



Business Name	
Contact	
Phone Number	

## MONTEREY BAY AREA GREEN BUSINESS PROGRAM

### Property Managing 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 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 living place:** Developing a positive, proactive relationship with neighbors and tenants can help you decrease renters turn out.
- **Free advertising:** The Program promotes your business to the public and other businesses for free!
- **Safer and Environmentally Healthier Living place:** Your tenants will enjoy a safer living place and workplace. Tenants will have one more reason to take pride in living or working at your property
- **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 to your business. Call your Green Business Coordinator if you have questions or need assistance meeting the requirements. There are many rebate programs for facility changes so please talk to your Coordinator before upgrading lighting or water fixtures. **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](mailto: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](mailto: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](mailto:shealy@ci.santa-cruz.ca.us)
- For businesses located in San Benito County, call (831) 636-4110 or email: [sbcivm@iwm.co.san-benito.ca.us](mailto:sbcivm@iwm.co.san-benito.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 isn't any car washing operations at your facility, mark that section N/A.

### A. Pollution Prevention

#### I. Pollution Prevention Measures and Practices

Require your custodial staff/tenants to use/do the following:

##### A. Janitorial Chemicals

- |    | (Before GB program)      | (After GB program)       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Use Green Seal Certified janitorial products whenever possible.  |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Use non-chlorinated abrasive powders (i.e. Bon Ami)  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Use a non-chlorine bleach alternative for whitening instead of Hydrogen peroxide or bleach.  |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Use an abrasive sponge or pumice stone in place of strong chemicals to remove grime or deposits.   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Use a vinegar/water mixture for window cleaning instead of alcohol or ammonia-based cleaners.  |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Use mild detergents or soaps in place of cleaners with alcohol, ammonia, or caustic ingredients.<br>(See suggested list of products)   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Screen all products for hazard/toxicity prior to using. Obtain Material Safety Data Sheets (MSDS) for all products used. (See example)   |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Use the lowest concentration of cleaners that will do the job.   |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Only use zinc-free and butyl-free floor cleaners and strippers. (See suggested list of products)<br>(Go to <a href="http://www.greenseal.org">www.greenseal.org</a> to find a product list.) |

##### B. Cleaning Materials

- |    | (Before GB program)      | (After GB program)       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Buy cleaning equipment such as mop buckets and mops that are more durable in order to extend life expectancy and reduce waste.   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Use biodegradable and/or recycled-content products, like trash bags.   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Use reusable spray bottles for dusters, glass cleaners, etc, instead of disposable aerosols to apply cleaners, rather than mixing it in a bucket. (Ensures that less cleaner is used and less is wasted).                            |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Require your custodian/tenants to use micro fiber dusters, towels and mops to trap dust particles.   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Use vacuum cleaners meeting the Carpet and Rug Institute "Green Label" Testing Program Vacuum Cleaner Criteria for improved indoor air quality. See <a href="http://www.carpet-rug.org">www.carpet-rug.org</a> for more information. |

##### C. Drains and Housekeeping

- |    | (Before GB program)      | (After GB program)       |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Do not allow your custodian/tenants to hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain. <b>"Only rain in the storm drain!"</b> |

2.  Please ensure that the hired cleaning service reviews, implements and signs Janitorial Contract Language that ensures that they will comply with items on this checklist (this can be provided by your Green Business Coordinator).
3.  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. In Monterey County contact the Pretreatment Program Coordinator before rerouting outdoor wastewater to the sanitary sewer.
4.  Correct situations that attract and harbor pests with proper food and garbage storage and landscaping.
5.  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.
6.  Integrated Pest Management - Use (or specify in contracts with landscapers or) 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"

### **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:

- No wastewater may enter a storm drain. "Only rain down the storm drain."
- The wastewater from outdoor pressure washing and steam cleaning is routed to the sanitary sewer or landscaping as long as it doesn't contain chemicals. (Not permitted in the city of Santa Cruz). 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.
- Equipment is not cleaned outdoors where wastewater can enter a storm drain or creek.
- 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.  Keep dumpsters tightly covered and impermeable to rain water. If there are no covers on the dumpster, order containers with lids from your waste management company.
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. The 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 this section in the minimum measures checklist and perform the following required measures:**

(Before GB program)(After GB program)

1.  Use low to no VOC latex paint only.
2.  Purchase recycled-content carpets or another type of building material.
3.  Only install compact fluorescent or LED lighting, no incandescent lighting.

**F. Air Emission Reductions**

**Please complete this requirement:**

(Before GB program)(After GB program)

Inform and motivate employees and tenants to use alternative transportation such as bike, bus, or carpool to get to work and around. List how they have been informed and motivated:

