

California Green Business Program

Property Management Checklist

General

GENERAL Certification Measures (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Educate tenants about becoming a Green Business, encouraging them to enroll in the program and providing them with the program's contact information.		X		
2. Inform your tenants about your green efforts, listing them in promotional and tenant reference materials communications with tenants, lease agreements, and on your website; and offering tours that showcase your green actions.		X		
3. Adopt an Environmental Policy Statement guiding green purchasing and management practices, covering recycling for tenants, green building/remodeling, energy & water conservation, janitorial cleaning, pest management and parking lot/hardscape management.		X		
4. Establish a 'green team' that can help guide efforts to green your business.		X		

Waste

BUY materials with recycled content. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Purchase paper towels with 35% post-consumer waste.		X		
2. Purchase copier/printer paper with at least 30% post consumer waste. What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)? How many reams of paper do you buy annually?		X		
Optional Measures				
1. Purchase garbage bags with the highest recycled content available.		X		
2. Purchase tissues with the highest recycled content available.		X		
3. Purchase carpet, carpet undercushion, or flooring. with recycled content.		X		

Description	Yes	No	N/A	Post
4. Purchase toilet seat covers and toilet paper with recycled content.		X		
5. When building or remodeling: use recycled content, refurbished, or salvaged materials such as building fixtures, ceramic tiles, drywall, insulation, concrete, composite lumber/wood, roofing, flooring, cabinets, ceiling tile, interior paneling, etc.).		X		
6. Purchase copy, computer and fax paper with minimum 50% post consumer waste (recommended 100%).		X		
What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?				
How many reams of paper do you buy annually?				

RECYCLE materials. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations (i.e. lobbies, guest rooms, vending machines, kitchens, next to existing garbage containers, individual cubicles, housekeeping/custodial service carts, etc.).		X		
2. Compost landscape trimmings (green waste) and debris. How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)		X		
Do you pay your own garbage bill (yes or no)?				
3. Recycle all paper, glass, metal, cardboard and plastics accepted in your area. How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)		X		
Do you pay your own garbage bill (yes or no)?				

Optional Measures

1. Recycle wood, including pallets.		X		
2. Recycle carpeting.		X		
3. Recycle scrap metal. How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)		X		
Do you pay your own garbage bill (yes or no)?				

REDUCE waste. (6 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Purchase/lease all new copiers and printers with double sided copying capability. Set copier/printer defaults to double-sided.		X		

Description	Yes	No	N/A	Post
2. Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.		X		
3. Assess your solid waste generation to see if there are items that could instead be reused by someone else or recycled.		X		
4. Make two sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing). Make single-sided the exception instead of the rule.		X		
5. Eliminate individual bottles of water for employees and guests.		X		

Optional Measures

1. Lease, rather than purchase computers and printers or upgrade desktop computers instead of purchasing new ones.		X		
2. Eliminate paper documents by using electronic forms and contracts.		X		
3. Leave mowed grass on lawn (grasscycling).		X		
4. In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.		X		
5. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.		X		

REUSE materials. (3 measures required)

Description	Yes	No	N/A	Post
Optional Measures				
1. Use refilled or remanufactured laser and copier toner cartridges.		X		
2. Purchase used or refurbished equipment and/or furniture.		X		
3. Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.		X		
4. Facilitate the donation, sale, or exchange of unwanted but usable items (furniture, electronics, office supplies, etc.) for your tenants.		X		
5. Reuse garbage bag liners.		X		
6. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.		X		
7. Designate a reuse area for office supplies such as binders, folders and staplers.		X		

Energy

Energy management (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Develop a Building Operating Plan that details how the systems in the building are to be operated and maintained. Provide a copy.		X		
2. Complete an Energy Star Portfolio Manager rating on your building. Please list your rating as of the date of this application. http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager		X		
3. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.		X		
4. Assign staff to track energy bills over time, looking for sudden rises in use.		X		

Optional Measures

1. Complete a Commissioning or Retrocommissioning Investigation. If you have already undergone an investigation within the past 3 years, implement the recommendations of that investigation and provide supporting documentation.		X		
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Equipment and Facility Changes (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.		X		
How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?				
2. Replace incandescent bulbs with efficient compact fluorescents.		X		
How many incandescent lamps have you replaced with CFLs?				
3. Use energy efficient exit signs, such as LEDs.		X		
How many LED exit signs does your business use?				

Optional Measures

1. Use and maintain economizers on A/C to increase air circulation.		X		
2. Properly set and maintain lighting control devices (current time and on/off schedule) such as time clocks, photocells and sensors and adjust for season.		X		
3. Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells or time clocks.		X		
How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?				

Description	Yes	No	N/A	Post
How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?				
How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?				
How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?				
4. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible .		X		
5. Use a 365 day programmable thermostat to control heating and air conditioning.		X		
6. Use occupancy sensors to control air conditioning and heat.		X		
7. Shade HVAC condensers, especially roof-top units.		X		
8. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.		X		
9. Apply window film to reduce heat.		X		
10. Use ENERGY STAR® office equipment and enable energy saving features.		X		
How many ENERGY STAR rated LCD monitors does your business use?				
How many ENERGY STAR rated copier/printer units does your business use?				
11. Use weather stripping to seal air gaps around doors and windows.		X		
12. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced)		X		
How many energy efficient minibars do you have?				
How many ENERGY STAR rated refrigerators does your business use?				
13. Install reflective (white or light colored) roofing material.		X		
14. Use a solar water heater or preheater.		X		

