◆ Your company's community image is enhanced through Green Business certification.
- ◆ Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- ◆ The Green Business Program offers you free, convenient, time-saving assistance.

Do I get credit for the good things I'm already doing?

Yes! In fact, your company may already qualify. These Standards are designed to fit most businesses, **but** if certain measures are not applicable or feasible for your facility and operations, you may request an exemption or demonstrate alternative measures.

Do I have to do everything on the checklist to become a Green Business?

No, there are many ways to qualify. You must meet the minimum standards in each category. Beyond that, you may use the checklist to identify "next steps" to becoming even greener.

What if I haven't had an energy, water or solid waste audit already?

The Green Business Program can arrange an audit for you as part of your certification.

How do I get started?

Read through the checklist and try to check all boxes that apply. Call _____, Green Business Coordinator, at _____ with any questions.

Is there a fee to be certified as a Green Business?

No, Green Business certification is free!

General Standards for All Businesses

Certification

To be certified a Green Business you must:

1. Comply with all environmental regulations applicable to your business. Please ask staff about this.
2. Implement a variety of measures to save energy, water and other materials, and reduce waste. **This checklist walks you through this step!**
3. Allow site visits to verify that your business meets the above two steps.
4. Pledge to continue these terrific efforts to prevent pollution and conserve resources (including environmental compliance).

Green Businesses practicing resource efficiency are assuming stewardship for the Earth and its resources, with the goals of achieving a successful business operation, a healthy bottom line, and sustenance of the environment and its inhabitants. A Green Business not only conserves resources but educates employees and customers about resource conservation.

Measures

The following general measures are required for all businesses:

- ☐ Track water and energy usage and solid and hazardous waste generation.
- ☐ Provide 3 on-going incentives or training opportunities to encourage management and employee participation in the Green Business Program. For example, incorporate Green Business into:
 - ◆ Performance appraisals, job descriptions, training programs, employee orientations
 - ◆ Staff meeting discussions
 - ◆ Your employee reference materials
 - ◆ Your company newsletter or bulletins
- ☐ Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example:
 - ◆ Post the Green Business logo, certification and pledge in a visible location.
 - ◆ Post reminders listing steps you are taking to be a Green Business.
 - ◆ Offer tours that highlight your Green Business successes.
 - ◆ Offer customers "green" service or amenities options.
- ☐ Assist at least one other business in learning about becoming a Green Business. Encourage them to enroll in the Green Business Program.

Solid Waste Reduction & Recycling

Measures

Note: To get credit for measures in this section, employees and subcontractors must be implementing the measure.

1. Conduct a waste assessment of garbage and recyclables. Review it annually for new measures to implement.

2. Reduce waste in 5 ways:

- ☐ Buy products shipped with less packaging.
- ☐ Buy products in returnable, reusable or recyclable containers.
- ☐ Require chemical suppliers to take back empty buckets or drums.
- ☐ Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
- ☐ Require corrugated cardboard boxes instead of waxed cardboard for produce unless you are collecting these for offsite composting with food waste. Waxed cardboard can be composted with food waste.
- ☐ Buy ingredients (e.g., flour, salt) in bulk, packaged in unlined kraft paper bags, which can be recycled with food waste.
- ☐ Replace individual condiment packets with approved, refillable containers. Refill from bulk.
- ☐ Replace disposable beverage containers with washable, reusable ones (contact Environmental Health to ensure proper sanitizing).
- ☐ Replace disposable flatware and tableware with reusable items.
- ☐ Replace paper napkins and tablecloths with cloth ones. (Contact Environmental Health to ensure proper sanitizing).
- ☐ Replace single-use paper hats for kitchen staff with reusable ones.
- ☐ Replace in-room plastic cups with glass cups.
- ☐ Replace disposable cups in the coffee area with reusable cups.
- ☐ Replace wire/plastic hangers with permanent hangers to lower theft and replacement costs.
- ☐ Use bulk-dispensed shampoo and other amenities in guest rooms.
- ☐ Set up amenity programs so that rarely used items are supplied only upon request.