\_\_\_\_\_

\_\_\_\_\_

**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](http://www.ecoact.org/PDF/GBD_2007_Application)

**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 building. Ask your Green Business Coordinator to help you 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 if you have an office and inform your tenants to do the same. Utilize one of the following options (in order of preference): reuseable/washable containers, paper, paperboard, compostable containers (starch-based sugarcane, rice hulls, and/or corn), or recyclable plastic. The use of Styrofoam is banned in Santa Cruz County.
2.  Where applicable, provide recycling and composting container(s) at convenient and appropriate locations. Contact your Recycling Program Coordinator for local compost programs.
3.  Promote recycling amongst your tenant using a Multifamily Resource Recycling Kit – a free step by step guide for managers on how to implement your own comprehensive multifamily recycling program and connect to local resources for materials and technical assistance. Contact Ecology Action (831) 426-5925 ext. 133 for more information, available supplies, and for the kit, visit: [www.ecoact.org/Programs/Zero\\_Waste/Multi\\_Family\\_Recycling/index.htm.Multifamily](http://www.ecoact.org/Programs/Zero_Waste/Multi_Family_Recycling/index.htm.Multifamily)
4.  Encourage your tenants to bring their own reusable bags to the supermarket or store.
5.  Work with employees/tenants to make sure all Universal wastes are disposed of properly. Universal wastes include: fluorescent tubes and bulbs, spent batteries, spent electronic and mercury-containing items (TVs, computer monitors, thermostats, clothes irons, etc.). Ensure that these items are turned over to an appropriate recycler and are not put into the trash or recycling containers. Set up collection areas for these materials and where available, provide collection services.

**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](http://www.ecoact.org/PDF/WTR_res.pdf)

**B. Other Waste Reduction**

**Recycle or reuse materials in 2 additional ways:**

(Before GB program)(After GB program)

1.  Ensure that all tenants participate in the buildings recycling and composting programs to divert paper, bottles, cans and compostable material (food and plant discards, soiled paper products and compostable food containers) from landfill.
2.  Recycle all your construction and demolition debris (in accordance with Santa Cruz County Recycling Ordinance).
3.  Designate a recycling coordinator to take responsibility for monitoring disposal and maintaining recycling and composting programs.

**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

4.  Use a baler and/or compactor dedicated only for the collection of recyclables.
5.  Facilitate the donation, sale or exchange or unwanted but usable items (furniture, electronics, office supplies, etc.) for your tenants.
6.  For your catered events, use a green caterer that uses only reusable and/or compostable dishes and purchases produce from local, organic vendors. It is mandatory to provide recycling at events in the County of Santa Cruz. (**Refer to the Green Businesses listed on our website [www.montereybaygreenbusiness.org](http://www.montereybaygreenbusiness.org)**)
7.  Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing.
8.  Compost food scraps or landscape debris.
9.  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).
10.  Printer cartridges.
11.  Plastic wrap/bags.
12.  CD’s/DVD’s (mail to: Envirom, 20810 Cork Circle Yorba Linda, CA 92886 ) Envirom (714) 694-0925.
13.  Other \_\_\_\_\_

**B. Energy Conservation**

**I. Energy Management**

**Please complete the nine 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. *Utilize the help from a vendor or contractor of your choice to bid the projects. Implement all reasonable projects that have a 2 year or less payback period. Any exceptions can be resolved on a case by case basis.*

Complete all of the required measures on the Minimum Measures Checklist and the Following:

(Before GB program)(After GB program)

1.  Ensure all fluorescent light tubes are collected and disposed of properly. (**See list for take back fluorescent bulbs in the County of Santa Cruz at <http://www.dpw.co.santa-cruz.ca.us/www.santacruzcountyrecycles/PDF/FluorescentLampTakeBack.pdf>** ).
2.  Either replace all incandescent light bulbs throughout the common areas and tenant areas (**for which you have control**)\* with CFLs or invest in solar energy or solar hot water, OR select 10 measures to complete from the energy section on the Minimum Measures checklist.

***\*\*If there are tenants in your Managed Property that you are unable to convince to switch to CFLs or LEDs, document the attempted outreach and provide it to your GBP coordinator. Common areas and Property Management controlled areas must switch to CFLs or LEDs.***

## D. Employee Awareness

1.  New and current employees are trained to follow the Green Business practices.
2.  An employee/tenant will be asked if they know what Green Business and/or Best Environmental Practices are and they will be asked to give an example.
3.  Provide incentives to employees who take ownership of Best Environmental Practices such as “Employee of the Month”.

## E. Compliance Checks

1.  Managed Properties have not had any SIGNIFICANT health violations that have not been corrected (confirm with Environmental Health Services/Consumer Protection Agency)
2.  Managed Properties have 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.  Managed Properties have met compliance with all wastewater-related regulatory requirements (confirm with regional POTW Pretreatment Programs)

## F. Tenant Recommendations

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

1.  Look for leaky toilets and faucets, point them out to your tenants and explain how fixing the leaks can save everyone money on both the water bill and the sewer bill.
2.  Look for old appliances that are inefficient and replace them, explain rebate programs for energy efficient appliance purchases.
3.  Help your tenants set up a recycling system that is easy and works best for them. Explain what is and isn't recyclable (use the toolkit provided by your GBP coordinator).
4.  Talk about your environmentally-friendly cleaning process and educate your tenants on why it is better.
5.  Upon signing a lease, tenants are educated on the Green Business Program and the specifics of this checklist that apply to them. For instance, tenants are shown how to properly recycle within the facility, are explained energy and water conserving features, and are told about proper exterior washing practices, etc.

All criteria have been met as of the following date: \_\_\_\_\_

Signature of authorized Green Business Program Coordinator:

\_\_\_\_\_  
Printed Name: