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## Application / Businesses / Offices, Educational Institutions and Nonprofits

**Organization / Business Name:**

**Contact Name:**

**Contact Email:**

**Contact Phone:**

**Street Address:**

**City:**

**Zip Code:**

**Number of Employees:**

**My organization is ready to get green. Here's how we plan to do it.**

### Here's how we will inform and engage

**Mandatory Commitments:**

**Within the next year:**

- By January 15 of each year, we will summarize and submit the green initiatives we have begun or continued as a result of being part of GreenSpot.
- We will create and display an environmental policy or mission statement.
- We will measure our compliance with local, federal, health, safety, and environmental regulations.

**Additional Commitments:**

**Within the next year:**

Choose (6):

- We will encourage a neighboring business to become a GreenSpot by referring them to the GreenSpot website.
- We will display our GreenSpot decal in a window or some other visible place.
- We will hold a workplace Earth Shares giving campaign, encouraging associates to contribute time or money to the network of environmental organizations.



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- We will keep employees informed about our green efforts by including updates in employee communications such as newsletters or bulletins.
- We will openly encourage employees to be responsible environmental stewards in their personal lives.
- We will post a list of the commitments we chose for becoming a GreenSpot business where both customers and employees can see it.
- We will talk about our green efforts at staff meetings.
- We will support an environmental nonprofit organization through financial contributions, in-kind services, volunteer work, or board service.
- We will track and post utility usage in a common employee space.
- Other ways we will inform and engage. Please tell us what you will be doing in the space at the end of the form.

**Here's how we will reduce, reuse, and recycle**

**Mandatory Commitments:**

**Within the next year:**

- We will incorporate into our stock certain office and other supplies made with recycled or recyclable materials.
- We will establish a building-wide recycling program that includes-at a minimum-glass, aluminum, plastic bottles and paper.
- We will perform a waste audit of our business.
- We will track our monthly waste.

**Additional Commitments:**

**Within the next year:**

Choose (12)

- We will encourage delivery of products in returnable, reusable, recycled or recyclable containers.
- We will encourage employees to communicate electronically, instead of on paper, whenever practicable and appropriate.
- We will donate unwanted furniture, supplies, scrap materials, linens, phones, etc.



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- We will encourage employees to email or post staff memos and schedules in a central place instead of printing copies for each employee whenever practicable and appropriate.
- We will expand our recycling program to include additional materials, such as plastic film, refrigerants, re-use of water, hangers, etc. Additional materials we will include in our recycling program are...
- We will make available reusable dishware whenever practicable.
- We will purchase condiments (milk, sugar, cream, etc.) and supplies (soap, toilet paper, etc.) in bulk.
- We will purchase or obtain used office furniture.
- We will incorporate into our stock, and encourage the use of, reusable rather than disposable office supplies, such as erasable white boards and wall calendars.
- We will recycle or donate electronics that no longer work, or are no longer useful.
- We will recycle toner and inkjet printer cartridges.
- We will reduce our paper use by:
  - Encouraging employees to avoid making unnecessary copies, and to make double-sided whenever practicable.
  - Not using a separate cover sheet for faxes.
  - Encourage employees to reuse paper for scrap paper.
  - Removing our name from junk mail lists.
  - Keeping our customer mailing lists current, without duplications.
- We will incorporate recycled content, non-chlorine-bleached paper towels into our supply stock whenever practicable. Possible alternatives include:
  - Recycled content, non-chlorine-bleached paper towels
  - Energy-efficient air dryers
- We will reuse packaging (bubble wrap, cardboard boxes and polystyrene peanuts) or donate them to a local shipping company.



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- When creating mailings, we will design them so they do not require an envelope whenever appropriate and practicable.
- We will make recycling bins convenient for employees, placing them at desks or in kitchens and other common areas.
- We will reuse our holiday decorations whenever practicable.
- We will tell our suppliers that we prefer recycled and/or recyclable materials in packaging.
- We will provide our customers with an on-line payment option.
- We will use rechargeable batteries or solar power for calculators.
- We will buy customer recognition and/or promotional gifts that are made with recycled and/or recyclable materials whenever practicable.
- Other ways we will reduce, reuse and recycle. Please tell us what you will be doing in the space at the end of the form.

### **Here's how we will conserve & protect water**

#### **Mandatory Commitments:**

##### **Within the next year:**

- If required by law, we will comply with the City Spill Prevention Control and Countermeasure Plan requirements.
- We will check for leaks by performing a water audit (if we have more than 100 employees) or by closely reviewing our water bills (if we have fewer than 100 employees).
- We will comply with the City Fats, Oils and Grease Regulation to the extent required by law and applicable to our business.



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**Additional Commitments:**

**Within the next year:**

Choose (5)

- We will clean all outdoor areas-like parking lots, sidewalks, alleys, and patios-with a broom and/or damp mop instead of a hose whenever practicable. If hosing is required, we will collect the runoff and dispose of it properly.
- We will incorporate water-efficient (1.6 to 2.2 gallons/minute) pre-rinse spray nozzles in our kitchens for washing dishes.
- We will install automatic faucets on sinks whenever practicable.
- We will keep receiving areas and dumpsters clear of litter, periodically sweeping the area and ensuring each waste receptacle has a tight-fitting lid.
- We will not hose off or wash cars, equipment, floor mats, or other items where runoff water flows into the storm drain.
- We will provide an outdoor receptacle for cigarette butt disposal.
- We will replace toilets that use 3 or more gallons of water per flush with ones that use 1.6 gallons or less.
- When we replace urinals, we will incorporate water-free urinals or those which use 1 gallon of water or less per flush.
- Wherever practicable, we will run our dishwashers only when they are full and post a sign to remind employees to do so.

**If we rent our space:**

- We will encourage our landlord to replace inefficient toilets, urinals and faucets
- We will encourage our employees to report water leaks.
- We will provide our employees with conservation tips for the office and their homes.
- We will use utilize car washing facilities that recycle the water, and encourage our employees to do the same.



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- We will post signs encouraging water conservation.
- Other ways we will conserve & protect water. Please tell us what you will be doing in the space at the end of the form.

**If applicable, we will landscape more responsibly**

- We do not manage our landscaping. Our landlord does.**
- Our business is responsible for the landscaping. We will do three of the following:**
  - As new plants are needed, we will incorporate into our landscape as appropriate native, drought-resistant plants.
  - We will install a cistern or rain barrel to catch rainwater, and use it to water landscaped areas
  - We will install a rain garden
  - We will install a drip irrigation system.
  - We will redirect downspouts towards landscaped areas where practicable.
  - We will remove hardscape and install permeable paving, such as porous concrete or porous pavers.
  - We will test our irrigation system to ensure proper operation and watering schedule. We will ensure all sprayheads are functioning and are not spraying onto any hardscape (e.g., pavement).
  - We will water only when necessary and reasonable.

**Here's how we will conserve energy**

**Mandatory Commitments:**

**Within the next year:**

- We will perform an energy audit, or use EnergyStar's Portfolio to track our energy use.



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**Additional Commitments:**

**Within the next year:**

Choose (5)

- We will apply window film to reduce solar heat gain, or shade sun-exposed windows and walls during the warm season by using awnings, sunscreens, shade trees, or shrubbery.
- We will convert to energy-efficient light bulbs, such as compact fluorescent lights (CFLs), and/or upgrade existing fluorescent tube lighting with T-8 or T-5 lamps with electronic ballasts. We will begin with five light fixtures or 10% of our lights (whichever is greater) and commit to changing the rest in the following two years.
- We will implement a facility-wide policy of turning off equipment and lights when not in use.
- We will incorporate motion sensors or timers in low-traffic areas such as storage, bathrooms, and offices.
- We will install programmable thermostats, setting them to 68 degrees in the winter (55 degrees at night, weekends or holidays) & 78 degrees in the summer.
- We will insulate water heaters, storage tanks, and hot water pipes.
- We will perform regular maintenance on our HVAC (heating, ventilation, and air conditioning) and refrigeration systems-or ask our landlord to do so.
- We will replace all exit signs with LED or high-efficiency alternatives.
- We will replace leaky, inefficient, or broken windows with double pane, low-E, energy-efficient windows.
- We will use caulk and/or weather-stripping around windows and doors, keeping caulk in good repair.
- When replacing equipment and appliances, we will ensure they are EnergyStar rated and/or equipped with energy-saving features.
- Other ways we will conserve energy. Please tell us what you will be doing in the space at the end of the form.



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## **Here's how we will travel green**

### **Mandatory Commitments:**

#### **Within the next year:**

- We will encourage all employees to participate in "Two by 2012"-a commitment to commute to work twice a month using an alternative form of transportation (not a single-occupancy vehicle).
- We will maintain or install a bike rack in our facility, or provide employees with another secure location to store bikes.
- **If applicable, we will make our fleet more efficient:**
  - We do not have a fleet of 10 or more vehicles, and transportation is not a major part of our business.
  - We have a fleet of 10 or more vehicles, or transportation is a major part of our business and we will make our fleet more efficient by striving to achieve at least a one-star rating with the Ohio Green Fleet Program.

### **Additional Commitments:**

#### **Within the next year:**

Choose (5)

- If we reimburse employees for driving, we will also reimburse them for biking.
- We will encourage employees to walk or bike to meetings, lunch, etc.
- We will maintain or install a bike rack for customers in or near our facility-in a highly visible, sheltered location.
- We will offer preferred parking arrangements for car pool vehicles.
- We will provide green driving tips on an employee website, bulletin board or in newsletters.
- We will provide bikes for employees to use during the day.
- We will provide employees with COTA Commuter Checks
- We will provide employees with information about ridesharing and bus transportation on a bulletin board and/or in newsletters.
- We will encourage teleconferences, video conferences and web-meetings.
- We will provide employees with a commuter program that allows associates to use pre-tax earnings for commuting and parking expenses.
- We will provide special parking for motorcycles.



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Other ways we will streamline transportation. Please tell us what you will be doing in the space at the end of the form.

**How did you hear about GreenSpot?**

Choose (1)

- We learned about GreenSpot through an advertisement.
- We learned about GreenSpot on the Internet.
- We learned about GreenSpot through Facebook.
- We learned about GreenSpot through a neighbor/friend.
- We learned about GreenSpot through a local business.
- I learned about GreenSpot through the Utility Update bill insert.
- I learned about GreenSpot through MyColumbus Mobile App.
- I learned about GreenSpot through the local media.
- Other way we learned about GreenSpot.

**Other Commitments:** \_\_\_\_\_  
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