

Green Business Program

Application and Checklist for
Office & Retail

Business Name: That's Rentertainment

Contact Name: _____ Phone: _____

Address: _____ Fax: _____

Email: _____

A green business is a smart business, and smart businesses run successful operations while protecting the environment and sustaining our economy. By assuming a leadership and stewardship role, green businesses:

- Reduce solid waste disposal and promote recycling
- Improve energy and water conservation
- Purchase products that are less harmful to human health and the environment
- Minimize pollution to local rivers and streams
- Help improve indoor air quality
- Educate their customers, employees and other businesses about green business practices.

In an effort to recognize and certify the outstanding green businesses in our community and promote their services, the Illinois Green Business Association created the Champaign-Urbana Green Business Certification Program. By participating in this program and becoming certified, your business will enjoy the unique benefits of this select group.

Checklist for Office & Retail

General Program Awareness

REQUIRED:

Inform your customers regarding your business' environmental efforts and what you are doing to meet the GBC standards in Champaign-Urbana. For example,

- Post examples of steps you have taken to become certified as a green business
- Offer customers green service or amenities options
- Offer tours that highlight your green business successes
- Post your GBC efforts and/or certification on your website
- Upon completion hang the GBC certificate and decal in a visible location

Choose 2 New or Existing GMPs:

Designate time at staff meetings or other employee gatherings to cover existing and new environmental efforts.

Provide three ongoing incentives or training opportunities to encourage management and employee participation in the Green Business Certification Program. For example:

- Performance appraisals, training programs, job descriptions, new employee orientations
- Staff meeting discussion or presentations
- Employee reference materials
- Company newsletters or bulletins

Upon completing the Champaign-Urbana Green Business Certification Program, encourage another business to participate in the Program by providing their contact information to the Champaign-Urbana GBC Program and by serving as a mentor to that business.

Name of Business: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Checklist for Office & Retail

Purchasing

REQUIRED:

N/A In the lunch/break room, eliminate purchasing disposables by using permanent ware mugs, dishes, utensils.

Choose 4 New or Existing Recycled Content products regularly stocked in your business:

- Office paper – minimum 30% post-consumer recycled content
 - Letterhead and business cards
- Envelopes
- Post-it notes
 - Paper towels
- Toilet paper
 - Remanufactured toner cartridges
 - Refurbished or remanufactured furniture and equipment
 - Carpet, carpet under cushion, rugs or floor mats
 - Construction materials when building or remodeling: paint, insulation, concrete, lumber/wood, flooring, tile, etc.
 - Boxes and bags for shipping or retail use
 - Other: _____

Choose 4 New or Existing GMPs:

- Consult EnergyStar.gov or GreenSeal.org before purchasing equipment or business supplies
 - Obtain or purchase used office equipment
 - Replace several similar products with one or two that do the same job. (Ex: multi-purpose cleaners, multi-function printers, etc.)
 - Inform main supplier's sale representatives that you prefer eco-friendly products. Request that they start carrying these products if they do not currently do so or switch to a supplier that does.
- Replace white napkins and paper towels with one of the following alternatives:
 - Energy efficient air dryers.
 - Reusable cloth towels & dispenser suitable for washrooms.
- Purchase reusable rather than disposable office items, such as refillable pens, erasable white boards & wall calendars.
- Request that deliveries come in returnable or reusable containers.
- Purchase condiments (e.g. milk, sugar, cream) in bulk.
- Purchase supplies (e.g. toilet paper, hand soap) in bulk.
- Purchase organic, shade grown or fair-trade coffee.

Champaign-Urbana Green Business Certification Application Checklist for **Office and Retail**
That's Rentertainment—Completed Checklist

- Retailers—Sell products made with recycled content and/or organic materials.
- Retailers—Offer an incentive to customers who bring their own shopping bags and/or use a disincentive such as charging a fee for disposable containers and bags. **Policy signed to discontinue purchasing bags when current supplies run out.**
- Other: _____

Checklist for Office & Retail

Solid Waste—Reduce, Reuse, Recycle

REQUIRED:

- Perform a self assessment of your waste using the Waste Assessment Form attached. Identify the types and percentages of waste currently being generated and recycled. Use the assessment information and checklist to create or improve on-site reuse and recycling programs.

