

SAN FRANCISCO GREEN BUSINESS

Click on links for helpful tips.

A [Solid Waste](#)

B [Energy Conservation](#)

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F [General/Staff Education](#)

REQUIRED ITEM

Bold items indicate a required measure in SF and must be completed, if applicable.

Website
sfgreenbusiness.org/toolkit

Green Notes

For information on setting up successful waste diversion programs and to learn about the cost savings achieved through waste diversion, visit sfgarbageates.com. You can also call SF Environment's Zero Waste program at 415.355.3745 for free technical assistance in starting a recycling or composting program.

San Francisco Green Business Program Standards

HOTEL

- instructions**
- In order to qualify as a San Francisco Green Business, you must be in compliance with environmental regulations and implement the minimum requirements of this checklist.
 - This checklist is for your review only. When you are ready to apply, please submit the enrollment form and checklist at www.greenbusinessca.org and remember to save your work regularly.
 - In cases where the measures on this checklist are not entirely applicable, we may ask your business to implement additional practices customized for your business.
 - This hand icon indicates that you will need to provide additional information so we can compute the environmental savings of your business (GHG reduced, gallons of water saved, kWh saved, etc)

REQUIRED ITEM Bold items indicate a required measure in SF and must be completed, if applicable.

Solid Waste

Waste Diversion

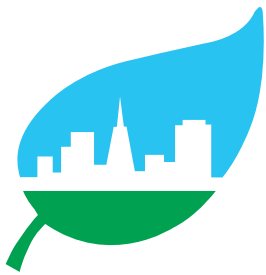
total measures needed: 3

- A-01** Designate a recycling coordinator(s) to take responsibility for monitoring/maintaining proper waste diversion and conducting ongoing education.
- A-02** Divert all compostable and recyclable materials from landfill to demonstrate compliance with San Francisco's Mandatory Composting and Recycling Ordinance (www.sfenvironment.org/mandatory).
 - Do you pay your own garbage bill (yes or no)? If yes, please provide the level of service you receive (number of bins, capacity, pickup frequency)
 - How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
- A-03** Have staff separate materials from guest rooms to aid in waste diversion.

Source Reduction

total measures needed: 9

- A-04** Eliminate individual bottles of water for employees, common guest areas, continental breakfast, etc.
- A-05** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- A-06** 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.
- A-07** 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.
- A-08** Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post consumer waste (PCW), or BPI certified compostable bags are acceptable).
- a-09** Reduce junk mail. See www.StopJunkMail.org for tips.
- a-10** Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- a-11** For catered events (lunches, meetings, etc.) institute a zero waste policy. If disposable dishware is necessary use recyclable/compostable options and have composting/recycling collection easily accessible.
- a-12** Use bulk-dispensed shampoo and other amenities in guest room.
- a-13** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the EcofindRRR at sfenvironment.org for help.
- a-14** For breakfast, wine reception, or other food service, use bulk packaged items rather than individually wrapped pastries, crackers, etc.
- a-15** Reuse packaging materials in your own shipments.
- a-16** Send and receive faxes directly from computers without printing.



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Green Notes

SF Environment in a partnership with PG&E, provides free energy audits, reports, technical assistance, and rebates, for all commercial and multifamily customers in San Francisco. Contact SF Environment's SF Energy Watch program and we will refer you to PG&E's Express Efficiency program for efficiency rebates not covered in our programs. SF Energy Watch:
www.sfenergywatch.org

Environmentally Preferable Purchasing

total measures needed: 5

- A-17** Purchase color copy paper with a minimum of 30% PCW recycled content.
- A-18** Purchase janitorial paper products with the highest PCW recycled content. Toilet paper and tissues must contain a minimum of 20% PCW recycled content and paper towels must contain a minimum of 40% PCW recycled content.
- A-19** Print marketing materials on paper containing a minimum of 50% PCW recycled content, recommended 100%.
- A-20** Use letterhead, envelopes and business cards containing a minimum of 50% PCW recycled content, recommended 100%.
- A-21** Purchase copy, computer and fax paper with minimum 50% PCW (recommended 100%).
 - ☛ How many reams of paper do you buy annually?
 - ☛ What is the recycled content of the paper (OPTIONS - 30%, 100% and 50%, enter two digits)?