- ☐ Donate half-used amenity bottles to local shelters, nursing homes, or halfway houses.
- ☐ Donate excess food (bread/produce OK; not meat or cooked food) to food banks or shelters (covered under Good Samaritan law) OR have an "employee use" policy for leftovers.
- ☐ Use air hand dryers in restrooms instead of paper towels.
- ☐ Other: _____

3. Recycle or reuse materials in 5 ways:

Implement a hotel-wide recovery and recycling program: (Each category of material listed here is considered one measure.)

- ☐ Cardboard.
- ☐ Newspapers, office paper, mixed paper, junk mail.
- ☐ Glass and metal containers.
- ☐ Plastics (beverage bottles, condiment containers, packaging materials and non-deposit containers).
- ☐ Collect food waste for offsite composting. Set up collection with your garbage company.
- ☐ Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
- ☐ Donate or exchange unwanted but usable items (furniture, supplies, scrap materials, computer disks, etc.) to schools, churches, hospitals, libraries, nonprofit organizations, museums, teacher resource organizations, etc. Use a waste exchange program where your unwanted items can become another company's resource. Check out CIWMBs Waste Exchange Program at <http://www.ciwmb.ca.gov/CalMAX/>.
- ☐ Wood (pallets, wood from remodeling).
- ☐ Scrap metal (from remodeling and replacing equipment).
- ☐ Landscape trimmings. (Can be part of the contract with your landscape service or can be collected with food waste).
- ☐ Leave grass clipping on mowed turf ("grass-cycling") rather than disposing.

REUSE:

- ☐ Garbage bag liners.
- ☐ Paper for packaging instead of Styrofoam pellets, bubble wrap or other packing materials (if you *receive* these, reuse them in your own packaging).
- ☐ Old guest towels, washcloths, cloth napkins and tablecloths as rags.
- ☐ Require laundry service to use reusable bags to transport dirty and clean linen.
- ☐ Other: _____

4. Reduce office paper waste in 5 ways:

- ☐ Keep a stack of previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
- ☐ Use computer fax modems that allow faxing directly from computers without printing.
- ☐ Buy/lease copiers and printers with double sided capacity.
- ☐ Use double sided copying for multi-page documents. Set copier and printer defaults to double sided.
- ☐ Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.
- ☐ Reuse office paper as scratch paper.
- ☐ Set up a bulletin board or develop routing lists for bulletins, memos, and trade journals to minimize the number of employees receiving individual copies.
- ☐ Replace memos with e-mail messages and discourage the printing of messages.
- ☐ Reuse envelopes: Cover up old addresses and postage, affix new.
- ☐ Design marketing materials that require no envelope – simply fold and mail.
- ☐ Reduce all unwanted mailings:
 - For duplicate mailings and magazine subscriptions, return labels requesting all but one be removed.
 - Remove your name/company from junk mail lists. Visit <http://stopjunkmail.org> for guidance and downloadable PDF kit.
 - Purge your own mailing lists to eliminate duplication.
- ☐ Other: _____

5. Purchase 3 recycled-content or used products:

Implement procurement guidelines for purchase and use of products with recycled content.

- ☐ Recycling bins and containers.
- ☐ Refuse pails and bags (recycled HDPE trash liner bags, not LDPE or LLDPE).
- ☐ Toilet seat covers.
- ☐ Toilet tissue, facial tissue.
- ☐ Paper towels.
- ☐ Office paper.
- ☐ Pencils/rulers and other desk accessories.
- ☐ Recycled or remanufactured laser and copier toner cartridges.
- ☐ Business cards.
- ☐ Take-out containers – paperboard and plastics (#1 and #2, not #6 and #7).
- ☐ Floor mats.
- ☐ Mulch, soil amendments and compost made of plant trimmings or green waste.
- ☐ Construction materials when building/remodeling (such as plastic lumber for decking, benches and railings; carpet, carpet padding, etc).
- ☐ Paint.
- ☐ Re-treaded tires for fleet vehicles.

