

GREEN BUSINESS CERTIFICATION (GBC)

Business Name:
Business Address:
Plano, TX ZIP:



Commercial Recycling
4200 W. Plano Parkway
Plano, TX 75093
972-769-4393

OFFICE/RETAIL CHECKLIST

- General Education
- Waste Reduction
- Energy Efficiency
- Water Efficiency
- Pollution Prevention
- Sustainable Purchasing
- Innovation



GENERAL EDUCATION REQUIRED MEASURES		<input checked="" type="checkbox"/>
1	Create Green Business Policy that highlights your commitment to sustainability.	<input type="checkbox"/>
2	Post Green Business Policy in a visible location for your employees.	<input type="checkbox"/>
3	Establish a green team to assist management with green business initiatives.	<input type="checkbox"/>
4	Provide incentives or training to encourage employee participation in ongoing GBC criteria.	<input type="checkbox"/>
5	Post GBC decal in a visible location and on company website, if applicable.	<input type="checkbox"/>
6	Schedule quarterly communications to keep employees involved in environmental improvements.	<input type="checkbox"/>

WASTE REDUCTION REQUIRED MEASURES		<input checked="" type="checkbox"/>
1	Conduct annual assessment of your company's waste.	<input type="checkbox"/>
2	Participate in single-stream recycling.	<input type="checkbox"/>
3	Eliminate Styrofoam in break rooms.	<input type="checkbox"/>
4	Provide reusable, compostable and/or recyclable kitchenware for employee use.	<input type="checkbox"/>
5	Recycle print cartridges.	<input type="checkbox"/>
6	Recycle company-issued cell phones.	<input type="checkbox"/>

WASTE REDUCTION OPTIONAL MEASURES Choose 6 Measures		<input checked="" type="checkbox"/>
7	Provide filtration system for drinking water.	<input type="checkbox"/>
8	Eliminate individual disposable water bottles for employees.	<input type="checkbox"/>
9	Install hygienic, energy-efficient hand dryers in restrooms.	<input type="checkbox"/>
10	Set printer default to double-sided printing and grayscale; make double-sided copies.	<input type="checkbox"/>
11	Reduce paper documents by creating electronic files.	<input type="checkbox"/>
12	Send and receive faxes directly from computers without printing.	<input type="checkbox"/>
13	Reuse office paper for scratch paper.	<input type="checkbox"/>
14	Use marketing materials that require no envelope.	<input type="checkbox"/>

15	Purchase used or refurbished equipment and/or furniture.	<input type="checkbox"/>
16	Donate, sell or exchange used furniture, electronics and office supplies.	<input type="checkbox"/>
17	Use rechargeable batteries and recycle when expired.	<input type="checkbox"/>
18	Promote use of reusable bags.	<input type="checkbox"/>
19	Offer incentives to customers who use reusable bags.	<input type="checkbox"/>
20	Reuse boxes and packaging.	<input type="checkbox"/>
21	Provide trash and recycling containers for employees at each desk.	<input type="checkbox"/>
22	Hold at least one annual event to promote waste reduction.	<input type="checkbox"/>
23	Compost food.	<input type="checkbox"/>

