



Business Name	
Contact	
Phone Number	

MONTEREY BAY AREA GREEN BUSINESS PROGRAM

Janitorial Checklist

Why should my business get certified as a Green Business?

- **No fee:** There is no fee to become a certified Green Business.
- **Better image:** Your company's community image is enhanced through Green Business certification.
- **Save Money:** Saving energy, water and raw materials saves you money. Sending less trash to the landfill saves you money, too.
- **Positive workplace:** Developing a positive, proactive relationship with local compliance inspectors can help you avoid liability, fines and other sanctions.
- **Free advertising:** The Program promotes your business to the public and other businesses for free!
- **Safer Workplace:** Your employees will enjoy a safer workplace and will have one more reason to take pride in working for you.
- **Free assistance:** The Green Business Program offers you free, convenient, time-saving assistance.

How to become a Certified Green Business....

Please read through the following checklist and check all of the boxes that apply. To become certified you must achieve all the criteria that are listed as **REQUIRED**. There are also some categories that offer choices. Call your Green Business Coordinator if you have questions or need assistance meeting the requirements. There are many rebate programs for facility changes. Before upgrading lighting or water fixtures, Talk to your Coordinator about taking advantage of the free rebates. When you believe you have met most or all of the requirements, contact your Coordinator and he or she will begin the certification process. If there are some things that need to be done to meet the requirements, the Coordinator will let you know what you need to fix before certification.

Remember, the program offers free, non-enforcement, technical assistance to help meet the criteria. We will send out professional technical staff to assist you in meeting the energy, water, resource conservation, and pollution prevention requirements.

- For businesses located in the unincorporated areas of Santa Cruz County, Scotts Valley, and Capitola, call (831) 477-3907 or email: greenbusiness@co.santa-cruz.ca.us
- For businesses located in Monterey County, call Monterey County Environmental Health at (831) 755-4579 or email: NapalanJA@co.monterey.ca.us
- For businesses located in the City of Santa Cruz, call (831)420-5160 or email shealy@ci.santa-cruz.ca.us

Green Business Checklist

Business must meet compliance with regulatory requirements as well as all of the criteria outlined below to obtain Green Business Status, except where a choice is given. If a certain section does not apply to your business, mark it with N/A for Not Applicable. For instance, if there aren't any car washing operations at your facility, mark that section N/A. Offices with a cafeteria that is making and/or serving food will need to meet all Green Business Practices required for restaurants.

A. Pollution Prevention

I. Pollution Prevention Measures and Practices

A. Janitorial Chemicals

(Before GB program) (After GB program)

1. Use Green Seal Certified janitorial products whenever possible.
2. Use non-chlorinated abrasive powders (i.e. Bon Ami)
3. Use a non-chlorine bleach alternative for whitening instead of Hydrogen peroxide or bleach.
4. Use an abrasive sponge or pumice stone in place of strong chemicals to remove grime or deposits.
5. Use a vinegar/water mixture instead of alcohol or ammonia-based window cleaners.
6. Use mild detergents or soaps in place of cleaners with alcohol, ammonia, or caustic ingredients.
7. Screen all products for hazard/toxicity prior to using. Obtain Material Safety Data Sheets (MSDS) for all products used.
8. Be sure to avoid these chemicals:

→ Hydrochloric Acid	→ Ethanolamine,
→ Phosphoric Acid,	→ Toluene,
→ Sodium Hydroxide,	→ Alkyl Phenol Ethoxylates,
→ Sodium Metasilicate,	→ Bleach (Sodium Hypochlorite),
→ Potassium Hydroxide,	→ Paradichlorobenzene (Urinal Blocks),
→ Butoxyethanol,	→ Quaternary Ammonium Chloride (Ammonia)
9. Use the lowest concentration of cleaners that will do the job.
10. Only use zinc-free and butyl-free floor cleaners and strippers. (Go to www.greenseal.org to find a product list.)

B. Cleaning Materials

(Before GB program) (After GB program)

1. Buy cleaning equipment such as vacuum cleaners, mop buckets, mops, that are more durable and energy efficient in order to extend life expectancy and reduce waste.
2. Use biodegradable products, like trash bags, when not cost prohibitive.
3. Use reusable spray bottles for dusters, glass cleaners, etc, instead of disposable aerosols.
4. Whenever possible use spray bottles to apply cleaners, rather than mixing a bucket. (Ensures that less cleaner is used and less is wasted).