Reduce:

Choose 5 New or Existing GMPs:

- Design marketing materials that require no envelope.
- Reduce junk mail by removing your business' name from national databases at: www.stopjunkmail.org
- Eliminate duplicate mailings of subscriptions by contacting the subscriptions department to request that all but one be removed.
- Update your own mailing list annually to avoid duplicate mailing or outdated information being sent to your customers.
- When faxing, use fax label on first page instead of full-page cover letter.
- Reduce junk faxes by contacting number listed on bottom of fax and requesting permanent deletion of your number.
- Purchase or lease copiers and printers that have a duplexing function or retrofit existing printers with a duplexer where applicable.
- Make two-sided printing and copying standard practice in your business. Set printer to default to duplexing mode.
- Centralize employee schedules, meeting announcements, etc. in a single location rather than distributing individual copies (ex. Use a bulletin board, white board, email, etc.).
- Retailers: eliminate the use of plastic checkout bags (Paper bags, preferably made with minimum 40% post consumer waste, or BPI certified compostable bags are acceptable). **Policy signed to discontinue purchasing bags when current supplies run out.**
- Retailers: offer an incentive to customers who bring their own shopping bag, coffee mugs, etc.
- In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, etc.).
- Use old newspaper or other environmentally friendly packaging materials.

Champaign-Urbana Green Business Certification Application Checklist for **Office and Retail That's Rentertainment—Completed Checklist**

- Install a water hydration station to refill water bottles instead of providing bottled water for employees.
- Practice efficient copying
 - Use the size reduction feature (e.g. two pages of a periodical or book can oftentimes be printed on one page).
 - Set word processing defaults for smaller fonts and margins.
- Other: **Allows customers to receive emails of late notices rather than paper copies.**

Reuse:

Choose 4 New or Existing GMPs:

- Donate or exchange unwanted furniture, supplies, electronics, scrap materials, linens, uniforms to schools, churches, hospitals, libraries, nonprofit organizations, museums, or teacher resource organizations.
- Enroll in waste exchange program where your waste can become another company's resource.
- Reduce number of garbage bin liners by utilizing unlined bins where possible.
- Reuse envelopes and file folders.
- Conduct on-going employee education about recycling, composting, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, etc.).
- Keep a stack of previously used paper for fax machines and/or printers. Use the backsides for notes, drafts, internal memos, etc.
- Green your supply chain: request that suppliers package food in reusable and/or returnable containers/ boxes or use packaging that contains recycled material.
- Reuse packaging (bubble wrap, cardboard boxes, polystyrene peanuts) or donate to a local shipping company.
- Other: _____

Recycle:

Choose 3 New or Existing GMPs:

- Recycle office paper-mixed: copy, letterhead, color, glossy, newspaper, junk mail, telephone directories, paper board, magazines, and cardboard.
- Recycle cans, plastic, or glass.
- Green waste: use green waste bin or make composting part of the contract with your landscape service.
- Food waste: collect and compost your food waste.
- Recycle toner and inkjet cartridges.
- Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal.

Champaign-Urbana Green Business Certification Application Checklist for **Office and Retail**
That's Rentertainment—Completed Checklist

- Carpet – many of the leading carpet manufacturers will recycle your old carpet.
- Designate a recycling coordinator to take responsibility for monitoring and maintaining recycling programs.
- Other: _____

Checklist for Office & Retail

Water Conservation/Pollution

REQUIRED:

N/A Obtain an assessment of your facility's water use from Illinois American Water. Review annually to identify additional opportunities to improve water savings.

N/A Understand your water bill and review it for indications of leaks or other problems.

Regularly check pipelines and water fixtures for and repair leaks

Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids.

Install standard faucet aerators or flow restrictors facility-wide. (2.5 gallons/minute is standard.)

Provide outdoor receptacles for cigarette butt disposal.

Employee Practices:

Choose 4 New or Existing GMPs:

Educate staff regarding the hazards caused by storm water runoff and how to prevent them.