List items purchased used rather than new:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ Other: _____

Energy Conservation

Measures

1. **Have a professional energy assessment of your hotel done. Your Green Business coordinator can arrange this assessment. Review it annually for new measures to implement.**
2. **Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.**
 - ♦ Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - ♦ Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
 - ♦ Keep condenser coils free of dust and lint.
 - ♦ Keep evaporator coils free of excessive frost.
3. **Save energy in 7 ways. At least 3 must come from "Energy Efficient Equipment & Facility Features."**

ENERGY EFFICIENT EQUIPMENT & FACILITY FEATURES:

General

- ☐ Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star settings are enabled.
- ☐ Use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- ☐ Use a time switch to automatically turn off office equipment after working hours.
- ☐ Use timers on hood, exhaust systems and hood lights.
- ☐ Use sensors on vending and ice machines and place machines in shaded areas.
- ☐ Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- ☐ Other: _____

Lighting

- ☐ Reduce number of fixtures.
- ☐ Replace incandescent bulbs with more efficient compact fluorescent lamps such as T-8s or T-5s.
- ☐ Increase lighting efficiency by installing optical reflectors and/or diffusers.
- ☐ Improve exit sign efficiency by using compact fluorescent bulbs, LED signs or electroluminescent signs.
- ☐ Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as walk-in refrigerator/freezers, closets and restrooms.
- ☐ Use dimmable ballasts to dim lights to take advantage of daylight.
- ☐ Use daylight dimmers that turn off automatically when light is sufficient.
- ☐ Other: _____

Heating, Ventilation & Cooling

- ☐ Use building design features for improved or more efficient ventilation or heat conservation. Describe:
 - _____
 - _____
- ☐ Use a programmable thermostat to control heating and air conditioning.
- ☐ Use bypass timers and/or time clocks.
- ☐ Use ceiling fans for air circulation.
- ☐ Replace or supplement an A/C system with an evaporative cooler.
- ☐ Use economizers on A/C to increase air circulation.
- ☐ Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER).
- ☐ Use occupancy sensors to control air conditioning and heat.
- ☐ Provide shade for HVAC condenser, especially roof-top fixtures
- ☐ Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- ☐ Apply window film to reduce solar heat gain, if applicable.

- ☐ Use energy-efficient double paned windows.
- ☐ Replace an electric heating system with a natural gas system.
- ☐ Other: _____

Water Heating

- ☐ Insulate all hot water pipes, hot water heaters and storage tanks.
- ☐ Use a booster heater for hot water use.
- ☐ Use a solar water heater or preheater.
- ☐ Replace electric hot water heaters with natural gas ones.
- ☐ Other: _____

Refrigeration

- ☐ Replace refrigerators older than 10 years with new Energy Star® ones.
- ☐ Insulate refrigeration cold suction lines.
- ☐ Use plastic strip curtains on walk-in refrigerator/freezer doors.
- ☐ Use open-door buzzers on walk-in refrigerators.
- ☐ Other: _____

Dishwashing & Laundry

- ☐ Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs).
- ☐ Use a water-conserving dishwasher to save both heating and water costs. Reduce dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (a door-type dishwasher should use 1.2 gallons/rack or less).
- ☐ Use dryer dampness sensors.
- ☐ Use Energy Star® clothes washers.
- ☐ Other: _____

Motors & Compressors

- ☐ Use an outside air intake (cool air takes less energy to compress).
- ☐ Use engineered nozzles and fittings to reduce "waste" compressed air.
- ☐ Control compressor system to ensure operation only during working hours.
- ☐ Use a variable speed drive on motors > 10 hp (rather than "throttling") to reduce motor energy use by 10-70%.
- ☐ Downsize oversized motors or replace a large motor with several small motors that can be run individually to meet smaller tasks (about

30% of motors operate at less than 50% of full load).

- ☐ Replace a 110-volt motor with a 220-volt one. It is more powerful and more efficient.
- ☐ Other: _____

ENERGY CONSERVING PRACTICES:

General

- ☐ Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are on).
- ☐ Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- ☐ Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- ☐ Other: _____

Lighting

- ☐ Disconnect unused ballasts in delamped fixtures AND replace burned out lamps quickly to avoid ballast damage.
- ☐ Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- ☐ Check and adjust lighting control devices such as time clocks and photocells.
- ☐ Use task lighting instead of lighting the entire area.
- ☐ Use light switch reminders to remind guests and staff to turn off lights when not in use.
- ☐ During slower periods, group customers so that lights and heating/cooling can be turned off in unoccupied areas.
- ☐ Other: _____

Heating, Ventilation & Cooling

- ☐ Set thermostat to 78° F for cooling, 68° F for heating and use the thermostat's night setback.
- ☐ Turn room-cooling units off when the weather is cooler.
- ☐ Close blinds and curtains to keep room cooler.
- ☐ Seal off unused areas. Block and insulate unneeded windows and other openings.
- ☐ When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- ☐ Other: _____