C. Drains and Housekeeping

(Before GB program) (After GB program)

1. No wastewater may enter a storm drain. “Only rain down the storm drain.
2. Never hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. Never wash vehicles in an area where the wastewater may flow to a storm drain
3. Use dry cleanup methods as a norm, and sweep prior to mopping floors
4. Dry sweep outdoor seating areas and dispose of the debris in the garbage.
5. Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain
6. The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or to landscaping (not permitted to route to landscaping in the City of Santa Cruz). None of the wastewater is entering a storm drain or neighboring water body.
7. Replace traditional janitorial chemicals, including those used in restrooms and staff break rooms or kitchens, with more environmentally friendly chemicals (i.e. replace Comet with Bonami). Use one or a few multipurpose cleaners, rather than many special-purpose cleaners. If a product is Green Seal Certified, it is typically safer and works well.
8. Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
9. Use a licensed, registered PCO (pest control operator) for chemical pesticide applications. Only apply pesticides or herbicides during dry weather and never before it rains.
10. Integrated Pest Management - Use (or specify in contracts with landscapers) least toxic pest control methods and products to reduce or eliminate the use of chemical pesticides.
 - Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
 - Use traps, baits and barriers.
 - Use biological controls.
 - Use pest resistant plants.
 - Use less toxic pesticides such as soaps, oils, and microbials and apply on an "as needed" vs. on a set schedule.
 - When chemical pesticides are necessary, use those labeled "caution" rather than "warning" or "danger"
11. Have a volunteer organization label all storm water drains with “No dumping, Drains to Bay” stencils. Your Green Business Coordinator can organize this for you.
12. Liquids such as leftover beverages are not placed in the garbage, because they eventually reach the dumpster and may leak out into the environment.
13. If water softeners are used, use potassium chloride instead of sodium salt or an exchange service instead of an automatic regenerating unit in areas where treated wastewater is recycled for agricultural purposes.

Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o No wastewater may enter a storm drain. “Only rain down the storm drain.”
- o The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or to landscaping (in the City of Santa Cruz this wastewater may not go to landscaping and must go to the sanitary sewer). None of the wastewater is entering a storm drain or neighboring water body. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.
- o Equipment is not cleaned outdoors where wastewater can enter a storm drain or creek.
- o Mop water (soapy water only) is discharged to the sanitary sewer, not the storm drain.

D. Exterior Storage

(Before GB program) (After GB program)

1. Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
2. If the dumpster area has overhead coverage and there is a drain in the area, this drain must be routed to the sanitary sewer or be permanently sealed.
3. Report a leaking dumpster to your waste management agency so it can be repaired or replaced.
4. Post signs at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices.
5. Keep receiving and storage areas, parking, landscape, and dumpster area clean and free from litter, oil drips and debris.

Compliance Notes

Compliance with environmental regulatory laws is required to be certified as a Green Business. Following are some typical compliance issues that businesses find challenging:

- o Dumpsters are maintained leak free. Leaking dumpsters are repaired or replaced immediately.
- o Dumpsters are kept tightly covered and impermeable to rain water. If there are no covers on the dumpster, provide overhead coverage.
- o If dumpster areas have overhead coverage and there is a drain in the dumpster area, this drain must be routed to the sanitary sewer. Otherwise, the drain should be permanently sealed.

E. Building and Maintenance Materials and Supplies

Complete four out of items #5-17 below to be certified. Also, please use this section as a reference whenever you remodel.

(Before GB program) (After GB program)

5. Use at least two alternative building/maintenance materials or supplies.
6. Use natural or low emissions building materials, carpets or furniture.
7. Use electric (not gas) powered tools.
8. Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint (avoiding chemical paint stripping).
9. Use high-efficiency paint spray equipment.
10. Buy rechargeable batteries and appliances such as hand-held vacuum cleaners and flashlights.
11. Print promotional materials with soy or other low-VOC inks.
12. Use unbleached and/or chlorine-free paper products (copy paper, paper towels, coffee filters, etc.).
13. Switch from commercial air fresheners to potpourri or vinegar & lemon juice.
14. Switch from toxic permanent ink markers/pens to water-based markers.
15. Purchase laundry detergents that have little or no phosphates.
16. Purchase recycled content construction materials when building/remodeling (such as plastic lumber for decking, benches and railing, carpet, carpet padding, etc).
17. Buy low-mercury fluorescent lamps.