Educate staff on the need for water efficiency.

Place "use water wisely" stickers near faucets.

Use dishwasher only when full. Post signage to remind employees.

Regularly clean litter and debris in front of your business. Attempt to minimize the amount of litter entering the storm drain.

Clean all outdoor areas, with a broom and damp mop instead of a hose. This includes parking lots, sidewalks, alleys or patios. NEVER hose off outdoor hardscapes or use soap outside.

Do not hose off equipment, floor mats or other items where runoff water flows into the storm drain; if possible direct water to landscaped areas.

Other: _____

Checklist for Office & Retail

N/A ---> Landscape

REQUIRED (if applicable):

- Test irrigation system to ensure proper operation and watering schedule. Ensure all spray heads are functioning and not over spraying onto hardscape.

Choose 3 New or Existing GMPs:

- Plant Illinois native vegetation.
- Annually apply mulch to all exposed landscape to increase moisture retention, reduce weeds, and prevent soil erosion.
- Use local mulch and compost sources such as the Landscaping Recycling Center in Urbana for ground cover or mulch around plants to prevent evaporation.
- Apply water, fertilizer, or pesticides to landscape only when needed rather than on an automatic schedule. Look for signs of wilt before watering established plants. Ensure your landscaper implements this practice.
- Remove hardscape and install permeable paving, such as porous concrete, decomposed granite, or pavers.
- Install drip irrigation.
- Install a smart irrigation controller that uses weather data to irrigate appropriately.
- Redirect downspouts towards landscaped or vegetated areas where possible.
- Install a cistern or Rain Barrel to catch rainwater.
- Other: _____

Checklist for Office & Retail

Energy Conservation

REQUIRED:

- Obtain an assessment of your facility's energy use from Ameren IP, an auditing professional, or the University of Illinois, Smart Energy Design Assistance Center (SEDAC) 1-800-214-7954. Review suggestions annually to identify additional opportunities to improve energy savings.
- Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) system. If leasing your facility, ask the building owner or property manager to do the following:
 - Clean or change filters every 2-4 months.
 - Check entire system for coolant and air leaks, clogs and obstructions of air intake.
 - Provide a copy of HVAC service records or Property Management contract to the GBC coordinator during on-site verification visit.

Equipment and Facilities:

Choose 5 New or Existing GMPs:

- Display energy usage for business.
- Purchase 10% of your energy from a renewable source.
- Install lighting controls, such as: Occupancy sensors in spaces of variable occupancy (restrooms, private offices, storage rooms); Bypass/delay timers; and/or Photocells for exterior lighting and/or areas with significant natural daylight
- Convert at least 50% of all lighting fixtures to energy efficient alternatives, such as compact fluorescents lights (CFLs), low voltage track lighting, halogen or high intensity discharge lighting.
- Install solar panels. Contractor may facilitate available state and federal rebates.
- Upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts.
- Disconnect unused ballasts in de-lamped fixtures. Replace burned out lamps to avoid ballast damage.
- Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers in fluorescent fixtures.
- Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light.
- Replace all exit signs with LED or high-efficiency alternatives.
- Equipped with energy saving features (www.energystar.gov).
- If purchasing new computers, buy EPEAT certified (www.EPEAT.net). If purchasing monitors, consider flat-screen LED monitors which consume approximately 1/3 less energy than larger ray tube monitors.
- Use computer hardware programs that save energy by automatically turning off idle monitors and printers (www.energystar.gov/powermanagement).

Champaign-Urbana Green Business Certification Application Checklist for **Office and Retail That's Rentertainment—Completed Checklist**

- Set the Energy Saver feature on photocopier to default.
- Insulate water heaters, storage tanks and hot water pipes.
- Set refrigerator temperature between 38 and 42 degrees and freezer temperature between 10 and 20 degrees
- Replace inefficient refrigerators (usually older than 10 years) with a new efficient model, such as one labeled Energy Star
- Schedule regular maintenance on refrigerators to increase efficiency. Ask maintenance person to:
 - Clean coils
 - Replace seals or damaged strip curtains when necessary
 - Aligning doors
 - Enabling automatic door closers
 - Maintain proper refrigeration level, refrigerant charge and ensure refrigerant is not leaking
- Use a thermos or pump pot instead of electric burners to maintain hot liquids (coffee and/or tea).
- Other: _____

Heating, Ventilation & Air Conditioning (HVAC) Units

Choose 4 New or Existing Measures

- Install programmable thermostat and set to 68 degrees in winter and 78 degrees in summer with a nighttime set back of 55 degrees. **Using program 2.0 standards**
- Use and maintain a written maintenance program for weather stripping to seal around windows and doors to close gaps.
- Use natural ventilation instead of mechanical air conditioning. Open windows at opposite ends of room to facilitate cross breezes.
- Use a small fan and a space heater to condition a very small area during off hours instead of heating entire facility.
- Institute a written policy that ensures blinds and curtains are closed during the peak summer period or use ceiling fans to reduce AC load.
- Seal off unused areas from air conditioning and/or heating. Block and insulate unneeded windows and other openings.
- Use Variable Air Volume (VAV) systems for central air conditioning
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Replace single or package A/C unit with one meeting the Energy Star requirement. Seasonal Energy Efficient Rating (SEER) > 13 for most common size of equipment.
- Use economizers on A/C to reduce the operation of the compressor, and ensure the system is operational.
- Provide shading for HVAC condenser, especially for roof-top units exposed directly to the sun.
- Install ceiling fans.
- Maintain a written policy that sets hot water heaters to standard 125-135 degrees F.
- Install a gas booster heater for hot water use.

Checklist for Office & Retail

Energy Conservation continued,

- Maintain a written policy that drains and flushes hot water tanks to the sanitary sewer every 6 months to prevent scale build-up and deposits which can reduce heating efficiency.
- Maintain a written policy that checks pilot lights for proper adjustment.
- Replace leaky, inefficient or broken windows with double pane, low-E, energy-efficient windows.
- Apply window film to reduce solar heat gain. Shade sun-exposed windows and walls to mitigate the effect of direct sunlight during the summer. Use awnings, sunscreens, shade trees or shrubbery. Only applicable for air-conditioned spaces.
- Locate ice machines in cool area away from internal heat gains
- Use a solar water heater or preheater.
- Other: _____

Employee Practices:

Choose 3 New or Existing GMPs:

- Implement a policy that encourages employees to turn off equipment and lights when not in use.
 - Utilize plug load controllers to turn off idling equipment (e.g. computers, televisions) after working hours
 - Install timers on hood fans, exhaust systems, and hood lights
- Place “turn off light” labels on appropriate switches facility wide.
 - Clean light fixtures and diffusers regularly for optimal light output.
 - Clean skylights annually in late spring to maximize incoming light.
 - Use only natural lighting during daytime hours in front dining and other areas. Make this a standard procedure via signage and employee education.
 - Rearrange the workspace to take advantage of areas with natural sunlight, design future spaces with natural lighting opportunities in mind.
- Use “task” lighting where extra light is needed, rather than lighting an entire area.
 - Use a water-conserving dishwasher to save both heating and water costs.
 - Other: _____

Checklist for Office & Retail Chemical Use/Pollution Prevention

REQUIRED:

- Store all chemical products in their original containers or properly labeled secondary containers with tight-fitting lids. Chemical products should be stored in secure, controlled areas, away from ignition sources and food storage areas.
- Stock one non-toxic, biodegradable cleaner for daily use. For example multipurpose cleaner, glass cleaner.

