

Green Business Levels

Name of Business _____

Contact _____ Phone _____

Address _____ IL _____

Email _____

Number of Employees _____ Number of Computers _____

Days & Hours of Operation _____

Enclosed Square Feet _____ / Exterior Sq ft _____

Please answer Yes, No or Not Applicable to each of the questions. Each questions is designed to be an ALL or NOTHING situation. If you can't say you do everything or that only one division does something, then don't award the points. Keep in mind, this is designed to give you ideas for future improvements as well as credit for current accomplishments.

#	ENERGY EFFICIENCY SECTION	Pts	Y/N
1	We shut off monitors after 1 hour or more when not in use and at night (in addition to CPU).	10	
2	Sleep mode is enabled on all copiers and all printers after five minutes or more of inactivity (as this saves 50% of energy used).	10	
3	We enabled the power management settings on our computers to auto shut off after 15 minutes of inactivity. If this option requires administrative rights, we have contacted IT for assistance	10	
4	We have consolidated the use of network printers to reduce toner cartridge use and send all or most print jobs to a copier to save energy.	10	
5	Lights are turned off or on motion detector when not in use during the day and at night in common areas like the kitchen, conference room, storage closets and bathrooms. (Lighting electricity expenses can be reduced 35-80% when lights are turned off in unoccupied office areas.)	10	
6	We have occupancy sensor light controls.	10	
7	Prompts have been posted on light switches directing employees to turn them off when not in use.	10	
8	Someone is assigned to turn off all lights at each close of business.	10	
9	Natural light from windows and sky lights is utilized allowing us to turn off lights several hours many work days.	10	
10	Compact Fluorescent Lights (CFLs) or LEDs are used in the desk lamps of the business.	10	
11	To dispose of our CFLs and fluorescent lamps (as required by law) we use a contracted service provider.	10	
12	We send out an energy-saving checklist through e-mail to our staff before the holidays and breaks.	10	
13	We set our thermostats at 68-70 degrees in the winter.	10	
14	We encourage employees to wear layers, especially on casual days, to adjust thermostats lower in winter and higher in summer.	10	
15	We set thermostats at 73-75 or higher in the summer to reduce cooling needs.	10	

16	25% of the office is not temperature controlled (store room, warehouse).	10	
17	During cold weather, all of our windows (including storm windows) are shut tightly.	10	
18	During cold weather, the blinds in our individual work stations are closed at night.	10	
19	We use power strips as central turn-off points in our individual work stations and switch them off each night.	10	
20	Microwaves, coffee makers, and other small appliances are unplugged at night or are programmed to shut off through a timer.	10	
21	If we must purchase new appliances and equipment (printers, copiers, microwaves, etc.) we only purchase Energy Star or EPEAT certified models	10	
22	At least one member of each department participates in training to conserve energy (i.e. video, phone conferencing, green teams or webinars/online training)	10	
23	Some or all of our energy uses are from renewable energy (i.e. wind, solar, geothermal, etc.)	20	

From the Energy Efficiency category our business has received a total of _____ points.

#	RECYCLING SECTION	Pts	Y/N
1	Each work area has a recycling bin located next to it or within the area.	10	
2	There are recycling bins beside nearly all trash bins, including desk side, kitchens, break rooms, conference rooms, mailrooms and copy rooms.	10	
3	Recycling signs are clearly posted near or on recycling bins throughout the office.	10	
4	At least once a year, the entire staff discusses proper recycling practices at staff meetings with a question and answer time and reinforcement of the importance of recycling as part of everyone's job duties.	10	
5	Recycling bins are provided at special events and meetings sponsored by our business.	10	
6	All unwanted office equipment and furniture is sent for reuse and salvage.	10	
7	In our office, department, or building we have a designated location for special unwanted or spent items, such as: CFLs, CDs, audio tapes, rechargeable batteries, cell phones, pagers, PDAs, and inkjet printer cartridges.	10	
8	Our electronic waste collection area has been publicized and signs exist explaining what can be recycled in this bin.	10	
9	We bring our large electronic waste (computers, laptops, printers, A/V, office phones, etc.) to IT services or contact our manager to discuss the best practices for recycling these items.	10	
10	We recycle inkjet and laser jet cartridges through retail stores (such as Office Max) or send them back to our supplier or their manufacturer.	10	
11	Our business safely disposes of toxic substances, including batteries, copier toner, fluorescent lights, paints, motor oil, dyes, and solvents.	10	
12	Appliances such as refrigerators, microwaves, stoves, dishwashers are recycled when replaced.	10	
13	We bale cardboard (this may be more profitable than loose collection).	10	
14	We recycle scrap metal (may have a scrap dumpster or take scrap to a metal recycler).	10	
15	We recycle cardboard & chipboard.	10	
16	We recycle paper.	10	
17	We recycle aluminum (we transport to a scrap metal recycler or include it with other items)	10	
18	We recycle glass bottles.	10	

