

SAN FRANCISCO GREEN BUSINESS

Click on links for helpful tips.

A [Solid Waste](#)

B [Energy Conservation](#)

C [Water Conservation](#)

D [Pollution Prevention](#)

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 www.recologysf.com. You can also call SF Environment's Zero Waste program at 415-355-3745 for free technical assistance perfecting your recycling or composting program.

San Francisco Green Business Program Standards JANITORIAL



- instructions**
- 1 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.
 - 2 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.
 - 3 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.
 - 4  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)

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Solid Waste

Waste Diversion

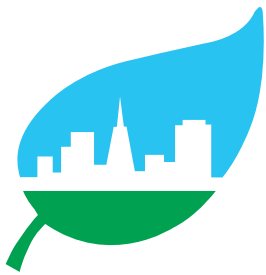
total measures needed: 3

- 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** Offer recycling and composting collection services for customers that do not currently recycle.
- a-04** Recycle film plastics. (plastic wrap, bags etc)

Source Reduction

total measures needed: 9

- A-05** 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-06** 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-07** In the employee cafeteria, kitchen or break room, replace disposables with permanent dishware and use bulk items (snacks, condiments, salt/pepper, etc.).
- A-08** Eliminate individual bottles of water for employees and guests.
- A-09** Use microfiber or other washable cloths and dusters instead of paper towels.
- A-10** Use reusable spray bottles for dusters, glass cleaners, etc., instead of disposable containers.
- a-11** Donate, sell, or exchange unwanted but usable items (furniture, supplies, electronics, office supplies, etc.). Document donations and sales of materials. Use the EcofindeRRR at sfenvironment.org for help.
- a-12** Send and receive faxes directly from computers without printing.
- a-13** Reuse paper or plastic packaging materials in your own shipments.
- a-14** Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, whiteboard, email, etc.) to reduce printed copies.
- a-15** 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-16** Reduce number of trash/compost/recycle bin liners by reusing bags or having unlined bins. If lining compost bins, use BPI certified bags.
- a-17** Reduce junk mail. See www.StopJunkMail.org for tips.



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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-18** Purchase copy, computer and fax paper with minimum 50% post consumer waste (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)?
- A-19** Use letterhead, envelopes and business cards containing a minimum of 50% PCW recycled content, recommended 100%.
- A-20** Print marketing materials on paper containing a minimum of 50% PCW recycled content, recommended 100%.
- A-21** 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-22** Purchase color copy paper with a minimum of 30% PCW recycled content.

Energy Conservation

Energy Conservation

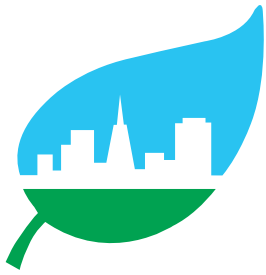
total measures needed: 7

- B-01** Use small fans OR space heaters during off hours instead of conditioning entire office.
- B-02** 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-03** Use sensors on vending machines and place machines in shaded areas.
- B-04** 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-05** 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-06** 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-07** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.

Lighting

total measures needed: 5

- B-08** 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)?
- B-09** 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-10** 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?



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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. To schedule a free water wise evaluation, contact SFPUC Water Conservation section at 415-551-4730 or email waterconservation@sfwater.org to make an appointment. Specify you are currently enrolled in the Green Business Program.

B-11 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-12 Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.

Energy Management

total measures needed: 1

B-13 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).

Water Conservation

Water Management

total measures needed: 3

C-01 Track monthly water use and monitor bills for leaks.

C-02 Regularly check for and repair all leaks. Document leak inspections and plumbing related repairs.

C-03 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.).

Water Conservation

total measures needed: 5

C-04 Install urinals with 1.0 gpf (gallon per flush) or less.

C-05 Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.

C-06 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-07 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)?

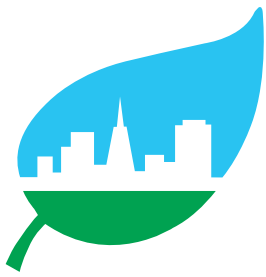
C-08 Institute and maintain a "No Running Water" policy. Train staff to never leave water running while cleaning.

Landscaping

total measures needed: 1

C-09 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.

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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 EcoFinderRRR at <http://www.sfenvironment.org/ecofinder/index.php>

Pollution Prevention

Clean Air

total measures needed: 4

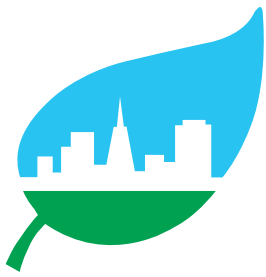
- D-01** Set-up a **Commuter Benefits Program** to enable employees to use pre-tax deduction under IRS code 132(f) for transit, vanpool or biking costs (www.commuterbenefits.org).
☛ What is the approximate total distance (in miles) that all your employees commute per day?
- D-02** Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days.
- D-03** 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-04** Reduce fuel usage through promotion of transit (post maps), biking (provide bike parking and maintenance stipends), and rideshare (use 511.org).
- d-05** 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.