Energy Conservation

Energy Conservation

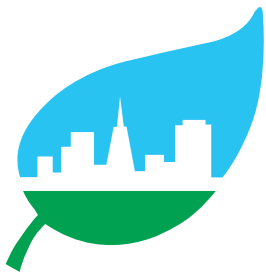
total measures needed: 9

- B-01** Use small fans OR space heater during off hours instead of conditioning entire office.
- B-02** Set hot water heaters to standard 125-130° F.
- B-03** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.
- B-04** Install programmable thermostat(s) and properly set cooling to 74°F and heating to 68°F. Program the thermostats for unoccupied hours when the facility is closed with cooling set at 90°F and heating at 55°F.
- B-05** Use energy efficient cooking equipment.
 - ☛ How many ENERGY STAR electric steam cookers do you use?
 - ☛ How many high efficiency electric combination ovens do you use?
 - ☛ How many ENERGY STAR electric fryers do you use?
 - ☛ How many insulated hot food holding cabinets do you employ?
- B-06** Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced).
 - ☛ How many ENERGY STAR rated refrigerators does your business use?
 - ☛ How many energy efficient minibars do you have?
- B-07** If you are a large business or have a complex network, use power management software programs to automatically activate power management settings in computers and printers (for examples see- http://www.energystar.gov/index.cfm?c=power_mgt.pr_power_mgt_enterprises).
 - ☛ How many monitors have power management software installed to automatically turn off units when idle?
- B-08** Use office equipment with energy saving features (e.g. ENERGY STAR) and ensure that ENERGY STAR settings are enabled.
 - ☛ How many ENERGY STAR rated copier/printer units does your business use?
 - ☛ How many ENERGY STAR rated LCD monitors does your business use?
- B-09** Use sensors on vending machines and place machines in shaded areas.

Hvac (Heating, Ventilation And Air Conditioning)

total measures needed: 3

- B-10** Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on Air-Conditioning units.
- B-11** Insulate all exposed hot water piping in mechanical rooms.
- B-12** Install occupancy-based room unit controllers, where applicable and with paybacks of less than 6 months.



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Green Notes

SF Public Utilities Commission offers rebates for high efficiency toilets and urinals. For information on where you can buy efficient fixtures and current rebates, contact the SFPUC: www.sfwater.org

Lighting

total measures needed: 6

- B-13** Require housekeeping staff to turn off non-emergency lighting when finished cleaning rooms.
- B-14** Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.
- B-15** Replace non-dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming and non-dimming incandescent bulbs with cold cathodes. Use halogen lamps only for low wattage spotlighting in retail environments.
 - ☛ How many incandescent lamps have you replaced with CFLs?
- B-16** Use lighting controls such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
 - ☛ How many rooms are on occupancy sensors (usually in infrequently occupied areas such as restrooms, private offices, locker rooms, conference spaces)?
 - ☛ How many rooms have photo cells (usually for exterior lighting or areas with significant natural light)?
 - ☛ How many rooms have time clocks (for large banks of lights on circuit breaker that generally operate during off hours)?
 - ☛ How many ice, vending, and snack machines have motion sensors and are placed in shaded areas?
- B-17** Improve exit sign efficiency to less than 5 watts per sign by using LED, electroluminescent or photoluminescent signs.
 - ☛ How many LED exit signs does your business use?
- B-18** Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.
 - ☛ How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?

Energy Management

total measures needed: 2

- B-19** If you pay your energy bill, track monthly energy use using a spreadsheet or online tool (check with your utility provider or try Energy Star's Portfolio Manager).
- B-20** Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.

Water Conservation

Landscaping

total measures needed: 1

- C-01** Implement all practices listed on the Bay Friendly Landscape checklist. See: <http://www.stopwaste.org/docs/bay-friendly-landscape-guidelines-chapter-2.pdf>. Consider hiring a Bay Friendly Landscape Qualified professional.

Water Management

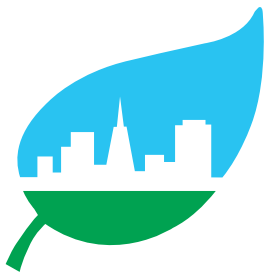
total measures needed: 3

- C-02** Ensure that all modifications made to fixtures between routine plumbing-related inspections will be corrected to meet required maximum flow rates (e.g. replace missing aerators, adjust toilet flush volumes, etc.).
- C-03** Regularly check for and repair all leaks. Document leak inspections and plumbing related repairs.
- C-04** Track monthly water use and monitor bills for leaks.

Water Conservation

total measures needed: 9

- C-05** Install showerheads that do not exceed 1.5 gpm flow in guest rooms.
- C-06** Install sink aerators that do not exceed 1.5 gpm flow in guest rooms.
 - ☛ What is the flow rate of the aerator?
 - ☛ How many faucets do you have with low flow aerators installed?
 - ☛ How many employees do you have?



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Green Notes

Safely dispose of all unwanted chemical products by using the City's VSQG program (contact 330.1425) or find a recycling/disposal facility by using EcoFINDER at <http://www.sfenvironment.org/ecofinder/index.php>

C-07

Install toilets with 1.6 gpf (gallon per flush) or less.

- ☛ How many male employees does your business employ (use averages per year)?
- ☛ How many female employees does your business employ (use averages per year)?
- ☛ How many visitors utilize your facility per day (use averages)?
- ☛ How many customers utilize your facility per day (use averages)?
- ☛ What is the flush volume of your toilet?

C-08

When purchasing new clothes washers choose energy and water efficient versions, such as those rated by CEE or ENERGY STAR.

C-09

Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.

C-10

Clean surfaces using dry sweeping methods and/or pressure wash surfaces with a ≤ 1.6 gpm high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.

C-11

Install urinals with 1.0 gpf (gallon per flush) or less.

C-12

Install low flow aerators with flow rates not to exceed 0.5 gpm on lavatory sinks.