GREEN NOTES - Green Building

When remodeling your business review the following materials prior to construction:

- City of Santa Cruz Green Building Policy: <http://www.ci.santa-cruz.ca.us/pl/gbwg/gbwg.html>
- Build-it Green: <http://www.builditgreen.org>
- US Green Building Council: <http://www.usgbc.org/>
- Santa Cruz Green Building Directory: http://www.ecoact.org/PDF/GBD_2007_Application.pdf

F. Air Emission Reductions

Please complete this requirement:

(Before GB program)(After GB program)

1. Encourage employees to use alternative transportation to get to work such as bike, bus, or carpool. Please describe how:

In addition, reduce air pollution in at least two ways:

(Before GB program)(After GB program)

1. Encourage commute alternatives by informing employees and customers about transportation options for reaching your location (i.e. post transit schedules/routes).
2. Help employees rideshare by posting commuter ride sign-up sheets, employee home zip code map, etc. Get assistance from www.rides.org or 1-800-755-POOL.
3. Offer telecommuting and/or flexible schedules so workers can avoid heavy traffic commutes.
4. When possible, arrange for a single vendor who makes deliveries for several items.
5. Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
6. Purchase Carbon Offsets to compensate for miles traveled by company vehicles.
7. Other _____

If your business has a company-owned vehicle(s), complete at least two of the following or purchase low emission vehicles or alternative fuel vehicles:

(Before GB program)(After GB program)

1. Plan delivery routes to eliminate unnecessary trips.
2. Keep vehicles well maintained to prevent leaks and minimize emissions, and encourage employees to do the same.

If you have more than 100 employees, complete at least 3 of the following:

(Before GB program)(After GB program)

1. Provide car/van pool parking.
2. Provide a commuter van.
3. Sell bus or light rail passes on-site or at a discount to your employees.
4. Offer a shuttle service to and from bus, train and/or light rail stops.
5. Provide shower facilities for employees who walk/jog/bike to work or contract with an athletic club to use their facilities.
6. Encourage bicycling to work by offering rebates on bicycles bought for commuting.
7. Provide secured and enclosed bicycle parking for employees (e.g., bike lockers)

GREEN NOTES – Vehicle Emissions

An improperly tuned car produces 10-15 times more pollution than a tuned one. Each person driving alone to work creates more than 2 tons of auto exhaust each year. If every commuter car in the U.S. carried just one more passenger, we would save 600,000 gallons of gasoline and reduce air emissions by 12 million pounds of carbon dioxide every day!

The amount of carbon emitted for driving 50 miles is roughly equal to 105 square feet of mature forest.

B. Energy Conservation

I. Energy Management

Please complete the mandatory measures listed below:

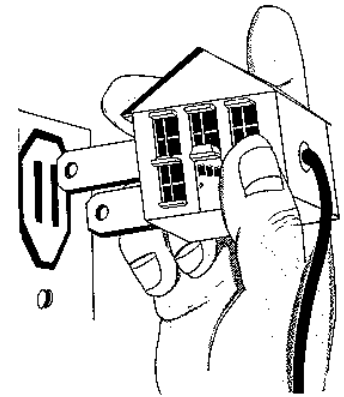
- (Before GB program)(After GB program)
1. Organize an energy service to conduct a commercial energy audit of your facility to help identify which energy conservation measures to use at your business. Your Green Business Coordinator can organize this for you.
 2. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system.
 - Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
 - Check entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
 - Keep condense coils free of dust & lint.
 3. If more than *five* people are employed, track and post monthly gas and electricity usage information for employees to view.

