

# COMMUNITY SUSTAINABILITY

## Partnership

### Recognition Program

#### 1. Solid Waste Prevention

- 1.1 Implement Electronic Distribution programs by reducing copying, printing & bulk mail, printing two sided (when possible).
- 1.2 Reuse packaging and shipping materials
- 1.3 Offer reusable shopping bags/and or discounts for those who use them
- 1.4 Use reusable instead of disposable products: coffee cups, filters, dishes, silverware, towels, boxes, bags, containers
- 1.5 Install motion towel dispensers or air dryers near all sinks (single sheet)
- 1.6 Compost food/organic waste
- 1.7 Collect/Compost organic paper waste in bathrooms, kitchens and public area

#### 2. Recycling

- 2.1 Recycle paper/cardboard
- 2.2 Recycle glass
- 2.3 Recycle aluminum and other materials
- 2.4 Recycle plastic
- 2.5 Recycle pallets, pallet wrap and any other wood debris
- 2.6 Recycle toner and inkjet cartridges
- 2.7 Recycle or properly dispose of all used batteries
- 2.8 Recycle used cooking oil
- 2.9 Recycle used oil
- 2.10 Recycle light bulbs
- 2.11 Recycle outdated electronics (computers, printers, etc.)

#### 3. Purchasing

- 3.1 Use a minimum of 50% recycled copy paper, letterheads and business cards
- 3.2 Purchase and use a minimum of two types of eco-friendly alternatives for janitorial and/or facility maintenance (Green Seal products)
- 3.3 Purchase and use only compostable cups, plates, bowls and silverware (in combination with collecting organic waste for composting)
- 3.4 Purchase only recycled/re-manufactured toner cartridges
- 3.5 Purchase a minimum of 50% of your materials in bulk
- 3.6 Purchase a minimum of 30 % of your materials and supplies locally (within 30 miles) to reduce transportation distance

#### 4. Energy & Water Conservation

- 4.1 Energy Audit: Engage an energy audit professional to review energy use profile and recommendations for reducing heating, cooling, lighting and power use
- 4.2 Recommissioning: Tune up and rebalancing existing building systems & controls with low/no cost adjustments (Local utilities may provide rebates to compensate for all or part of the cost)
- 4.3 Refrigeration Recommissioning: Tune up existing commercial refrigeration systems in grocery, convenience stores & other facilities with refrigerated cases (Utility rebates may be available)
- 4.4 Track total energy use and share data with employees through bulletin board postings or newsletters to make the entire company aware of the firm's efforts to be more sustainable
- 4.5 All HVAC equipment to meets or exceeds energy efficiency standards as defined in the current edition of the Minnesota Energy Code
- 4.6 Economizers installed and operational on all HVAC equipment
- 4.7 Variable speed motors on HVAC equipment where applicable (cooking exhaust/makeup air, HVAC units serving VAV systems, chillers/cooling towers, industrial hoods, pumps, etc.)
- 4.8 ECM (Electronically Commutated Motors) on all fans
- 4.9 Energy Recovery Ventilation systems utilized
- 4.10 Temperature reset on hydronic heating systems

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#### 4. Energy & Water Conservation (cont.)

- 4.11 Heat recovery system on utilized refrigeration and/or industrial equipment to recapture waste heat to preheat domestic water or outside ventilation air
- 4.12 Utilize programmable thermostats or Energy Management System to control all HVAC equipment
- 4.13 Other - explain in comment box below
- 4.14 All incandescent light bulbs have been replaced with compact fluorescent bulbs
- 4.15 All incandescent or compact fluorescent light bulbs have been replaced with LED bulbs
- 4.16 All fluorescent light fixtures upgraded to T8 or T 75 with electronic ballasts
- 4.17 All lighted EXIT signs upgraded to LED EXIT signs
- 4.18 LED parking lot lighting
- 4.19 Lighting controlled by motion detectors, timers or other controls
- 4.20 Commit to equipment replacement using only "Energy Star" rated products and appliances
- 4.21 Set all computers to energy saving modes
- 4.22 Other - explain in comment box below
- 4.23 On site renewable energy (solar, wind, biomass, bio-diesel, etc.)
- 4.24 Purchase energy from renewable sources (solar credits, etc.)
- 4.25 Other - explain in comment box below
- 4.26 Replace all plumbing fixtures with fixtures that meet or exceed current codes and standards for water use efficiency (1.6 gpf water closets, 1.0 gpf urinals, 0.5 gpm lavatories, etc.)
- 4.27 Low or no water landscaping on property (ex. irrigation water sensor, Smart irrigation controller)
- 4.28 Landscaping to contain storm water runoff (ex. rain garden, permeable pavement)
- 4.29 Install water heaters that meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code
- 4.30 Insulate all HW, CW and process piping to meet or exceed energy efficiency standards as defined by the current edition of the Minnesota Energy Code

#### 5. Transportation

- 5.1 Electric and/or Hybrid Vehicles used for company business fleet
- 5.2 Charging stations provided for electric vehicles
- 5.3 Bike racks provided for employees and customers who bike
- 5.4 Showers, changing facilities provided for employees who bike
- 5.5 Preferred spaces provided for carpools
- 5.6 "ULEV" or electric charging station
- 5.7 Use telephone or web conferences instead of traveling for face-to-face meetings

#### 6. Involve Employees & Customers

- 6.1 Establish and maintain a committee of employees to help develop and promote sustainable business practices
- 6.2 Provide recognition and awards for individual and/or groups of employees who practice and promote sustainable business practices
- 6.3 Provide training and support for employees to help them implement and maintain sustainable practices
- 6.4 Encourage customers to practice sustainability (Example: reusable bags & containers; encourage & assist customers to recycle, reduce waste; reduce use of resources)