	ENERGY EFFICIENCY REQUIRED MEASURES	<input checked="" type="checkbox"/>
1	Provide heating, ventilation and air conditioning (HVAC) service history or property management contract prior to certification.	<input type="checkbox"/>
2	Replace all incandescent lamps with compact fluorescent lamps (CFL) or high-efficiency alternatives such as light emitting diodes (LED) when needed.	<input type="checkbox"/>
3	Report energy usage annually on initial certification date.	<input type="checkbox"/>
4	Set energy-saver feature as default on all electronics.	<input type="checkbox"/>
5	Replace 50% of T-12 fluorescent lighting with T-8 lamps within 2 years of initial certification period. (Upon renewal, the remaining T-12s must be replaced by the end of the first renewal period.	<input type="checkbox"/>
6	Turn off monitors and printers at close of business.	<input type="checkbox"/>
7	Turn off lights when leaving office, restroom, break room, etc.	<input type="checkbox"/>
8	Turn off exterior lights during daylight hours.	<input type="checkbox"/>
	ENERGY EFFICIENCY OPTIONAL MEASURES Choose 9 Measures	<input checked="" type="checkbox"/>
9	Upgrade A/C unit to a greater Seasonal Energy Efficient Rating (SEER).	<input type="checkbox"/>
10	Replace computers and appliances with Energy Star or equivalent.	<input type="checkbox"/>
11	Purchase carbon offsets.	<input type="checkbox"/>
12	Perform energy audit.	<input type="checkbox"/>
13	Purchase a minimum 20% green power.	<input type="checkbox"/>
14	Use lighting controls such as motion sensors, photocells or timers.	<input type="checkbox"/>
15	Reduce number of lamps per fixture where appropriate.	<input type="checkbox"/>
16	Install programmable thermostat and set to 70° or less in winter and 75° or more in summer with a nighttime set back of 55° and 85°, respectively.	<input type="checkbox"/>
17	Insulate water heaters and hot water pipes.	<input type="checkbox"/>
18	Replace windows with double pane, low-emitting (low-E) windows.	<input type="checkbox"/>

19	Apply window film or install solar screens.	<input type="checkbox"/>
20	Shade sun-exposed windows and walls with awnings, sunscreens, shade trees or shrubbery.	<input type="checkbox"/>
21	Place "Turn Off Light" labels on light switch plates where appropriate.	<input type="checkbox"/>
22	Use caulk and/or weather-stripping around windows and doors.	<input type="checkbox"/>
23	Replace EXIT signs with LED models.	<input type="checkbox"/>
24	Prohibit use of personal refrigerators and space heaters.	<input type="checkbox"/>
25	Install smart strips to automatically shut off electronics at night and on weekends.	<input type="checkbox"/>
26	Use task lighting where extra light is needed, rather than lighting an entire area.	<input type="checkbox"/>
27	Rearrange workspace to take advantage of areas with natural sunlight and design for increased natural lighting when remodeling.	<input type="checkbox"/>

WATER EFFICIENCY REQUIRED MEASURES		<input checked="" type="checkbox"/>
1	Report water usage annually to Commercial Recycling on initial certification date.	<input type="checkbox"/>
2	Post signs in restrooms and kitchens to report leaks and encourage water conservation.	<input type="checkbox"/>
3	Install faucet aerators or flow restrictors.	<input type="checkbox"/>
WATER EFFICIENCY OPTIONAL MEASURES Choose 1 Measure		<input checked="" type="checkbox"/>
4	Use booster heater for hot water.	<input type="checkbox"/>
5	Install automatic and/or sensor self-closing faucets.	<input type="checkbox"/>
6	Utilize toilets with a flush rate of 1.6 gpf or better.	<input type="checkbox"/>
7	Utilize urinals with a flush rate of 1.6 gpf or better.	<input type="checkbox"/>
8	Use dishwasher only when full and post signage as employee reminder.	<input type="checkbox"/>

WATER EFFICIENCY-LANDSCAPE REQUIRED MEASURES If you do not have or do not manage your landscape, you are exempt from these measures. Check box if exempt: <input type="checkbox"/>		<input checked="" type="checkbox"/>
9	Adjust sprinkler times according to season and comply with City watering restrictions.	<input type="checkbox"/>
10	Perform irrigation test to ensure proper operation and prevent runoff.	<input type="checkbox"/>
WATER EFFICIENCY-LANDSCAPE OPTIONAL MEASURES Choose 2 Measures If you do not have or do not manage your landscape, you are exempt from these measures. Check box if exempt: <input type="checkbox"/>		<input checked="" type="checkbox"/>
11	Install drip irrigation.	<input type="checkbox"/>
12	Install smart irrigation controller.	<input type="checkbox"/>
13	Plant drought-tolerant, native adaptive plants.	<input type="checkbox"/>
14	Apply mulch annually.	<input type="checkbox"/>
15	Redirect downspouts toward landscaped areas where possible.	<input type="checkbox"/>

16	Use electric mowers and edgers.	<input type="checkbox"/>
17	Leave grass clippings on ground and recycle landscape waste in compostable bags.	<input type="checkbox"/>
18	Install rain barrel.	<input type="checkbox"/>

POLLUTION PREVENTION REQUIRED MEASURES		<input checked="" type="checkbox"/>
1	Substitute chemical products with less-toxic ones.	<input type="checkbox"/>
2	Use at least one non-toxic, biodegradable cleaner.	<input type="checkbox"/>
3	Keep dumpster lids closed to keep out rainwater.	<input type="checkbox"/>
POLLUTION PREVENTION OPTIONAL MEASURES Choose 1 Measure		<input checked="" type="checkbox"/>
4	Use low volatile organic compounds (VOC) non-toxic paint products.	<input type="checkbox"/>
5	Use environmentally-friendly pest control products.	<input type="checkbox"/>
6	Provide employees with incentives and/or options for alternative transportation.	<input type="checkbox"/>
7	Install bike racks for employees and customers.	<input type="checkbox"/>
8	Use organic products in landscaping.	<input type="checkbox"/>
9	Post signs outdoors describing methods to prevent pollutants and litter from reaching storm drains.	<input type="checkbox"/>

SUSTAINABLE PURCHASING REQUIRED MEASURES		<input checked="" type="checkbox"/>
1	Provide list of sustainable products your company purchases within six months of certification.	<input type="checkbox"/>
2	Choose three recycled content products used in your business: <input type="checkbox"/> Letterhead and business cards <input type="checkbox"/> Envelopes <input type="checkbox"/> File or hanging folders <input type="checkbox"/> Paper towels (minimum 40% post-consumer recycled content) <input type="checkbox"/> Toilet tissue (minimum 20% post-consumer recycled content) <input type="checkbox"/> Facial tissue paper (minimum 10% post-consumer recycled content) <input type="checkbox"/> Paper napkins (minimum 30% post-consumer recycled content) <input type="checkbox"/> Remanufactured toner cartridges <input type="checkbox"/> Other (<i>please list here</i>):	<input type="checkbox"/>
3	Eliminate use of Styrofoam, including catered events.	<input type="checkbox"/>

INNOVATION OPTIONAL MEASURES The following are not required to gain green business certification but will elevate your sustainability efforts. If deficient in other required areas, innovation options may be substituted to meet requirement.		<input checked="" type="checkbox"/>
1	Install graywater system.	<input type="checkbox"/>
2	Install wind turbine.	<input type="checkbox"/>
3	Implement a stormwater plan that results in 25% decrease in rate and quantity of stormwater runoff.	<input type="checkbox"/>
4	Install vehicle charging station.	<input type="checkbox"/>
5	Provide special parking for hybrid and/or electric vehicles.	<input type="checkbox"/>

6	Install solar electric system.	<input type="checkbox"/>
7	Install cistern.	<input type="checkbox"/>
8	Install solar thermal system.	<input type="checkbox"/>
9	Install geothermal system.	<input type="checkbox"/>
10	Purchase 100% green power.	<input type="checkbox"/>
11	Replace all fluorescent lighting with T-5 lamps.	<input type="checkbox"/>
12	Replace all toilets with ones that exceed 1.6 gpf.	<input type="checkbox"/>
13	Replace all urinals with ones that exceed 1.0 gpf.	<input type="checkbox"/>
14	Install albedo roof.	<input type="checkbox"/>
15	Ban use of plastic bags for carry-out purposes.	<input type="checkbox"/>
16	Other:	<input type="checkbox"/>

Businesses are required to maintain established measures as reflected in this document during the two-year certification period. Failure to do so may result in loss of certification.

GBC PROPERTY PROVISIONS

RECYCLING CONTAINER

A side-by-side trash/recycling container may be loaned to businesses after certification is approved and upon request. The container must be placed in a visible location within the business. Container dimensions are 17.5x17.5x32. Containers remain the property of the City of Plano and must be returned if certification is not renewed by either party. Please indicate if you would like to have a container placed on your premises by checking one of the boxes shown below:

- Yes. I would like to have a container placed in my business.
- No. I do not want a container placed in my business at this time.



CERTIFICATES & DECALS

Certificates and decals remain the property of the City of Plano and may be removed upon request by owner or upon non-certification or renewal.

COMPLETED BY:	
TITLE:	
DATE COMPLETED:	