

SAN FRANCISCO GREEN BUSINESS

Click on links for helpful tips.

A [Solid Waste](#)

B [Energy Conservation](#)

C [Water Conservation](#)

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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

RESTAURANT



- 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)

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Solid Waste

Waste Diversion

total measures needed: 1

- A-01** **Divert all compostable and recyclable materials from landfill and demonstrate a diversion rate of at least 75%.**
-  **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.)**



Source Reduction

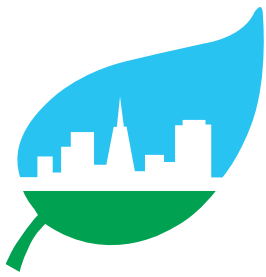
total measures needed: 7

- A-02** **Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, pepper, sugar, etc.**
- A-03** **Donate excess edible food (ex. SF Food Bank or www.foodrunners.org).**
- A-04** **Eliminate disposable dishes and utensils for customers and employees dining in.**
- A-05** **For full service operations, use cloth instead of paper where possible (e.g. napkins, placemats, liners, etc.).**
- A-06** **Offer an incentive to customers who bring their own coffee mugs or bag and communicate incentive to customers.**
- A-07** **Post menus and daily specials in a single location (chalk board, white board, etc.) or have servers communicate them verbally rather than have printed specials.**
- A-08** **Use only compostable or recyclable take out food service ware and ensure compliance with the City's Food Service Waste Reduction ordinance (www.SFEnvironment.org/foodservice)**

Environmentally Preferable Purchasing

total measures needed: 5

- A-09** **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-10** **Purchase menu paper containing a minimum 50% PCW recycled content. If using color or specialty papers, purchase a minimum of 30% PCW recycled content.**
- A-11** **Purchase napkins containing a minimum of 50% PCW recycled content.**
- A-12** **Eliminate the use of plastic bags. Use paper bags containing a minimum of 40% PCW recycled content or BPI certified compostable bags.**
- A-13** **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.**



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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

Energy Conservation

Energy Conservation

total measures needed: 2

- B-01** 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-02** Use a low flow pre-rinse nozzle for dish scraping and pre-cleaning. (Saves both heating and water costs).
 - ☛ How many low-flow pre-rinse nozzle with electric water heating for dish scraping does your kitchen use?

Hvac (Heating, Ventilation And Air Conditioning)

total measures needed: 4

- B-03** 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-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** Push appliances back against the wall under ventilation hood.
- B-06** Add side panels to your ventilation hood.

Lighting

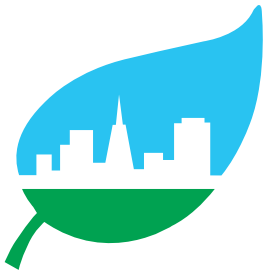
total measures needed: 5

- B-07** 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-08** 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-09** 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-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?
- B-11** Replace high wattage MR-16 halogen lamps with low wattage (37W or less) infrared (IR) MR-16 lamps.

Refrigeration

total measures needed: 7

- B-12** Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.
- B-13** Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- B-14** Install plastic strip curtains on walk-in refrigerator/freezer doors.
- B-15** Set refrigerator temperature between 38°F and 41°F and freezer between 10° F and 20°F.



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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

- B-16** Insulate all refrigeration cold suction lines.
- B-17** Ensure refrigeration defrost time clocks are set properly including: length of defrost cycle (no more than 15 minutes), frequency (no more than four times daily), and time (no defrost during peak energy hours - noon to 6 pm.)
- B-18** Clean evaporator and condenser coils and ensure proper air-flow. Straighten damaged fins and remove objects that block air to the coils. Perform and document coil maintenance at least four times a year.

Water Heating

total measures needed: 2

- B-19** Set the thermostat to deliver the minimum hot water temperature required by the health codes. Typically 140°F.
- B-20** Insulate all accessible hot water pipes leading to and from the water heater.

Energy Management

total measures needed: 1

- B-21** 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

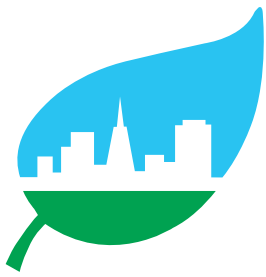
total measures needed: 2

- 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.

Water Conservation

total measures needed: 7

- C-03** Install aerators on kitchen sinks (except fill sinks) and showerheads that do not exceed flow rates of 1.5 gpm.
- C-04** 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-05** 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-06** Implement a water conservation policy for food servers. Serve water in bars and restaurants only upon request. Provide information at each table regarding the reasons for such measures.
- C-07** Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.
- C-08** Install urinals with 1.0 gpf (gallon per flush) or less.
- C-09** Clean surfaces using dry sweeping methods and/or pressure wash surfaces with a \leq 1.6 gpm high velocity spray nozzle. Use of a hose to spray down surfaces is prohibited.



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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: 1

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?

Janitorial Cleaning

total measures needed: 1

D-02 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.

Kitchen

total measures needed: 1

D-03 Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel.

☛ How many gallons of oil do you recycle for production of biodiesel each month?

Pest Management

total measures needed: 1

D-4 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: 6

D-5 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-6 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?

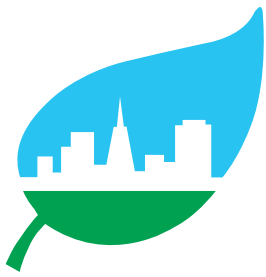
D-7 Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.

☛ What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.

D-8 When sourcing with a commercial printer, request vegetable or other low-VOC inks.

D-9 For at least 25% of your food and beverages, use certified organic, fair trade, sustainably harvested and/or locally grown food products and beverages.

D-10 Offer sustainable options for at least 50% of all seafood and communicate to customers which fish are sustainable. Use Monterey Bay Aquarium's Seafood Watch Program as a guide (<http://www.montereybayaquarium.org/cr/seafoodwatch.aspx>).



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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.

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.

Wastewater

Kitchen

total measures needed: 1

- E-01** Ensure employees practice BMPs for management of FOGs (e.g. no pouring of grease down the drain, etc.). For BMPs see http://sfwater.org/detail.cfm/MC_ID/14/MSC_ID/118/MTO_ID/229/C_ID/1864/ListID/1.

Storm Water Pollution Prevention

total measures needed: 6

- 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** Have an outdoor ashtray or cigarette butt can for smokers.
- E-05** 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.
- E-06** Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.
- E-07** Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.

General/Staff Education

General

total measures needed: 3

- F-01** 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-02** 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-03** Post signage encouraging resource conservation (e.g. reminders to turn off lights, turn off faucets, recycling and composting, etc.)