

Applicant Name:		Certification Level:	Years and Levels of Certifications on Old Checklist:
Energy Audit Completed:	(Date and by whom)	Date Started:	
Carbon Footprint Completed:	(Date and by whom)	Date Finalized:	

Certification	If any section is not applicable (business cannot do anything to affect it) N/A should be written into the applicable cells, not on the dashboard												
Section	Energy Conservation	Water Conservation	Transportation	Indoor Environment	Outdoor Environment	Purchasing	Waste Diversion	Carbon Footprint	Customer Relations	Community Relations	Innovative Topics	Count	Certifications Met
Platinum	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Gold	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Silver	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Bronze	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!

Certification													
Tier Level	Section 1 - Energy Conservation					Completed? (Yes, No, N/A)			Pending Actions				Description of Actions
Platinum	Participation and/or certification in energy efficiency or management programs such as ISO 15001, Energy Star Certification, LEED Certification, or others.												
Gold	Energy efficiency and conservation practices are policy and/or must be followed.												
Silver	Energy efficiency and conservation actions are taken when possible or are currently being done.												
Bronze	Awareness or information about energy conservation and efficiency are visible and mention what is being done by the business.												
Details	Examples of energy conservation actions include: ISO 15001, Energy Star Certification, motion sensor lights, timed outdoor lights, automatic sleep or shutoff modes, LED lighting, Energy Star equipment, programable thermostats, window coverings, renewable energy, and green building improvements.												

Certification					
Tier Level	Section 2 - Water Conservation		Completed? (Yes, No, N/A)	Pending Actions	Description of Actions
Platinum	Participation and/or certification in water management programs or processes that significantly reduces water usage.				
Gold	Water efficiency and conservation practices are policy and/or must be followed.				
Silver	Water efficiency and conservation actions are taken when possible or are currently being done.				
Bronze	Awareness or information about water conservation and efficiency are visible and mention what is being done by the business.				
Details	Examples of water conservation practices include: audit of water use and system functionality, low flow faucets and showers, auto shut-off or timed, faucets and showers, low flow or dual flush toilets, waterless urinals, auto shut-off or timed water features, and personal responsibility and behavioral commitment, low or no maintenance and irrigation landscaping, (if not prohibited) irrigation plan consisting of time of day and length of time, landscape maintenance plan noting schedule of maintenance and specific maintenance completed, stormwater capture and reuse, written stormwater management plan, mowing practices that promote water retention, and adopting City seasonal water conservation recommendations (up to and including dormancy of green space).				

Certification						
Tier Level	Section 3 - Transportation		Completed? (Yes, No, N/A)		Pending Actions	Description of Actions
Platinum	Participation in programs or processes that significantly reduce travel miles and fossil fuel use through transportation.					
Gold	Transportation efficiency and conservation practices are policy and/or must be followed.					
Silver	Transportation efficiency and conservation actions are taken when possible or are currently being done.					
Bronze	Awareness or information about transportation conservation and efficiency are visible and mention what is being done by the business.					
Details	Examples of transportation practices include: develop incentives and create an environment to encourage employees to carpool (i.e. designated parking), use mass transit (i.e. subsidized bus passes), and ride their bikes to work (i.e. bike storage space and access to showering facilities), track and compare annual vehicle miles traveled and gallons of fuel consumed for company business, develop a plan and provide criteria for buying energy efficient vehicles, develop delivery routes and schedules to minimize driving time and fuel consumption, hold meetings via telecommunications and facilitate carpooling for offsite meetings where teleconferencing is not an option.					

Certification

Tier Level	Section 4 - Indoor Environment		Completed? (Yes, No, N/A)		Pending Actions		Description of Actions
Platinum	Participation in programs or management processes that significantly improve indoor environment quality and energy related to indoor environment.						
Gold	Indoor environmental quality and energy efficiency practices and incorporating them are required and in place, except when no opportunities are available.						
Silver	Indoor environmental quality and energy efficiency practices and incorporating them (when feasibly possible) are a priority.						
Bronze	Indoor environmental quality and energy efficiency practices and incorporating them are included in an organizational awareness plan.						
Details	Examples of practices include: HVAC energy efficiency operations plan, programmable thermostats or thermostat adjustment plan, inventory of indoor use hazardous chemicals and educational signage noting chemical name, uses, and safe handling and cleanup procedures, low or no phosphate detergents, proper disposal of fats/oils/greases, low VOC, and/or low emission paints, stains, cleaning supplies, and furnishings (carpet, furniture, etc.), reduced or non-chemical pest control programs, and (if not prohibited) smoking is confined to a separate and emissions-controlled and monitored area.						

