



**OFFICE AND COMMERCIAL CHECKLIST** updated\_v2: 06/05/2026

**Business Resource Champion of Cuyahoga County**

*Checklist for retail (clothing, discount store, specialty store, warehouse, department store, drugstore, grocery) and office (doctor, dentist, veterinarian, real estate, insurance, law, government)*

For certification, follow the checklist to note the points earned for each category including:

- Best Practices
- Waste Reduction/Reuse
- Recycling
- Purchasing
- Organics/Food Donation
- Landscaping

Certification Levels	
Platinum	56-76 points
Gold	46-55 points
Silver	41-45 points
Green	35-40 points

CATEGORY: BEST PRACTICES (Minimum Requirements) <u>ALL</u> items in this section are required.		POINTS	
		Available	Earned
	Have support from administration/management for waste reduction/recycling/composting initiatives.	1	
	Established staff Green Team.	1	
	Perform a waste audit (where applicable).	3	
	Elicit input from staff regarding waste reduction priorities/strategic planning.	1	
	Identify the metrics for the priorities you have established.	1	
	Have a published waste reduction/recycling/composting plan in place.	1	
	Offer regular waste reduction training for staff/visitors.	1	
	Incorporate waste reduction policies into new staff orientations and training.	1	
	Have an incentive program for staff to reduce waste/recycle/compost.	1	
	Provide environmental related volunteer opportunities to staff i.e., beach or area clean up, hold collection opportunities like clothing, shoes.	1	
	Have a succession plan for your program – make it sustainable long term.	1	
<b>TOTAL POINTS</b>		<b>13</b>	





CATEGORY: WASTE REDUCTION/REUSE		POINTS	
		Available	Earned
	Paperless policy	1	
	All copiers/printers set to double sided printing.	1	
	Print only as needed.	1	
	Use both sides of paper to take notes.	1	
	Office supply reuse policy and program in place.	1	
	Office equipment and furniture repair and donation policy.	1	
	Reusable water bottle refill stations.	1	
	Provide reusable water bottles or mugs to employees.	1	
	Reusable service ware, glasses, and cutlery in staff break room.	1	
	High efficiency hand dryers to replace paper towel dispensers in restrooms.	1	
	Refillable soap at sinks.	1	
	Online magazine subscriptions.	1	
	Use a sustainable caterer for bringing in staff luncheons.	1	
	Encourage staff to pack their lunches in reusable containers.	1	
	Eliminate offering disposable bottled water for meetings.	1	
	Eliminate use of K-cups.	1	
	Provide recycling program for K-cups, Nespresso coffee pods, or Alterra Coffee Service.	1	
	Host one zero or reduced waste event annually.	2	
<b>TOTAL POINTS</b>		<b>21</b>	



CATEGORY: RECYCLING		POINTS	
		Available	Earned
	Paper	1	
	Cardboard	1	
	Glass	1	
	Batteries	1	
	Electronics	1	
	Ink/toner cartridges	1	
	Hazardous waste (where applicable)	1	
	Fluorescent light bulbs/tube recycling, recycling of universal waste	1	
	Plastic film recycling	1	
	Bottle and jug recycling	1	
	Carton recycling	1	
	Can recycling	1	
	Scrap metal recycling	1	
	Clear, concise, easy to read compost, landfill, and recycling signage on bins.	1	
	Track waste and recycling over time.	2	
	Deskside recycling bins (1), extra point for waste sidecar (1)	1 or 2	
	Centralized recycling station rather than at desks.	3	
<b>TOTAL POINTS</b>		<b>21</b>	

CATEGORY: PURCHASING		POINTS	
		Available	Earned
	Sustainable purchasing policy, ex. copy paper must have 30% or more recycled content.	1	



	Purchase only EPEAT electronics whenever possible.	1	
	Buy reusable over disposable.	1	
	Centralized office supply ordering and bulk buying when possible.	1	
	Purchase remanufactured ink and toner cartridges.	1	
	Purchase Green Seal or other 3 <sup>rd</sup> party certified green cleaning products.	1	
	Dilution System for cleaning in janitorial closet.	1	
	Furniture must have recycled content.	2	
	Deliveries must have minimal and all recyclable packaging.	2	
<b>TOTAL POINTS</b>		<b>11</b>	

<b>CATEGORY: ORGANICS/FOOD DONATION</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
	Communicate waste diversion successes to staff.	1	
	Food donation policy/program in place for staff or visitor group lunches.	1	
	Share table for bananas, oranges, apples, and other food as appropriate.	1	
	Track food waste and have staff participate in a food waste reduction challenge.	2	
	Compost program	3	
<b>TOTAL POINTS</b>		<b>8</b>	

<b>CATEGORY: LANDSCAPING</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
	Mulching mower – leave grass clippings on lawn.	1	
	Mulch leaves and leave on grass or compost other leaves and yard waste.	1	
<b>TOTAL POINTS</b>		<b>2</b>	



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**BUSINESS RESOURCE CHAMPION OF CUYAHOGA COUNTY  
CERTIFICATION LEVEL FOR OFFICE AND COMMERCIAL**

[CHECKLIST SUMMARY]		POINTS	
		Available	Earned
	CATEGORY: BEST PRACTICES	13	
	CATEGORY: WASTE REDUCTION/REUSE	21	
	CATEGORY: RECYCLING	21	
	CATEGORY: PURCHASING	11	
	CATEGORY: ORGANICS/FOOD DONATION	8	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
<b>[GRAND TOTAL POINTS]</b>		<b>76</b>	

**Other:** Please list any other metrics you have achieved not previously listed for which you would like to have considered as credits.

**Vendors:** Name all vendors you are using for waste, recycling, and composting and what they are picking up.

<u>MATERIAL TYPE</u>	<u>VENDOR NAME</u>