II. Energy Conservation Measures and Practices

Implement at least *ten* of the following measures listed below, with at least *four* in Section A:

A. Equipment/Facility Changes:

- (Before GB program)(After GB program)
1. Use an energy management system to control lighting, kitchen exhaust, refrigeration and HVAC.
 2. Install occupancy sensors for lighting in low occupancy areas, including walk-in refrigerator/freezers.
 3. Retrofit incandescent bulbs with compact fluorescent lights.
 4. Install ultra efficient ballasts such as GE UltraMAX units to dim lights to take advantage of daylight.
 5. Upgrade existing fluorescent lighting with T-8 lamps with electronic ballasts (T-8 systems consume up to 40% less energy than conventional T-12 systems). Recycle old lamps and ballasts.
 6. Install a programmable thermostat to control heating and air conditioning.
 7. Insulate all major hot water pipes.
 8. Insulate refrigeration cold suction lines.
 9. Use weather stripping to close air gaps around doors and windows.
 10. Retrofit exit signs with LEDs or fluorescent bulbs.
 11. Select electrical equipment with energy saving features (e.g. Energy Star).
 12. Install and use computer hardware programs that save energy by automatically turning off idle monitors and printers.
 13. Plant native shrubs or trees near windows for shade.
 14. Install plastic strip curtains on walk-in refrigerator/freezer doors.
 15. Convert hot water heaters to on-demand systems.
 16. Use a solar water heater or pre-heater.



- 17. Reduce the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers.
- 18. Install ceiling fans.
- 19. Consider adding desk lamps or task lighting fixtures to work spaces in order to reduce the need for overhead lighting when only one person is in the office.
- 20. Other _____

B. Employee Practices

(Before GB program)(After GB program)

- 1. Clean lighting fixtures and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%) and replace aging fluorescent tubes. Then remove lamps where possible.
- 2. Check and adjust lighting control devices such as time clocks and photocells.
- 3. Set thermostat to 76° F for cooling, 68°F for heating, and use the thermostat’s night setback.
- 4. Institute a policy that all electronic devices and lighting be turned off in non-occupied rooms.
- 5. Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits (This can reduce heating efficiency).
- 6. Set hot water heaters to standard 140-150° F.
- 7. Turn room cooling units off when the weather is cooler.
- 8. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- 9. Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
- 10. Check pilot lights for proper adjustment
- 11. Rearrange workspace to take advantage of natural sunlight, and design for increased natural lighting when remodeling.
- 12. Use light switch reminders to remind customers and staff to turn off lights.
- 13. Use energy efficient space heaters during off hours instead of heating the whole office.
- 14. Other _____

GREEN NOTES – Office Electronics

Energy Star® compliant monitors have power management features and consume up to 90% less energy. Screen savers don't save energy! Energy Star® copiers and fax machines can reduce their annual electricity costs by about 60% and 50% respectively.

C. Solid Waste Reduction

I. Waste Management

Have a solid waste reduction assessment done for your facility to help identify which waste reduction, reuse and recycling practices would best work for your shop. Your Green Business Coordinator can organize this for you. **Please complete the mandatory solid waste measures listed below:**

(Before GB program)(After GB program)

1. Eliminate the use of polystyrene containers. Utilize one of the following options (in order of preference): paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic.
2. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations.
3. If you provide disposable bags to your customers for items purchased or supplied by your business, you must primarily provide paper bags instead of plastic. Plastic bags should only be provided when necessary.

GREEN NOTES - Recyclables

Santa Cruz Regional Recycling Programs continually upgrade recycling capabilities. For detailed information on recycling programs refer to Ecology Action's Recycling Guide:

http://www.ecoact.org/PDF/WTR_res.pdf

II. Waste Reduction Measures and Practices

Perform all *five* of the following activities to reduce paper usage and increase reuse.

(Before GB program)(After GB program)

1. Keep a stack of previously used paper near printers; use it for drafts or internal memos, or designate a draft tray on printers with multiple trays.
2. Purchase/lease all new copiers and printers with double sided copying capability.
3. Encourage employees (signs or memos) to use reusable lunch bags and containers, and for leftovers from restaurant lunches.
4. Set all multi-page documents and defaults on printers and copiers to be double sided.
5. Set document defaults to smaller fonts and margins.

GREEN NOTES - Polystyrene

Paper takes 4 times less space in storage and disposal than polystyrene. In 1986, EPA ranked the 20 chemicals whose production generated the most hazardous waste. Polystyrene was number five.

In most parts of the county including Santa Cruz, Polystyrene is NOT recyclable regardless of the stamp on the container.