Certification					
Tier Level	Section 5 - Outdoor Environment	Completed? (Yes, No, N/A)		Pending Actions	Description of Actions
Platinum	Participation in programs or management processes that significantly improve outdoor environment quality and limit business's effect on surrounding environment.				
Gold	Outdoor environmental quality practices required and in place, except when no opportunities are available.				
Silver	Outdoor environmental quality are incorporated (when feasibly possible) as a priority.				
Bronze	Outdoor environmental quality practices are included in an organizational awareness plan.				
Details	Examples of practices include: use of environmentally-sensitive maintenance and lawn products (deicer, cleaning products, fertilizers, herbicides, fungicides, etc.), reduced or non-chemical pest control programs (pesticides, insecticides, rodenticides, etc.), inventory of outdoor use hazardous chemicals and educational signage noting chemical name, uses, and safe handling and cleanup procedures, native plantings, adding and protecting wildlife habitats/housing (bat houses, wild bee houses, etc.), and (if not prohibited) smoking is confined to a separate and emissions-monitored area.				

Certification		Completed? (Yes, No, N/A)	Pending Actions	Description of Actions
Tier Level	Section 7 - Waste Diversion and Management			
Platinum	Waste diversion programs significantly reduce generated waste in a non-traditional or innovative manner.			
Gold	Waste diversion and responsible waste management practices and incorporating them are required and in place, except when no opportunities are available.			
Silver	Waste diversion and responsible waste management practices and incorporating them (when feasible) are a priority.			
Bronze	Waste diversion and responsible waste management practices and incorporating them are a part of an organization awareness plan.			
Details	Examples of practices include: waste diversion plan for all waste generated on-site or as a result of products or services provided, on-site or participate in diversion (including reuse, recycling and/or composting), in-house or intra-company "swap" opportunities for business supplies and equipment, and donation policy for unneeded business supplies and equipment.			

Certification		Completed? (Yes, No, N/A)	Pending Actions	Description of Actions
Tier Level	Section 8 - Carbon Footprint Reductions			
Platinum	Certification or participation in carbon reduction programs or organizations that expand upon previous goals.			
Gold	The business has completed a carbon footprint assessment, requires time-sensitive check-ins on carbon emissions, and is committed to incorporating new, feasible carbon reduction opportunities.			
Silver	A carbon footprint assessment has been completed for the business and routine check-ins on carbon emissions are a priority.			
Bronze	A carbon footprint assessment has been completed for the business and carbon emission reduction opportunities are included in an organizational awareness plan.			
Details	Examples of goals and action steps include: reduction goals for carbon emissions related to business operations (production of product, providing of services, delivery of products, etc.), electronic meetings rather than in person meetings, telecommuting options for employees, use of electric and/or hybrid vehicles, increasing efficiencies in business operation energy demand, and incorporation of renewable energy sources and services.			

Certification		Completed?	Pending Actions	Description of Actions
Tier Level	Section 9 - Customer Relations			
Platinum	Participation in programs or initiatives that significantly improve interactions with customers.			
Gold	Sustainability-minded customer service practices are required and in place, except when no opportunities are available.			
Silver	Sustainability-minded customer service practices (when feasibly possible) are a priority.			
Bronze	Sustainability-minded customer service practices are included in an organizational awareness program.			
Details	<p>Examples of practices include: discounts for reusable bag use, minimal product packaging, paperless ordering, return, and/or accounting, environmentally--conscious products/merchandise (recycled content, reusable, recyclable, green manufactured, local, energy efficient, etc.), on-site recycling, signage about any employees that speak a different language for customers, and education and awareness resources about green business practices (website, in-store/business signage, public events, newsletters, publications, etc.).</p>			

Certification		Completed? (Yes, No, N/A)	Pending Actions	Description of Actions
Tier Level	Section 10 - Community Relations			
Platinum	Participation in programs or initiatives that significantly and measurably improve interactions with the community.			
Gold	Collaborative community opportunities related to sustainability-minded activities and awareness are required and in place, except when no opportunities are available.			
Silver	Collaborative community opportunities related to sustainability-minded activities and awareness (when feasibly possible) are a priority.			
Bronze	Collaborative community opportunities related to sustainability-minded activities and awareness are included in an organizational awareness program.			
Details	<p>Examples of opportunities include: events (hosting, planning, facilitation, or volunteerism), education materials and resources, charitable contributions (in-kind or monetary), community service, conversations and collaboration with other businesses and individuals about resources and ideas to work together, shared community spaces to encourage or facilitate collaboration, and other initiatives that promote and support the essence of belonging within the community (bilingual resources, assistance to community transportation, collection specifically for a community (i.e. food insecurity, school supplies, winter clothing collection, etc.)) .</p>			

Certification						
Tier Level	Section 11 - Innovative Topics		Completed? (Yes, No, N/A)		Pending Actions	Description of Actions
Platinum	Participation in programs or initiatives that significantly contribute to economic, social, or environmental sustainability.					
Gold	Actions that improve upon economic, social, or environmental sustainability are policy.					
Silver	Have actions that improve upon economic, social, or environmental sustainability.					
Bronze	Have awareness about actions that are being done to address economic, social, or environmental sustainability.					