- ☛ How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)
- ☛ 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)?

C-13

Institute an optional towel and linen reuse policy for guests. Provide information in the guest rooms about this option.

Pollution Prevention

Clean Air

total measures needed: 4

D-01

Sign up for Emergency Ride Home (www.sferh.org) that provides a free or low-cost ride home in cases of emergencies for employees who use alternative transportation.

D-02

Set-up a Commuter Benefits Program to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (www.commuterbenefits.org).
☛ What is the approximate total distance (in miles) that all your employees commute per day?

D-03

Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days.

d-4

Offset your company's CO₂ emissions through purchase of renewable energy credits (www.joinclimatesmart.com or www.green-e.org for a list of certified offset providers) or installation of renewable energy sources.

d-5

Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).

Janitorial Cleaning

total measures needed: 4

D-6

Become a fragrance free or chemical free facility by eliminating chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.

D-7

Replace all aerosols with pump dispensers.

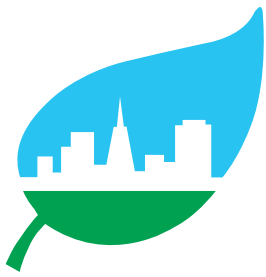
D-8

Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through sfenvironment.org's EcofinderRRR).

D-9

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.



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Green Notes

Please visit the website of the Wastewater Enterprise at www.sfwater.org to learn more about the City's Fats, Oils and Grease (FOG) Program.

Pest Management

total measures needed: 1

- D-10** Contract with a PCO certified to practice Integrated Pest Management or request your PCO to implement an IPM Program. Use SF Approved (www.sfenvironment.org/sfapproved) pesticides only.

Environmentally Preferable Purchasing

total measures needed: 11

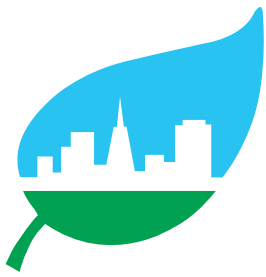
- D-11** Replace standard fluorescent lights with low mercury fluorescent lights. Approved models can be found at www.sfapproved.org.
☛ How many low mercury T8 lamps do you use in your facility?
- D-12** For at least 25% of guest room food and beverage options, use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages.
- D-13** 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. **OR** Educate employees about disposal options for prohibited items.
- D-14** If you have a spa onsite, work with the spa management to stock at least 50% of personal care products that rank 6 or lower on EWG's ranking (www.cosmeticsdatabase.com).
- D-15** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- D-16** Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.
☛ How many EPEAT CPUs does your business use?
☛ How many EPEAT CRTs does your business use?
☛ How many EPEAT LCDs does your business use?
- D-17** Use refilled or remanufactured laser and copier toner cartridges.
☛ How many remanufactured toner cartridges do you purchase for use every year?
- D-18** 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?
- d-19** Purchase organically or locally grown foods and beverages for the office kitchen.
- d-20** If providing cell phones for employees, choose phones that have a low SAR value and provide a headset. See <http://www.ewg.org/cellphone-radiation> for details.
- d-21** When remodeling, use natural or low emissions building materials, carpets, or furniture.
- d-22** Do business with other green businesses (www.greenbusinessca.org).
- d-23** Use an environmentally friendly garment cleaner. Visit www.sfenvironment.org for a list of local CO2 dry cleaners and professional wet cleaners.

Wastewater

Storm Water Pollution Prevention

total measures needed: 7

- E-01** Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.
- E-02** Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.
- E-03** Keep a spill kit handy to catch/collect spills from hazardous materials, grease, or leaking company, employee, or guest vehicles. Make sure there is adequate absorbent material to contain the largest possible spill.
- E-04** Regularly check and maintain storm drain openings and basins. Keep litter, debris and soil away from storm drains.
- E-05** Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- e-06** Label all storm water drains with "No dumping, Drains to Bay" message. Please contact the SFPUC Collection System Division 415-695-7339 to receive a storm drain label and instructions.
- e-07** Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.
- e-08** Have an outdoor ashtray or cigarette butt can for smokers.
- e-09** Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).



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Green Notes

Offer individual employee awards such as "zero waste hero of the month." Reward the winners with prizes such as gift certificates to local green businesses.

General/Staff Education

General

total measures needed: 7

- F-01** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)
- F-02** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.
- F-03** Adopt a written environmental policy statement stating your businesses commitment to operate as a green business, which must include a detailed green purchasing policy.
- F-04** If you have a gift shop or other outlets, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the business(es), encourage management to pursue Green Business recognition.
- F-05** 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; Highlight your Green Business efforts and/or certification on your website, and link it to the San Francisco Green Business home page, <http://www.sfgreenbusiness.org>.
- F-06** 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, employee reference material, company newsletter or bulletins and company suggestion and reward programs.
- F-07** If you have a restaurant/bar onsite (or adjacent) to the hotel property that offers food service for the hotel guests, work with the management to implement green business practices in the common spaces. In cases where the hotel co-owns the outlet, encourage management to pursue Green Business recognition for the restaurant/bar as well.