A. Paper Reduction

Reduce paper in at least *five* of the following ways:

(Before GB program)(After GB program)

1. Use computer fax modems that allow faxing directly from computers without printing or use email rather than faxing.
2. Manage incoming and outgoing mail by completing any of the following:
 - Eliminate unwanted mailings by calling sender's 800 number or writing "refused" on first class mail.

GREEN NOTES – Paper Wastes

The average office worker discards more than 175 pounds of high-grade office paper each year.

- Eliminate duplicate mailings & subscriptions by returning labels to the sender requesting that all but one be removed.
 - For bulk mail, request removal of name, & write “refused” on first class mail.
 - Purge your own mailing lists to eliminate duplication.
 - Re-use envelopes you’ve received by covering up the old address and postage, and affix new.
3. Set up a bulletin board or develop routing lists for bulletins, memos, trade journals to minimize the number of employees receiving individual copies.
 4. Replace memos with e-mail messages & discourage the printing of messages.
 5. Design marketing materials that require no envelope – simply fold and mail.
 6. Request that marketing materials be printed on recycled content paper.
 7. Use electronic billing methods to invoice customers and receive payment.
 8. Other _____

B. Other Waste Reduction

Recycle or reuse materials in 2 additional ways:

(Before GB program)(After GB program)

1. Use laundry service that provides reusable bags for dirty and clean linen.
2. Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing.
3. Compost food scraps.
4. Compost or recycle landscape debris.
5. For shipping non-food items, use shredded paper for packaging needs instead of purchasing polystyrene pellets, bubble wrap, other packing materials (if you receive these, reuse them in your own packaging).
6. Printer cartridges.
7. Plastic wrap/bags.
8. CD’s/DVD’s (mail to: Envirom, 22605 E. La Palma Ave., Suite 501, Yorba Linda, CA 92887).
9. Other _____

GREEN NOTES – Regional Landfill Status

- 🗑️ *A May 2007 study by a local environmental task-force slated the Buena Vista Landfill to reach capacity in less than fifteen years.*
- 🗑️ *Board of Supervisors approved diversions goals including:*
 - *Diversion rate of 75% by 2010*
 - *Recycling programs for building materials and food wastes*

III. Environmentally Preferable Purchasing

Please complete the mandatory environmentally preferable purchasing measures listed below:

(Before GB program)(After GB program)

1. Purchase 100% recycled content office paper with at least 30% being post consumer waste (pcw).
2. Purchase paper towels for restrooms with the highest recycled content available.

A. Purchasing Activities

Demonstrate a commitment to purchasing Environmentally Preferable Products. **Select at least three of items 1 through 10 to reduce the environmental impact of purchasing decisions.**

(Before GB program)(After GB program)

1. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.
2. Select products shipped with less packaging or that are shipped in returnable, reusable or recyclable containers.
3. Work with vendors to minimize product packaging: ask vendors to take back packaging and used/damaged products for reuse and recycling (choose vendors that offer these services).
4. Arrange for cooperative buying through association, co-located business groups, etc.
5. Purchase reusable rather than disposable office items such as refillable pens, erasable white boards & wall calendars.
6. Have all employees use reusable mugs and cups. In the lunch/break room, eliminate disposables by using permanent ware (mugs, dishes, utensils, towels, rags, coffee filters, etc.) and using refillable containers of sugar, salt & pepper, etc. to avoid individual condiment packets.
7. Donate old uniforms and linens to shelters or nonprofits or otherwise recycle them.
8. Buy products that are bulk, concentrated, durable, repairable, and/or recyclable, making sure that you need ALL you are ordering.
9. Retailers – stock/sell products which are less toxic or less polluting than conventional products.
10. Retailers - offer an incentive to customers who bring their own shopping bags, coffee mugs, etc.

B. Purchases

Purchase *three* recycled content products from items listed below:

(Before GB program) (After GB program)

11. Business cards.
12. Disposable drink and food items.
13. Storage bins and containers for recyclables.
14. Refuse pails and bags (recycled HDPE trash liner bags instead of LDPE or LLDPE).
15. Floor mats.
16. Toilet seat covers and toilet paper.
17. Carpet.
18. Construction materials when building or remodeling.
19. Use recycled-content paint.
20. Pencils, rulers and other desk accessories.
21. Purchase mulch, soil amendments and compost made of plant trimmings or green waste.
22. Other: _____

GREEN NOTES – Office Paper

In the manufacture of “recycled” paper, 64% less energy and 58% less water is required, and 74% less air pollution is generated.