Equipment and Facilities:

Choose 5 New or Existing GMPs:

- Use recycled content or low VOC paint products available from local paint suppliers.
- Use non-toxic, low VOC office supplies, such as white out, white board pens, etc.
- Use low mercury fluorescent lamps - most lighting suppliers carry a line of low-mercury, energy efficient, long lasting lamps. **Signed policy to ensure buying said lights upon burn-out of current lamps.**
- When remodeling, use low-emitting/low-polluting building materials, carpets, furniture, and other materials to improve indoor air quality and reduce down time. Look for products certified by GreenGuard or the Carpet and Rug Institute.
- Educate and inform cleaning staff of your eco-friendly preferences.
- Use less-toxic graffiti removers.
- Use less-toxic cleaning products that are safer for staff and the environment. Consider Green Seal certified products available from most cleaning product suppliers. You may list up to THREE products, for a total of THREE credits:
 - _____
 - _____
 - _____
- Use unbleached and/or chlorine free paper products. For example, copy paper, paper towels, coffee filters, etc.
- Use rechargeable batteries, instead of disposable alkalines.
- Have materials printed using soy or vegetable based ink.
- Other: _____

Checklist for Office & Retail

Chemical Use/Pollution Prevention continued,

Integrated Pest Management:

REQUIRED:

N/A Request that your pest control or landscape contractor reduce use of pesticides and/or use less-toxic pesticides. Get their commitment in writing. *GBC coordinator provides standard letter.*

Choose 2 New or Existing Measures

- Use less-toxic insecticides, such as soaps, horticultural oils, and microbials.
- Pick weeds by hand rather than using herbicides (weed killers).
- Correct situations that attract and harbor pests, such as improperly stored foods, open trash bins, and dense foliage around your building.
- Use traps, containerized baits, gels and/or barriers for ants and cockroaches.
- Request pest control company or property manager apply pesticides on an “as-needed” basis instead of on a set schedule.
- When chemical pesticides are necessary, use those labeled “caution” rather than “warning or “danger”.
- Other: _____

Checklist for Office and Retail

Community Development

Sustainability encompasses the triple bottom line: economic, environmental and social well-being. For this reason, it is important that businesses reinvest in the communities in which they are located. By reinvesting in the community, businesses help ensure the long-term health, wealth and vitality of the entire community.

REQUIRED:

- Become an annual sponsor for a community event that promotes sustainability within Champaign-Urbana.

Choose 1 New or Existing GMP:

- Sponsor a second annual community event that promotes sustainability within Champaign-Urbana.
- Serve on an Organizing Committee for an annual community event that promotes sustainability within Champaign-Urbana.
- Become a contributing member of a community-based organization that works to improve the economic, environmental and/or social well-being of Champaign-Urbana.
- Propose a Community Development GMP:_____.

- C-U Bike to Work
- University YMCA
 - Board member
 - Chair of Dump and Run Committee
- PACA

Checklist for Office and Retail

Transportation

Employee Practices and Facilities:

Choose 4 New or Existing GMPs:

- Encourage alternative modes of transportation via incentives. For example, bus pass or small bonus.
- Provide a secure location for staff to store bicycles or install a bike rack in or near facility.
- Provide shower facilities for employees who walk, jog, or bike to work. Consider contracting with a nearby health facility for the use of their showers.
- Provide ridesharing information on carpooling, vanpooling, bicycling, walking and public/mass transportation on a bulletin board. Distribute rideshare information monthly.
- Provide preferential parking for alternative modes of transit such as carpools, electric, hybrid or biodiesel vehicles.
- Offer a parking cash-out program.
- Cover rideshare programs at new employee orientations.
- Provide CUMTD maps and information.
- Incorporate a "How to get here via alternative transportation" page into your employee manual and provide information to employee upon hiring.
- If you have a delivery service, adopt a "No Idling" policy.
- Perform local errands on bike or foot.
- Shop at local businesses within close proximity.
- Use low emission, biodiesel or alternative fuel vehicles for business errands.
- Other: **Provides bike maps.**

I hereby acknowledge that

1. Our business is in compliance with all applicable federal, state and local laws.
2. All the Green Management Practices (GMPs) on this checklist are already being implemented by our business.
3. All the information contained herein and attached to this application is true and correct.

Contact Name: <u>Jennifer Iversen</u>	Signature and date: <u>Jennifer Iversen</u> 7/26/10
IGBA Representative: <u>ANTHONY SANTARELLI</u>	Signature and date: <u>Anthony Santarelli</u> 7/26/10

**Thank you for protecting our environment and making
Champaign-Urbana a cleaner and greener place to live!**