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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 record and submit the green initiatives we've 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 challenge 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 prominent place.

We will hold a workplace Earth Shares giving campaign, encouraging associates to contribute to the network of environmental organizations through payroll deduction.

We will keep employees informed about our green efforts by including updates in newsletters and bulletins.

We will openly encourage employees to be responsible environmental stewards in their personal lives.



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We will post a list of the requirements for becoming a GreenSpot business where both customers and employees can see it.

We will set aside time at each staff meeting to talk about our green efforts.

We will support an environmental nonprofit organization through financial contributions, in-kind services, volunteer work, or board service.

We will track and post utility bills in a common employee space.

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

Mandatory Commitments:

Within the next year:

- We will buy office and other supplies made with recycled materials.
- We will establish a business-wide recycling program that includes-at a minimum-glass, aluminum, plastic bottles, steel, 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 buy products in returnable, reusable or recyclable containers.

We will communicate electronically-instead of on paper-whenver possible.

We will donate unwanted furniture, supplies, scrap materials, linens, phones, etc.

We will email or post staff memos and schedules in a central place instead of printing copies for each employee.

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 provide employees and guests reusable dishware instead of disposable.

We will purchase condiments (milk, sugar, cream, etc.) and supplies (soap, toiler paper, etc.) in bulk.

We will purchase or obtain used office furniture.

We will purchase reusable rather than disposable office supplies, such as refillable pens and erasable white boards and wall calendars.

We will recycle electronics that no longer work, or are no longer useful.

We will recycle toner and inkjet printer cartridges.



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We will reduce our paper use by:

Not making unnecessary copies, and double-siding the copies we do make.

Not using a separate cover sheet for faxes

Reusing paper for scrap paper

Removing our name from junk mail lists

Keeping our customer mailing lists current, without duplications

We will replace chlorine-bleached white paper napkins and towels with one of the following alternatives:

Recycled content, non-chlorine-bleached paper towels

Reusable cloth towels and dispensers suitable for washrooms

Reusable cloth towels cleaned by a linen service

Energy-efficient air dryers

We will reuse packaging (bubble wrap, cardboard boxes, polystyrene peanuts) or donate them to a local shipping company.

When creating mailings, we will design them so they don't require an envelope.

We will make recycling bins convenient for employees, placing them at desks and in the kitchen.

We will reuse our holiday decorations.

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.

Here's how we will conserve & protect water

Mandatory Commitments:

Within the next year:

- If applicable, we will fully comply with the City's 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 fully comply with the City's Fats, Oils and Grease Regulation.



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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. If hosing is required, we will collect the runoff and dispose of it as recommended by the City of Columbus.

We will install a water-efficient (1.6 to 2.2 gallons/minute) pre-rinse spray nozzle in our kitchen for washing dishes.

We will install automatic faucets on all sinks.

We will keep receiving areas and dumpsters clear of litter by 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.

We will replace urinals with water-free urinals or ones that use 1 gallon of water or less per flush.

We will run our dishwashers only when they are full and post a sign to remind employees to abide by this commitment.

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 utilize car washing facilities that recycle the water and encourage our employees to do the same.

We will post signs encouraging water conservation.

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 use 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 possible.



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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 needed.

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.

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 next two years.

We will implement a facility-wide policy of turning off equipment and lights when not in use.

We will install 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 winter, 78 degrees in summer, and 55 degrees at night.

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.



Here's how we will travel green

Mandatory Commitments:

Within the next year:

- 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, therefore Fleet is inapplicable.
 - We have a fleet of 10 or more vehicles, or transportation is a major part of our business and we will achieve at least a one-star rating with the Ohio Green Fleet Program.
- 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 install a bike rack in our facility, or provide employees with another secure location to store bikes.

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 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 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 and web-meetings.

Other Commitments: _____