Hot Water Use

- ☐ Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build-up and deposits (this can reduce heating efficiency).
- ☐ Set hot water heaters to standard 125° - 130° F.
- ☐ Check pilot lights for proper adjustment (gas kitchen/hot water).
- ☐ Other: _____

Refrigeration

- ☐ Ensure freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).
- ☐ Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- ☐ Set refrigerator temperature between 38° F and 42° F and freezer temperature between 10° F and 20° F.
- ☐ Other: _____

Laundry

- ☐ Clean lint filters after every drying load.
- ☐ Other: _____

Motors & Compressors

- ☐ Institute a compressed air maintenance program that includes inspecting and evaluating system components for optimum efficiency.
- ☐ Other: _____

Water Conservation

Measures

1. **Conduct a professional water assessment.** Your Green Business coordinator can arrange this assessment. Review it annually for new measures to implement.
2. **Complete all of the following water conservation measures applicable to your business:**
 - ◆ Learn how to read your water meter.
 - ◆ Understand and monitor each water bill for early indications of problems. Call your local utility company if you notice unusual increases in use or for suggestions on how to use water more efficiently.
 - ◆ Regularly check for and repair all leaks in your facility. (Leaks in toilet tanks can be detected by putting drops of food coloring into the toilet tank, and if the color leaks into the bowl, it indicates a defective flapper valve.) Train your staff to monitor and respond immediately to leaking equipment.
 - ◆ Use dry methods to clean concrete or asphalt surfaces. Note: If using wet methods, use water efficient "spray brooms" or low-flow (<3 gpm) spray nozzles with automatic shut-off instead of a hose, and do not release water to storm drain.
 - ◆ Use low-flow aerators (your water utility may provide these free of charge):
 - as low as 0.5 gpm for lavatory sinks
 - less than 2 gpm for kitchen sinks
 - 2 gpm for showerheads.
 - ◆ If Irrigation System is in place:
 - Adjust irrigation times and durations with the seasons.
 - Adjust for proper coverage. Check sprinkler heads regularly to be sure the lawn is being watered (not the sidewalk or parking spaces). Adjust sprinklers to achieve even water distribution.
 - Test system 4 times/year to ensure proper coverage and repair all defective lines and sprinkler heads.
 - Water during early morning hours to reduce water loss from evaporation.
3. **Save water in 3 ways. At least 2 must come from "Water Conserving Equipment & Facility Features."**

WATER CONSERVING EQUIPMENT & FACILITY FEATURES:

General

- ☐ Replace all pre-1992 toilets with toilets that flush no more than 1.6 gallon per flush (rebates may be available in some areas).
- ☐ Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- ☐ Replace flush mechanism in urinals with 1.6 gallon per flush diaphragms (or install new waterless varieties).
- ☐ Use quick-closing toilet flappers.
- ☐ Use low flow, self-closing faucets, either infrared or spring-loaded.
- ☐ Replace water-cooled equipment, such as ice machines, with air cooled.
- ☐ Use water efficient clothes washers.
- ☐ If local rules allow, use a greywater system to deliver reusable water for cooling, washing, and watering landscapes. (Call your local Public Health Dept. to see if permitted).
- ☐ Use pool cover to reduce evaporation and heat loss when pool is not in use.
- ☐ Other: _____

Kitchen

- ☐ Use water efficient, high-velocity rinse dish nozzles.
- ☐ Use water conserving batch dishwasher systems (rebates available in some areas).
- ☐ In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes.
- ☐ Retrofit once-through water cooled refrigeration units, air conditioners, and ice machines by using temperature controls and a recirculating chilled water loop system.
- ☐ Use foot triggers.
- ☐ Other: _____

Landscape

- ☐ Landscape with drought resistant plants.
- ☐ Use low-volume irrigation, such as a drip system or soaker hoses to deliver water directly to plant roots.
- ☐ Use ground cover or mulch around plants to prevent evaporation.
- ☐ Use reclaimed water for irrigation and other approved uses.
- ☐ Other: _____

WATER CONSERVING PRACTICES:

General

- ☐ Reduce water pressure to no higher than 70 psi by installing pressure-reducing valves.
- ☐ Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufacturers' specifications.
- ☐ Shut off water-cooled air conditioning units when not needed.
- ☐ Use signs in restrooms, restaurants and guest rooms to encourage water conservation.
- ☐ Educate staff about the benefits of efficient water use.
- ☐ Lower pool level to avoid splash-out.
- ☐ Reduce the water used to back-flush pool filters, remaining on site to watch the back-flush process.
- ☐ Wash full loads in laundry machines.
- ☐ Institute an optional towels and linens reuse policy for guests. Provide details about this option in guest rooms.
- ☐ Change window-cleaning schedule from "periodic" to "as required."
- ☐ Other: _____

Kitchen

- ☐ Operate dishwashers only when full.
- ☐ Use a fan-jet sprayer before loading dishes into dishwasher.
- ☐ Hand scrape dishes before loading into dishwasher.
- ☐ Soak dirty pots and pans instead of cleaning with running water.
- ☐ Evaluate the wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.
- ☐ Do not use running water to melt ice in bar sink strainers.
- ☐ Turn off food preparation faucets not in use.
- ☐ Turn off the continuous flow used to wash the drain trays of the coffee/milk/soda beverage island. Clean thoroughly as needed.
- ☐ Minimize or eliminate use of garbage disposal by using a strainer or trap device to collect food waste.
- ☐ Other: _____

GREEN NOTES

A faucet with a slow leak can waste 10 gallons of water a day, or more!

A single leaky toilet can waste as much as 1000 gallons of water per day.

Pollution Prevention

Measures

1. Assess your facility to identify ways to prevent pollution. Review the plan annually for new measures to implement:

- ◆ Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, fertilizers, and laundry products you use. Identify safer alternatives.
- ◆ Evaluate each area of your hotel to identify actual and potential sources of pollution, and ways to prevent it.
- ◆ If you contract out for maintenance services, require your service provider to give you an inventory of items to be used and stored onsite. Include these items in your assessment.

2. Practice good housekeeping in 6 ways:

All Areas:

- ☐ Locate all potential pollutants away from food preparation, service and storage areas as well as sewer and storm drains.
- ☐ Provide containment for large amounts of liquid supplies.
- ☐ Implement a "just in time" purchasing policy and a "first in/first out" chemical usage policy.
- ☐ Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- ☐ Use enclosed delivery systems for transferring cleaners and/or other chemicals to prevent spills.

Indoors:

- ☐ Scrape grease from trays, grills and pans into the waste grease can to minimize kitchen grease going down sewer drains.
- ☐ Place baskets in drains to catch solids which then can be composted.
- ☐ Use dry surface cleaning methods rather than hosing down. Finish clean-up with damp mop or wipe.

Outdoors:

- ☐ Keep receiving, loading docks, dumpster and parking areas free of litter, oil drips and debris.
- ☐ Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- ☐ Label all storm water drains with "No dumping, Drains to Bay" message.
- ☐ Clean private catch basins annually, before the first rain and as needed thereafter.
- ☐ Use a catch basin filter in your parking lot storm drains.
- ☐ Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.
- ☐ Use secondary containment or berms in liquid storage and transfer areas to capture spills.
- ☐ Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- ☐ Use landscaping to prevent erosion problems, *especially* during construction or remodeling.
- ☐ During construction, confine, contain and properly dispose of construction and demolition debris to protect storm drains.
- ☐ Have an outdoor ashtray or cigarette "butt" can for smokers.
- ☐ Other: _____

3. Reduce chemical use in 4 ways:

- ☐ Restrict use of hazardous products by:
 - Buying them in small quantities.
 - Limiting access to authorized staff.
- ☐ Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.

Replace harmful products with safer alternatives.
List specific replacements below.

- ☐ Cleaners: _____
- ☐ Disinfectants: _____
- ☐ Room Fresheners: _____
- ☐ _____
- ☐ Paints: _____
- ☐ Solvents: _____
- ☐ Other: _____
- ☐ Replace aerosols with pump dispensers.