19	We recycle containers & steel cans.	10	
20	We recycle plastic containers. (Plastic products such as plastic soda pop bottles are often made into fabric, returning as carpeting, office furniture, clothing, and stuffing.)	10	
21	We recycle plastic film (i.e. shrink wrap, plastic bags, etc.)	10	
22	We contract for pallets to be recycled.	10	
23	We inform our employees and customers about recycling items such as tires and gym shoes. (Things such as rubber playgrounds and warehouse flooring often come from items such as these.)	10	
24	If our business must install benches or decking, we use the recycled versions of these items. (Recycled plastic benches and decking last longer than their wood counterparts, they never need staining, they clean easily, and are especially resistant to graffiti.)	10	
25	When purchasing trash or recycling containers, we make sure the containers are made with recycled plastic.	10	
26	We use shipping materials such as boxes and wrapping paper made with recycled content.	10	
27	Other: <i>(please fill out)</i>		

From the Recycling category our business has received a total of _____ points.

#	WASTE REDUCTION SECTION	Pts	Y/N
1	We print or copy to both sides of a page whenever possible.	10	
2	Double siding is set as a default on our office computers, printers and copiers. (Double siding allows you to save money by purchasing less paper, less printer cartridge ink, fewer envelopes, and allows for lower mailing costs.)	10	
3	We single space company documents.	10	
4	We single space and double side all printed materials, from budgets to personnel forms.	10	
5	We have set a visual prompt on our copy machine to remind office members to double-side whenever possible.	10	
6	In order to save paper when printing and copying, we reuse paper that has text on only one side whenever appropriate.	10	
7	We keep a scrap paper pile near our printer and/or copier.	10	
8	We use scratch paper or email instead of message pads or note pads for telephone messages.	10	
9	Printing is centralized, with less than 5% of offices accessing individual printers.	10	
10	90% of printing occurs on a copier. (Printing on a copier helps to reduce ink and related waste.)	10	
11	Reminder signs are in place by printing areas to encourage paper clip, rubber band, and binder clip use instead of staples. (These items are perfectly good to be reused when the paper they were holding is no longer needed.)	10	
12	Email printing is discouraged.	10	
13	Email and bulletin boards are used rather than individual employee notices.	10	
14	We use adhesive fax address labels or address stamps instead of cover sheets.	10	
15	We use inter-office instead of regular envelopes whenever possible, and promote the redistribution of inter-office envelopes in our office or department.	10	
16	We put labels or stickers over old information on envelopes so that they are available for reuse.	10	
17	We have a designated area in our supply closet or other area for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc.)	10	
18	If we reuse office supplies such as file folders and binders we turn them inside out or re-label them for reuse.	10	

19	We have established a central library/filing area for important information, such as periodicals, policy memos, contracts, etc. (This filing system avoids duplication and allows access to employees from different departments.)	10	
20	We avoid printing unnecessary labels by printing address information directly on mailing envelopes.	10	
21	We update our mailing lists at least annually, so that we don't print or copy unnecessarily.	10	
22	There is at least one reusable bag in the kitchen or break room for our staff to use in place of plastic bags when shopping or buying lunch, supplies, etc.	10	
23	If we supply paper products in our kitchen or break room such as napkins or paper towels, we make sure they are at least 30% recycled content.	10	
24	We use an energy efficient dishwasher and supply some utensils, mugs, glasses and plates to employees to encourage reuse.	10	
25	At our events and meetings, we reduce waste by using the following in bulk containers: sugar, salt, condiments, and beverages (including water if not available by tap).	10	
26	Before we purchase office furniture such as file cabinets, desks, etc., we check to see if there is a surplus in stock that can be reused.	10	
27	Before purchasing new furniture we consider used office furniture or sustainably made furniture options such as recycled-content steel, bamboo, sustainably harvested wood.	10	
28	We contacted news media and catalog distributors to receive fewer publications at our office and share them.	10	
29	We offer an electronic version of our newsletter that readers can select over the paper version.	10	
30	We reduce paper margins in order to decrease the length of documents we print. (Most word processing programs default to 1.25 inch margins to the right and left. This wastes nearly 200 letter spaces per page.)	10	
31	We use .5 inch margins for long documents, especially those that have bullet points and graphics that use up a lot of space on the page.	10	
32	We explored adopting waste-reducing features on our office copier/printer and shared findings at a recent meeting.	10	
33	Energy efficient hand dryers are used to reduce paper towel waste.	10	
34	We use packaging products that are made from recycled materials or renewable resources.	10	
35	We only use paper containing at least 20% recycled content for printing and copying.	10	
36	We only use paper containing at least 30% recycled content for printing and copying.	15	
37	We only use paper containing at least 50% recycled content for printing and copying.	20	
38	Besides paper used for printing and copying, we use other paper products such as envelopes and post-it notes which contain at least 10% recycled content.	10	
39	Besides paper used for printing and copying, we use other paper products such as envelopes and post-it notes which contain at least 30% recycled content.	20	
40	Other: <i>(please fill out)</i>	10	