Water

Complete if you have landscaping. (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Work with your water company to develop a site-specific water budget. Track your water use to ensure efficient watering.		X		
2. Adjust the irrigation schedule monthly during irrigation season, or as needed.		X		
3. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).		X		
4. Water during early morning, pre-dawn hours.		X		
5. Test irrigation sprinklers quarterly to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.		X		
6. Install water flow meters on all large irrigation systems.		X		
Optional Measures				
1. Reduce area of turf.		X		
2. Use drip irrigation.		X		
3. Contract with a Bay Friendly Qualified landscape professional: http://www.bayfriendlycoalition.org/Landscapeprofessional.shtml		X		
4. Group plants with similar water requirements together (hydrozone) on the same irrigation line.		X		
5. Plant drought tolerant plants that will not need pruning at maturity.		X		
6. Use reclaimed water, graywater or rainwater for irrigation .		X		
7. Install a self-adjusting, weather-based irrigation controller that tailors watering schedules to local weather, plant types, etc. Qualifying controllers are listed at irrigation.org/SWAT/swat.aspx?id=298 .		X		
8. Install rain shut-off devices or moisture sensors that turn off the irrigation during rain.		X		
9. Apply mulch or compost in non-turf areas to improve water holding capacity of soil.		X		

Conserve water. (7 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Install toilets with 1.6 gpf (gallon per flush) or less.		X		
What is the flush volume of your toilet?				
How many customers utilize your facility per day (use averages)?				
How many visitors utilize your facility per day (use averages)?				

Description	Yes	No	N/A	Post
How many female employees does your business employ (use averages per year)?				
How many male employees does your business employ (use averages per year)?				
2. Check for leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).		X		
3. Install low-flow aerators in faucets and showerheads according to water district specifications. Your water district will check your aerators in the audit, and often provides them for free.		X		
How many employees do you have?				
How many faucets do you have with low flow aerators installed?				
What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?				
4. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.		X		
5. Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.		X		
6. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.		X		
Optional Measures				
1. Go beyond the above 1.6 gpf toilets to 1.28 gpf HETs (high efficiency toilets). (Check both this measure and the one above.) Ask your water district about rebates for replacing older toilets >3.5 gpf.		X		
2. Replace water-cooled equipment, such as air conditioning units, with air-cooled.		X		
3. Reduce indoor water pressure to no higher than 50 psi by installing pressure reducing valves.		X		
4. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).		X		
5. Conduct annual training to educate staff about the benefits of efficient water use at the workplace.		X		

Pollution

ASSESS any potential pollutants. (2 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.		X		
2. Assess chemicals used in your business by reviewing Material Safety Data Sheets (MSDS) and Prop.65 warnings on labels. Substitute with less toxic alternatives if available. Track the amounts of hazardous waste generated, and dispose of at local hazardous waste programs.		X		

Clean air (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).		X		
2. Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. Http://www.employerssparetheair.org		X		

Optional Measures

1. Complete a CO2 or eco-footprint calculator to determine your own greenhouse gas emissions.		X		
2. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).		X		
3. Enroll in a car share program.		X		
4. Larger Employers: Offer electric vehicle recharge ports for visitors and employees electric vehicles.		X		
5. Set aside car/van pool parking space.		X		
6. Offer a shuttle service to and from bus, train and/or light rail stops.		X		
7. Provide secure bicycle storage for staff and customers.		X		
8. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.		X		
9. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.) available at www.Rideshare.511.org .		X		
10. Hire locally.		X		
11. Buy renewable energy credits or green tags to offset the CO2 emissions from your offices use of electricity and natural gas (see www.green-e.org).		X		

Description	Yes	No	N/A	Post
12. Install renewable energy sources, such as solar panels or wind generators. Specify system size.		X		

Environmentally preferable purchasing (9 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.		X		
2. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers. What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.		X		
3. Replace all aerosols with pump dispensers.		X		
4. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com .		X		
5. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).		X		
6. Use low or no-VOC paints and paint removal products (primers, solvents, thinners) for most, if not all, jobs.		X		

Optional Measures

1. Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model		X		
2. When remodeling, use natural or low emissions building materials, carpets, or furniture.		X		
3. Use microfiber cloths, mops, and dusters to minimize the need for chemical cleaners. Wash them separately from other fabrics to increase their useful life.		X		
4. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.		X		
5. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.		X		
How many EPEAT LCDs does your business use? How many EPEAT CRTs does your business use? How many EPEAT CPUs does your business use?				
6. Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov).		X		
7. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.). How many reams of PCF paper do you buy annually?		X		

RECYCLE/REUSE potential pollutants. (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).		X		
2. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).		X		
Optional Measures				
1. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).		X		
2. Store any potentially hazardous materials securely, control access and rotate stock to use oldest product first.		X		
3. Recycle used copier toner cartridges.		X		
4. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.		X		
5. Organize universal waste collection events for your tenants or set up a system to help your tenants safely recycle universal waste.		X		
6. Recycle used ink jet cartridges.		X		

Wastewater

Storm Water pollution prevention (10 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.		X		
2. Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.		X		
3. Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.		X		
4. Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.		X		
5. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.		X		
6. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.		X		

Description	Yes	No	N/A	Post
7. Store deliveries and supplies under a roof.		X		
8. Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.		X		
9. If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer.		X		
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Optional Measures				
1. Provide containment for large amounts of liquid supplies such as cleaners and paints.		X		
2. Label all storm water drains with No dumping, Drains to Bay message. You may choose to have a volunteer organization label storm drains on your behalf.		X		