Look for recycled paper with a high post-consumer content (previously used-not manufacturing scraps). Copy paper with 30% post-consumer content is readily available and proven effective.

Recyclables and Hazardous Wastes

The following items are recyclable either by curbside collection or at a drop-off site depending upon your refuse service and location:

- ♻ aluminum
- ♻ bottles
- ♻ cans
- ♻ cardboard
- ♻ glass
- ♻ magazines and junk mail (remove any plastic)
- ♻ metals
- ♻ mixed paper (except bright or fluorescent paper)
- ♻ newspaper
- ♻ office paper
- ♻ packaging
- ♻ paint (if water-based)
- ♻ phone books
- ♻ plastic bags (must be placed in a larger plastic bag that is tied off)
- ♻ plastic containers (# 1-7 on container) except black plastic
- ♻ plastic sheets (no tarps)
- ♻ printer cartridges (recycle or refill at local participating stores, your Coordinator can inform you)
- ♻ tires
- ♻ wood pallets and spools
- ♻ yard waste

Recyclable Hazardous Wastes

The following items are hazardous waste and recyclable if taken to a Household Hazardous Waste collection facility (where available) or picked up by a hazardous waste hauler:

- ♻ automotive fluids, i.e. coolant and waste motor oil
- ♻ electronic equipment (anything with a cord)
- ♻ oil-based paints and solvents
- ♻ fluorescent light bulbs (tube and CFL)

****Note: If your business is a small quantity generator (SQG) of hazardous waste, then you may recycle hazardous wastes at a Household Hazardous Waste facility. If your business is a large quantity generator, you must have a licensed hazardous waste hauler remove and recycle these waste streams. If your business generates less than 1000 kilograms (2200 pounds), then you fall under the SQG category.**

Electronic Wastes

Electronic wastes such as computers, televisions, printers, cell phones, etc. can be taken to landfill household hazardous waste facilities, provide your business is a SQG. However, the best option for this wastestream is reuse through our Community Partners, where electronics can be reconditioned for the public to benefit the community. Please visit

http://www.ecoact.org/Programs/Waste_Reduction/Recycling/ewaste.htm for details on reuse of e-waste.

D. Water Conservation

I. Water Management

Contact your water utility to request a free water use survey of your facility (where available) and ask for your available water usage data-preferably for the past three years. You should also ask about their rebate programs. (Your Green Business Program Coordinator can organize this for you). Review the water use survey results annually to identify additional ways to reduce your water use and retain all your future water use data.

Complete all of these mandatory water conservation measures listed below that are applicable to your business:

(Before GB program) (After GB program)

1. Understand your water bill and review it monthly for indications of leaks, spikes or other problems. Call your water utility if you notice any unusual increases in use or if you need suggestions on how to improve the efficiency of your water use.
2. Learn how to read your water meter.
3. Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets, which may be available from your local water company). Train your staff to monitor and respond immediately to leaking equipment.
4. Use "dry sweeping" to clean concrete or asphalt surfaces instead of using water to wash down surfaces. Use high pressure, low water use cleaning techniques only when necessary. Always send wastewater from pressure washing to landscaping or the sewer (discharge to the sewer is mandatory in the City of Santa Cruz), not the storm drain. Use a water conserving broom attached to a hose as an alternative to pressure washing where possible.

GREEN NOTES

A faucet with a slow leak can waste 10 gallons of water a day, or more! A single leaky toilet can waste as much as 1000 gallons of water per day.

II. General Water Conservation Measures and Practices

Complete the mandatory water conservation measure directly below if it is applicable:

(Before GB program) (After GB program)

1. Install low flow aerators in faucets (1.5 gpm) and showerheads (2.5 gpm). Your water utility may provide these for free.
2. Install toilets manufactured to flush 1.6 gallons or less. Your water utility may have a rebate program for low flow toilets.

Implement at least 3 of the elective water conservation measures listed below. Consider areas of greatest water use at your facility in choosing new measures.

A. Fixtures and Equipment

(Before GB program) (After GB program)

1. Install non-water (water free) urinals.
2. Install urinals that are manufactured to flush at 1.0 gallon or less. Or replace diaphragms in the flush valve, so that they flush 1.0 gallon.