From the Waste Reduction category our business has received a total of _____ points.

#	WATER CONSERVATION SECTION	Pts	Y/N
1	In our restrooms, all toilets are low flow or have a device lowering average flush to less than 1.5 gallons.	10	
2	In the restrooms, some but not all of our toilets are low flow.	10	
3	We have waterless urinals installed by licensed plumbers.	10	
4	We have installed high-efficiency toilets and/or urinals.	10	
5	All of the sinks in our restrooms are motion controlled with low flow faucets.	10	
6	In the restrooms, some but not all of our sinks have low flow faucets.	10	
7	In the restrooms, some but not all of our sinks are motion controlled.	10	
8	We inspect the restrooms to be sure there are no leaky faucets or toilets at least 4 times a year. (A leaking toilet can waste more than 50 gallons per day whereas a dripping faucet can waste up to 1,000 gallons per week.)	10	
9	We conduct toilet dye tests to check for and prevent costly leaks at least once a year.	10	
10	We check our business water meter and if there are spikes in water use we check for leaks.	10	
11	In the kitchen of our office or building, sinks are motion controlled and/or have low flow faucets.	10	
12	In the kitchen, the dishwasher is Energy Star certified for water use and electrical use.	10	
13	On our dishwasher we have a sign posted that states, "Only Run When Full," or a sign which conveys a similar message.	10	
14	In our manufacturing facilities, water use is kept to a minimum and recycled where possible.	10	
15	Water draining from sinks is used for watering lawns.	10	
16	Rainwater is collected in rain barrels or cisterns to be used for landscaping needs.	10	
17	We have appointed someone in our office to be in charge of tracking total water use per month.	10	
18	We have given someone in our office the responsibility of implementing a water conservation program.	10	
19	In the break room there is a sign posted above the sink that encourages staff to not run water while washing dishes. If multiple dishes must be washed, the sink should be filled with water to prevent the running of tap water. (Running tap water while washing dishes can waste 2.5 gallons per minute.)	10	
20	We have foot pedals installed on our sink in the break room to prevent wasting water.	10	
21	We have held meetings to discuss ways to conserve water in the workplace.	10	
22	Employees have been trained on the proper use of water using devices and appliances.	10	
23	We turn down the water supply systems when not in use.	10	
24	We shut off the water supply systems when not in use.	10	
25	If our business water pressure is higher than 70 psi we have installed pressure-reducing valves.	10	
26	We avoid watering sidewalks in order to prevent wasting water. (Runoff water from sidewalks usually goes into storm drains, unable to return to groundwater areas.)	10	
27	If paved areas around our building need cleaning we use a broom instead of a hose.	10	
28	We sweep our sidewalks and driveways, never using a hose to clean the pavement to avoid wasting water.	10	
29	If we have plants in or surrounding our business, we make sure to use soaker hoses to water them.	10	
30	We use drought resistant plants outside of our office to reduce watering needs.	10	
31	We use sprinklers but they are adjusted to water only plants and lawns no more than a few times a week without spilling on sidewalks, streets or other paved surfaces.	10	

32	We only use sprinklers on the building's lawn, only at night or early morning.	10	
33	We regulate the schedule of our sprinklers and are mindful of seasonal changes which may cause the sprinklers to not be a necessity (i.e. in rainy or cooler weather).	10	
34	Our business uses soil moisture meters to help detect the right amount of water to efficiently water the lawn.	10	
35	We have a bio-swale along the parking lot to detain and clean water running off of the lot.	15	
36	We have a rain garden near the down spout or lower section of the lawn.	15	
37	Other: <i>(please fill out)</i>	10	

From the Water Conservation category our business has received a total of _____ points.

#	OTHER GREEN ACTIONS	Pts	Y/N
1	Our staff feels that we have adequate bike racks near our building for anyone who transports to work by bicycling.	10	
2	We are currently in the process of obtaining new bike racks or relocating existing bike racks.	10	
3	Our business encourages carpooling, public transportation, bicycling and/or walking to the employees.	10	
4	When planning work related travel, we consult websites or other sources to explore greener transport options.	10	
5	When planning work related travel and there is a need to lodge at a hotel, we make sure to lodge at a hotel which has one or more of the following certifications: US EPA Energy Star Label for Hospitality, LEED, Green Hotels Association, or Eco Room.	10	
6	If our business uses a company vehicle for work purposes, the vehicle gets at least 25 mpg.	10	
7	The majority of the company vehicles average at least 25 mpg.	10	
8	Our company uses vehicles that are hybrid electric, biodiesel, or diesel-based.	10	
9	Our employees link trips to accomplish all errands and deliveries in one outing.	10	
10	We offer flexible work schedules that reduce employee commutes (example: Four 10-hr day week scheduling or two week schedule of 9 hr days with 10 th working day off).	10	
11	If we have an external print vendor, we ask them to use vegetable-based inks for all publications.	10	
12	If we have an interior designer, we ask them to choose furnishings and design elements that require fewer varnishes and coatings.	10	
13	We post signs at our elevators encouraging employees to use stairs to go up one flight and down two flights to save energy and promote good health.	10	
14	In our kitchen or break room we use phosphate-free dishwashing soap.	10	
15	In our kitchen or break room we have reusable mugs, dishware and utensils for staff.	10	
16	Before meetings and events we send out an email to the staff to inform them to use mugs or reusable cups if there will be beverages served.	10	
17	At company meetings, events, lunches, etc., we use reusable cups, dishware, and utensils whenever possible.	10	
18	At company meetings, events, lunches, etc., if it is not possible to use reusable cups and dishware we use biodegradable paper products, with recycled content when possible.	10	
19	For our events and meetings, we avoid purchasing meals or food items in plastic containers.	10	

20	When our business hosts meetings or special events, we use caterers that furnish durable dinnerware in order to avoid disposables.	10	
21	If we have an interior designer, we ask them to choose furnishings and design elements that require fewer varnishes and coatings.	10	
22	Members of our staff are involved in a Green Team or are in the process of starting one within the office.	10	
23	Members of our staff participate in local environmental committees outside of the business.	10	
24	We have solicited feedback from office members about green building features we have or could have in our office, such as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, green cleaning contracts, etc.	10	
25	Our company or business has an environmental policy.	10	
26	Our business displays/advertises our environmental practices or set of standards.	10	
27	Our company lets our customers and employees know that we buy recycled paper by incorporating this fact into our logo, printing it on the bottom of sheets, and/ or embossing it as a light colored graphic under documents.	10	
28	If dealing with customers or outside businesses, we ask them if they will allow us to e-bill them or send electronic sales or other correspondence.	10	
29	We ask to be billed electronically for company bills such as utilities.	10	
30	We include information about our office/departmental environmental policies and goals in hire packets for all new staff.	10	
31	Our business is certified Green or LEED in our industry.	10	
32	We educate and encourage other businesses and organizations to become green.	10	
33	Our company sponsors community events that promote preserving the environment.	10	
34	Our business sponsors and/or participates in environmental education programs for children in schools and local events.	10	
35	Our office displays live plants to help improve indoor air quality.	10	
36	Our office uses low or no V.O.C products (i.e. paint thinners, flooring and copy machines).	10	
37	Toxin free cleaning supplies are used when cleaning around the office.	10	
38	If it is necessary for our company to buy glass products we buy recovered glass because it saves energy.	10	
39	For all printing completed outside the office, we ask our external printing contractor to use paper with at least 30% recycled content	15	
40	For all printing completed outside the office, we ask our external printing contractor to use paper with at least 50% recycled content	20	
41	Other: <i>(please fill out)</i>	10	

From the Other Green Actions category our business has received a total of _____ points.

Please add the total points from ALL categories and list the GRAND TOTAL here _____.

100-195 pts - One Star

200-295 pts - Two Stars

300-395 pts - Three Stars

400-1000 pts - Four Stars

400-1000 pts with a minimum of 80 pts per category - Five Stars

Please add any additional “green” activities your company doing or suggestions for improvements to the survey:
