1. Solid Waste Prevention
   - Implement Electronic Distribution programs by reducing copying, printing & bulk mail, printing two sided (when possible).
   - Reuse packaging and shipping materials
   - Offer reusable shopping bags/and or discounts for those who use them
   - Use reusable instead of disposable products: coffee cups, filters, dishes, silverware, towels, boxes, bags, containers
   - Install motion towel dispensers or air dryers near all sinks (single sheet)
   - Compost food/organic waste
   - Collect/Compost organic paper waste in bathrooms, kitchens and public area

2. Recycling
   - Recycle paper/cardboard
   - Recycle glass
   - Recycle aluminum and other materials
   - Recycle plastic
   - Recycle pallets, pallet wrap and any other wood debris
   - Recycle toner and inkjet cartridges
   - Recycle or properly dispose of all used batteries
   - Recycle used cooking oil
   - Recycle used oil
   - Recycle light bulbs
   - Recycle outdated electronics (computers, printers, etc.)

3. Purchasing
   - Use a minimum of 50% recycled copy paper, letterheads and business cards
   - Purchase and use a minimum of two types of eco-friendly alternatives for janitorial and/or facility maintenance (Green Seal products)
   - Purchase and use only compostable cups, plates, bowls and silverware (in combination with collecting organic waste for composting)
   - Purchase only recycled/re-manufactured toner cartridges
   - Purchase a minimum of 50% of your materials in bulk
   - Purchase a minimum of 30% of your materials and supplies locally (within 30 miles) to reduce transportation distance

4. Energy & Water Conservation
   - Energy Audit: Engage an energy audit professional to review energy use profile and recommendations for reducing heating, cooling, lighting and power use
   - Recommissioning: Tune up and rebalancing existing building systems & controls with low/no cost adjustments (Local utilities may provide rebates to compensate for all or part of the cost)
   - Refrigeration Recommissioning: Tune up existing commercial refrigeration systems in grocery, convenience stores & other facilities with refrigerated cases (Utility rebates may be available)
   - Track total energy use and share data with employees through bulletin board postings or newsletters to make the entire company aware of the firm’s efforts to be more sustainable
   - All HVAC equipment to meets or exceeds energy efficiency standards as defined in the current edition of the Minnesota Energy Code
   - Economizers installed and operational on all HVAC equipment
   - Variable speed motors on HVAC equipment where applicable (cooking exhaust/makeup air, HVAC units serving VAV systems, chillers/cooling towers, industrial hoods, pumps, etc.)
   - ECM (Electronically Commutated Motors) on all fans
   - Energy Recovery Ventilation systems utilized
   - Temperature reset on hydronic heating systems
4. Energy & Water Conservation (cont.)

☐ 4.11 Heat recovery system on utilized refrigeration and/or industrial equipment to recapture waste heat to preheat domestic water or outside ventilation air

☐ 4.12 Utilize programmable thermostats or Energy Management System to control all HVAC equipment

☐ 4.13 Other - explain in comment box below

☐ 4.14 All incandescent light bulbs have been replaced with compact fluorescent bulbs

☐ 4.15 All incandescent or compact fluorescent light bulbs have been replaced with LED bulbs

☐ 4.16 All fluorescent light fixtures upgraded to T8 or T 75 with electronic ballasts

☐ 4.17 All lighted EXIT signs upgraded to LED EXIT signs

☐ 4.18 LED parking lot lighting

☐ 4.19 Lighting controlled by motion detectors, timers or other controls

☐ 4.20 Commit to equipment replacement using only "Energy Star" rated products and appliances

☐ 4.21 Set all computers to energy saving modes

☐ 4.22 Other - explain in comment box below

☐ 4.23 On site renewable energy (solar, wind, biomass, biodiesel, etc.)

☐ 4.24 Purchase energy from renewable sources (solar credits, etc.)

☐ 4.25 Other - explain in comment box below

☐ 4.26 Replace all plumbing fixtures with fixtures that meet or exceed current codes and standards for water use efficiency (1.6 gpf water closets, 1.0 gpf urinals, 0.5 gpm lavatories, etc.)

☐ 4.27 Low or no water landscaping on property (ex. irrigation water sensor, Smart irrigation controller)

☐ 4.28 Landscaping to contain storm water runoff (ex. rain garden, permeable pavement)

☐ 4.29 Install water heaters that meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code

☐ 4.30 Insulate all HW, CW and process piping to meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code

5. Transportation

☐ 5.1 Electric and/or Hybrid Vehicles used for company business fleet

☐ 5.2 Charging stations provided for electric vehicles

☐ 5.3 Bike racks provided for employees and customers who bike

☐ 5.4 Showers, changing facilities provided for employees who bike

☐ 5.5 Preferred spaces provided for carpools

☐ 5.6 "ULEV" or electric charging station

☐ 5.7 Use telephone or web conferences instead of traveling for face-to-face meetings

6. Involve Employees & Customers

☐ 6.1 Establish and maintain a committee of employees to help develop and promote sustainable business practices

☐ 6.2 Provide recognition and awards for individual and/or groups of employees who practice and promote sustainable business practices

☐ 6.3 Provide training and support for employees to help them implement and maintain sustainable practices

☐ 6.4 Encourage customers to practice sustainability (Example: reusable bags & containers; encourage & assist customers to recycle, reduce waste; reduce use of resources)