- ☐ Buy organically/sustainably grown foods or beverages for the kitchen. List specific product replacements below:
 - _____
 - _____
 - _____
 - _____
 - _____
- ☐ Use laundry detergents that have little or no phosphates.
- ☐ Use dish washing detergent with reduced VOCs (a source of air pollution).
- ☐ Replace standard fluorescent lights with low or no mercury fluorescent lights.
- ☐ Use rechargeable batteries and appliances, such as hand-held vacuum cleaners and flashlights.
- ☐ Use recycled oil for vehicles/equipment.
- ☐ Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- ☐ Replace toxic permanent ink markers/pens with water-based ones.
- ☐ Print promotional materials with soy or other low-VOC inks.

Eliminate use of chemical pesticides by implementing an Integrated Pest Management (IPM) program:

- ☐ Specify in pest control contracts that primary pest management methods include non-chemical pest prevention and pest exclusion.
- ☐ Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- ☐ Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to minimize pest attractants and harborage.
- ☐ Use natural or low emissions building materials, carpets or furniture.
- ☐ Use electric (not gas) powered tools.
- ☐ Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.
- ☐ Use high-efficiency paint spray equipment.
- ☐ Do business with other "green" vendors or services, such as certified Bay Area Green Businesses (see full listings at www.greenbiz.abag.ca.gov).
- ☐ Use or invest in renewable energy (ask your local utility or the Center for Resource

Solutions at 415/561-2100 or www.resource-solutions.org).

- ☐ Other: _____

4. Recycle/reuse 3 of the following potential pollutants (please see measures required by law in "Green Notes" box on the next page):

- ☐ Restaurant's used cooking oil (give or sell for use as alternative fuel, such as biodiesel).
- ☐ Excess paint/solvents (keep only what's needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).
- ☐ Used copier toner cartridges (take back to supplier or send back to manufacturer for recycling or refilling).
- ☐ Ink jet cartridges (send or take back for recycling or refilling).
- ☐ Other: _____

5. Reduce vehicle emissions in 3 ways:

- ☐ Make transit schedules, commuter ride sign-ups, etc. available to staff. Get help from www.511.org using their "Ridematch Tool."
- ☐ Join the Air District's "Spare the Air" program (see box below) to notify staff of "Spare the Air" days.
- ☐ Offer lockers and showers for staff who walk, jog or bicycle to work.
- ☐ Offer secure bicycle storage for staff and visitors.
- ☐ Offer employee incentives for carpooling or using mass transit (e.g., guaranteed ride home or subsidized transit passes).
- ☐ Set aside car/van pool parking spaces.
- ☐ Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- ☐ Convert company vehicles to low-emission cars (electric, hybrid, natural gas or alternative fuels).
- ☐ Keep company vehicles well-maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- ☐ Link trips to run all errands in one outing.
- ☐ Provide information on van pool or mass transit services to and from the airport and other transportation centers.
- ☐ Arrange for van transportation between your facility and remote events.

- ☐ Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- ☐ Hire locally.
- ☐ Assist staff in finding local housing.
- ☐ Other: _____

GREEN NOTES

Use proper cleaning practices for sidewalks, walls, windows, parking lots, floor mats and dumpsters to avoid contaminating storm drains: Sweep, vacuum or blow ("dry" clean) before damp mopping or wiping (dispose of mop water to sanitary sewer). You can also use a BASMAA certified mobile cleaner for parking lots (www.BASMAA.org).

SPARE THE AIR PROGRAM

Spare the Air Days are called in summer when conditions indicate that we may exceed state and federal air quality standards for healthy air. Participating businesses receive Spare the Air Day alerts and free information on ways to improve air quality. Join by visiting the Bay Area Air Quality Mgmt. District's website at www.SparetheAir.org.

In winter, Spare the Air Tonight alerts ask businesses and residents not to burn wood that evening to avoid unhealthy levels of smoke and particulate matter that aggravate asthma and other health problems. Join by visiting the Bay Area Air Quality Management District website at www.SparetheAir.org.

GREEN NOTES

The following materials are considered to be hazardous universal wastes, and must be recycled:

- ◆ Restaurant grease, fats and oil.
- ◆ Spent fluorescent light tubes.
- ◆ Electronic equipment (computers, cell phones, pagers, etc.).
- ◆ Batteries (to household hazardous waste or a battery recycling program such as Rechargeable Battery Recycling Corp: www.rbrc.org)

For more information, contact your county's household hazardous waste program.