



OFFICE AND COMMERCIAL CHECKLIST

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	
TOTAL POINTS		13	





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	
	Eliminate use of K-cups, Nespresso coffee pods, or Alterra Coffee Service.	3	
	Host one zero or reduced waste event annually.	2	
TOTAL POINTS		22	



CATEGORY: RECYCLING		POINTS	
		Available	Earned
	Paper	1	
	Cardboard	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	
	TOTAL POINTS	20	

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 rd 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	
TOTAL POINTS	11	

CATEGORY: ORGANICS/FOOD DONATION		POINTS	
		Available	Earned
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		
TOTAL POINTS	8		

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



**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	22	
	CATEGORY: RECYCLING	20	
	CATEGORY: PURCHASING	11	
	CATEGORY: ORGANICS/FOOD DONATION	8	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
[GRAND TOTAL POINTS]		76	

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>