- 3. Install low flow, self-closing faucets either infrared or spring-loaded.
- 4. If cleaning floors with water, use high-pressure low-volume cleaning equipment or use a recycling filtered system such as, an electronic powered cleaning machine.
- 5. Maintain water pressure (pressure reducing valve) between 60-80 PSI to optimize performance and reduce water loss through leakage, if necessary.

B. Indoor Water Management Practices

(Before GB program)(After GB program)

- 1. Change window-cleaning schedule from “periodic” to “as required.”
- 2. Use dry floor cleaning methods indoors followed by damp mopping, rather than spraying or hosing with water.

C. Outdoor Water Management Practices

(Before GB program)(After GB program)

- 1. Instead of washing vehicles on site, go to a washing service that recycles water.
- 2. Regular pavement cleaning is accomplished by sweeping manually or with electric vacuum or blower, and properly disposing of debris.

D. Other (describe):

III. Landscaping

Complete all of these mandatory water conservation measures that are applicable to your business:

(Before GB program)(After GB program)

- 1. Test irrigation sprinklers 4 times per year to ensure proper operation and coverage.
- 2. Repair all broken or defective sprinkler heads/nozzles, lines & valves.
- 3. Adjust sprinklers for proper coverage – optimizing spacing and avoiding runoff onto paved surfaces. Adjust sprinklers to achieve even water distribution.
- 4. Adjust sprinkler times and/or duration according to seasons, water during non-daylight hours (generally before 7 am or after 9 pm).

If you have landscaping, you must meet at least 3 of the elective water conservation criteria below:

(Before GB program)(After GB program)

- 5. Rain shut-off devices or moisture sensors are installed to override automatic irrigation when adequate moisture exists.
- 6. The number of days lawns are irrigated is limited to a maximum of 3-4 days per week during summer, 2-3 in the spring and fall, and none in the winter. Tree and shrub watering is limited to a maximum of 2 days per week in the summer, 1-2 days in the spring and fall, and none in the winter. Foggy coastal areas can usually get by with fewer days per week of irrigation in the summer season.
- 7. Prevent runoff when irrigating landscaping on slopes or in narrow planting strips, by scheduling multiple run times for short periods (3-5 minutes), with at least an hour between water applications.
- 8. Valves are separated based on plant water use (hydro zones).
- 9. Sprinklers are matched with same precipitation rates.

- 10. Automatic irrigation controller has the following features:
 - Dual programming capability program A and B
 - Automatic rain shut-off
 - Soil moisture sensor to override program when adequate moisture is present
- 11. At least two inches of mulch is applied in all non-turf planting areas.
- 12. Plant material is native or drought tolerant (water conserving).
- 13. Where available, use recycled water instead of potable water for landscaping.
- 14. Demonstrate/describe your alternative water conservation techniques for landscaping: _____

E. Employee Awareness

1. New and current employees are trained to follow the Green Business practices.
2. All employees are trained on hair care products and health hazards associated with them
3. An employee will be asked if they know what Green Business and/or Best Environmental Practices are and they will be asked to give an example.
4. Provide incentives to employees who take ownership of Best Environmental Practices such as “Employee of the Month”.

F. Compliance Checks

1. Business has not had any SIGNIFICANT health violations that have not been corrected (confirm with Environmental Health Services/Consumer Protection Agency)
2. Business has met compliance with all storm water-related regulatory requirements (confirm with Environmental Health Services/Certified Unified Program Agency and regional Publicly Owned Treatment Works [POTW])
3. Business has met compliance with all wastewater-related regulatory requirements (confirm with regional POTW Pretreatment Programs)

G. Client Recommendations

Now that your business is aware of how to prevent pollution, recycle and conserve energy and water, make recommendations to your clients where appropriate:

1. Look for leaky toilets and faucets, point them out to your clients and explain how fixing the leaks can save your client money on both the water bill and the sewer bill.
2. Look for old appliances that are inefficient, explain rebate programs for energy efficient appliance purchases.
3. Help your client set up a recycling system that is easy and works best for them. Explain what is and isn't recyclable.
4. Talk about your environmentally-friendly cleaning process and educate your clients on why it is better.

All criteria have been met as of the following date: _____

Signature of authorized Green Business Program Coordinator:

Printed Name: