

	YES	NO	FUTURE	NOTES:
<u>ADMINISTRATIVE</u>				
• Engage with company leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Form a committee with representatives from all sectors of the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Review the sustainability checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If starting a new project, incorporate sustainability goals into the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Set goals, budget and action items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Educate employees, clients and vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Have an energy audit completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Explore LEED for existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Have a comprehensive maintenance plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>ENERGY</u>				
• Energy Star Portfolio: Enter Energy Bills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Form a committee with representatives from all sectors of the business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Review the sustainability checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If planning a new project, incorporate sustainability goals into the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Set goals, budget and action items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Educate employees, clients and vendors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Transportation, fleet, deliveries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>LIGHTING</u>				
• Install LED Lights or UPDATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Install Light Timers, Occupancy Sensors or Lighting Control System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Exterior lighting on timers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>MATERIALS</u>				
• Improve Insulation (Envelope, Pipes that transfer heat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Use LOW VOC paints, adhesives, materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Use FSC Certified Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Buy from local vendors, manufacturers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>HVAC</u>				
• Heat Pumps are an untapped market for industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• High velocity, low speed fans to move air and make systems run more efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Smart controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Unoccupied settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• If waste heat is available, use it for other uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Preventative maintenance!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>WATER</u>				
• Waterless Urinals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Low flow faucets and fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Reuse gray water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Capture & use rain water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Install water bottle dispensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>WASTE STREAM</u>				
• Implement a recycling program, starting with paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Look at current waste stream and begin to reduce, reuse, recycle what you can	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Compost food waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Recycling containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Measure & improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	YES	NO	FUTURE	NOTES:	
<u>MAINTENANCE</u>					
• Non-toxic cleaning supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Refillable, reusable containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Cleanable filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<u>OCCUPANT COMFORT AND EDUCATION</u>					
• Survey your team on their comfort (temperature, noise, lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Install signage to educate about measures being taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Improved ventilation & filtration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Cleaning services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Fresh air, integration with HVAC systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Occupant driven Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<u>PROCESS IMPROVEMENT</u>					
• Supply Chain Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Process improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Fleet conversion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<u>LANDSCAPING</u>					
• Plants and Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Native & Adaptive Species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Eliminate Irrigation if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Incorporate rain gardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		