Janitorial Cleaning

total measures needed: 9

- D-06** 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.
- D-07** Safely dispose of unwanted or old chemicals (using the City's VSQG program or find a service through sfenvironment.org's EcoFinderRRR).
- D-08** Stop use and dispose of all stainless steel cleaners & polishes that contain Trichloroethylene (TCE) and Perchloroethylene (PCE).
- D-09** Eliminate the use of chemical and aerosolized air fresheners/deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- D-10** Use microfiber cloths, mops, and dusters to minimize the need for chemical cleaners. Wash them separately from other fabrics to increase their useful life.
- D-11** Minimize the use of disinfectants to only surfaces in restrooms or on door handles. When necessary, use a hydrogen peroxide based disinfecting product with an automatic dilution system.
- d-12** Strip floors only when the finish is worn- no more than twice a year per job site. Floor strippers are more hazardous than most products.
- d-13** Clean drains frequently with hot water and steam to stop flies from breeding.
- d-14** Ensure proper ventilation in all places where chemicals are used and stored.
- d-15** Adopt practices that reduce or eliminate the need to use floor strippers, such as buffing stone floors, top coat buffing approaches, or installing flooring materials that do not require finishes.
- d-16** Use carpet extraction equipment that meets at a minimum the Carpet and Rug Institute Bronze Seal of Approval (www.carpet-rug.org).
- d-17** Use vacuum cleaners meeting the Carpet and Rug Institute "Green Label" Testing Program Vacuum Cleaner Criteria for improved indoor air quality (www.carpet-rug.org).

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Green Notes

SF Environment is developing multilingual training resources to help janitorial services train staff on the use of green cleaning products and methods. For more information about training, contact SF Environment's Toxics Reduction program at 415-355-3766.

Company Owned Vehicles

total measures needed: 4

- D-18** Use California Air Resource Board's calculator to determine compliance with AB 32, the Truck and Bus Rule (<http://www.arb.ca.gov/msprog/onrdiesel/calculators.htm>)
- D-19** Develop and maintain (through the term of GB recognition) an inventory of your fleet that includes make, model, model year, fuel type, annual vehicle miles traveled (VMT) and gallons of fuel used per year.
- D-20** Complete and submit the Fuel Tracker and Carbon Calculator for your commercial fleet (http://www.sfenvironment.org/our_programs/topics.html?ssi=7&ti=17)
- D-21** During your 3-year recognition period, reduce your transportation GHG emissions by 5%. For ways to reduce fuel use and purchase alternative fuel vehicles, visit the Clean Fleets toolkit at http://www.sfenvironment.org/downloads/library/clean_fleets_toolkit_greening_commercial_fleet.pdf

Employee Education

total measures needed:9

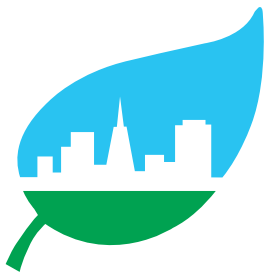
- D-22** Identify high-risk products (ex. acid bowl cleaners, disinfectants, floor strippers) and train cleaning staff to use them with extra care and protection.
- D-23** Keep and maintain a binder of product MSDSs (Material Safety Data Sheets) readily available for your employees.
- D-24** Schedule regular safety training refreshers with cleaning staff. Provide safety training material in English, Spanish, and Chinese.
- D-25** Train cleaning staff to read the MSDS before using new products.
- D-26** Train cleaning staff to use products as directed by vendor and to be aware that stronger mixtures are not necessarily better.
- D-27** Provide gloves and safety goggles for cleaning staff. Educate staff of their importance and train them to use them even when using "mild" products.
- D-28** Develop and maintain a set of written standard operating procedures to be available to all cleaning personnel and clients in English, Spanish and Chinese.
- d-29** When introducing new products, train staff to expect a performance adjustment period. It takes about a week for the residue of the previous product to stop interfering with the new products performance.
- d-30** Train employees to hang mops upside down so not to attract flies.
- d-31** Train cleaning staff to use automatic product mixers and automatic dispensing systems and make it a policy to use them whenever they are available.
- d-32** Train employees to spray cleaner directly onto the cleaning cloth.

Pest Management

total measures needed: 1

- D-33** 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

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Green Notes

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

Environmentally Preferable Purchasing

total measures needed: 7

- D-34** 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-35** Use refilled or remanufactured laser and copier toner cartridges.
☛ How many remanufactured toner cartridges do you purchase for use every year?
- D-36** 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-37** When sourcing with a commercial printer, request vegetable or other low-VOC inks.
- D-38** 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-39** Purchase only processed chlorine free (PCF) janitorial paper for customers.
- d-40** Do business with other green businesses (www.greenbusinessca.org).
- d-41** When remodeling, use natural or low emissions building materials, carpets, or furniture.
- d-42** 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-43** Purchase organically or locally grown foods and beverages for the office kitchen.

General/Staff Education

General

total measures needed: 5

- F-01** 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-02** 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 SF Green Business home page, www.sfgreenbusiness.org.
- 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** Train new employees on green business procedures and practices implemented by your business through your company's employee handbook.
- F-05** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)

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