



e₂Business
SLCgreen

e2 Business Self-Assessment Checklist

Business Name: _____

Date Completed: _____ **By:** _____

Use this checklist to identify ways of improving the environmental performance of your business.

	Yes	No	N/A
1. Office/Employee Area			
<i>Do you recycle any of the following?</i>			
1.1 Office paper			
1.2 Mixed Paper (opened mail, catalogs, magazines, phone books, brown bags)			
1.3 Newspaper			
1.4 Paperboard			
1.5 Corrugated Cardboard			
1.6 Plastic bags			
1.7 Copier, printer, and fax ink and toner cartridges			
1.8 Food scraps			
1.9 Commingled containers (aluminum/steel cans, plastic bottles and jugs - #1- 7, paper milk and			
1.10 Glass bottles and jars			
1.11 Scrap metal			
1.12 Hazardous materials (cleaners, solvents, batteries, used oil, etc.			
<i>Do you donate or recycle:</i>			
1.13 Computers			
1.14 Other electronic equipment			
1.15 Furniture			
1.16 Office supplies			
1.17 Unsold items			
1.18 Unused products			
<i>Do you purchase any of the following recycled-content products?</i>			
1.19 Office Supplies (folders, mailing envelopes, plastic trays)			
1.20 Copy and printing paper (at least 30% post consumer)			
1.21 Letterhead, stationary, envelopes			
1.22 Binders			
1.23 Refurbished furniture, including modular			
1.24 Used quality equipment, such as computers, phone systems, etc.			
<i>Do you reduce paper use by:</i>			
1.25 Double-sided copying			
1.26 Double-sided printing			
1.27 Using scrap paper for notes			
1.28 Using e-mail for memos or posting messages on bulletin board			
1.29 Not printing drafts or printing them on scrap paper			

	Yes	No	N/A
1.30 Sending/receiving e-mails through your computer or print on scrap paper			
1.31 Programming your fax to eliminate confirmation sheets			
1.32 Printing letterhead or forms on demand or use digital letterhead design for all letters			
1.33 Having a printer drawer for one-sided scrap paper			
1.34 Offering annual reports or major documents electronically			
1.35 Developing a web page for frequently-requested information			
1.36 Using erasable boards or PowerPoint instead of flip charts or overheads			
1.37 Editing documents digitally			
1.38 Making efforts to reduce junk mail			
1.39 Updating distribution and mailing lists to minimize waste and duplicates			
2. Custodial, Maintenance, and Landscape			
2.1 Are your cleaning supplies less toxic? (check material safety data sheets)			
2.2 Do you or your cleaning staff use reusable rags and other cleaning items?			
2.3 Do you or your cleaning staff use bulk, concentrate cleaners?			
2.4 Do your restrooms contain electric hand dryers, linen towel rolls, or roll paper towels?			
2.5 Do you or your maintenance crew use the least toxic alternative for melting ice in store entryway and parking lot?			
2.6 Do you or your maintenance crew have a system for identifying and repairing leaking water fixtures (including outside)?			
2.7 Do you specify the use of non-toxic alternatives in new or negotiated contracts?			
2.8 Do you or your landscape crew use integrated pest management to address indoor and landscape pest problems?			
2.9 Is your landscape appropriate for the semi-arid climate of Utah?			
2.10 Does your landscape have a timed or drip irrigation system?			
2.11 Do you use low toxic (low VOC) paint and sealants whenever possible?			
2.12 Are your hot water pipes, boilers, and water heaters properly insulated?			
2.13 Do you compost yard waste (landscape trimmings)?			
3. Purchasing and Stocking			
3.1 Do you purchase reusable, durable products?			
3.2 Do you purchase items in bulk with less packaging?			
3.3 Do you purchase concentrates when possible (e.g. cleaning products)?			
3.4 Do you recycle corrugated cardboard?			
3.5 Do you recycle/reuse all packaging materials, such as Styrofoam peanuts?			
3.6 Do you rent, lease, or contract for equipment that is infrequently-used or needs costly maintenance?			
3.7 Do you use vegetable-based inks (instead of petroleum-based)?			
3.8 Do you refillable inkjet print cartridges?			
3.9 Do you use unbleached paper or paper bleached without chlorine or its derivatives?			
3.10 Do you carefully calculate quantities needed to reduce excess, waste, and storage?			
4. Food Service (if applicable)			
4.1 Do you donate any leftover food, perishable or non-perishable?			
4.2 Do you encourage the use of reusable cups, mugs, and utensils?			
4.3 Do you use refillable water bottles or coolers instead of disposable plastic water bottles?			

	Yes	No	N/A	Comments
5. Energy				
5.1 Have you installed light emitting diode (LED) lighting?				LED lighting products produce light up to 90% more efficiently than incandescent light bulbs.
5.2 Have you installed T-8 or T-5 lamps in overhead fluorescent fixtures?				T8 lamps with electronic ballasts typically use about 32% less energy than the T12 (magnetic ballasts) lamps. T5 lamps (electronic ballasts) will use about 45% less energy than the T12 setup.
5.3 Do you use natural lighting whenever possible?				
5.4 Have you installed reflectors in fluorescent or other fixtures?				
5.5 Are lights and equipment typically turned off in areas where no one is working?				Buy ENERGY STAR equipment to reduce energy use while in standby and off modes.
5.6 Are switches located conveniently so that employees can turn them off easily?				
5.7 Are outside lights on timers or light sensors?				Timers and light sensors automatically turn lights on in the evening and turn them off during the day.
5.8 Are all outside walls adequately insulated?				
5.9 Have you installed occupancy sensors or light timers in appropriate areas?				In seldom used areas where lights are often left on, such as in bathrooms and break rooms, motion sensors or timers can save a lot of energy and money.
5.10 Are windows insulated and/or coated to reduce heat gain or loss?				
5.11 Are drafts and gaps caulked, sealed, and insulated to reduce heat loss (e.g. around doors and windows, outlets, chimneys, vents, pipes, etc.)?				
5.12 Are furnaces, oil burners, boilers, etc maintained on a regular basis?				Clean furnaces and well maintained burners run more efficiently, thus saving energy and money.
5.13 Are thermostats kept low when buildings are not occupied?				In the heating season, set the thermostat at 70 degrees or below. At night, set it at 55 degrees. In the cooling season, set the thermostat to 76 or higher day and 85 at night.
5.14 Are thermostats on timers?				A programmable thermostat makes it easier to set appropriate temperatures.
5.15 Are ENERGY STAR appliance and equipment purchased and used?				ENERGY STAR labeled equipment is more energy efficient with the same performance
5.16 Are all computers set to sleep not used for 15 minutes or more?				
5.17 Is other non-essential equipment turned off after business hours?				Plugging equipment into power strips can make it easier to turn them all off at the end of the day.
5.18 Are you purchasing wind power?				
5.19 Are bus schedules available to encourage bus use?				
5.20 Are showers and lockers available for bikers or walkers?				
5.21 Are carpooling groups set up through work?				