



# 2018 Partners for a Greener Davis Certification Application

Business \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**This section to be completed by City staff only.**  
\_\_\_\_\_  
Signature Date

## General Requirements

The following general measures are required for all businesses.

- 1. Track water, waste and energy usage.
- 2. Provide on-going incentives or training opportunities to encourage management and employee participation in environmentally conscious decisions.
- 3. Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards.
- 4. Assist at least one other business in learning about becoming a Partner for a Greener Davis. Once you are certified, fill out the postcard in your certification packet and mail it to another business in Davis that is not yet certified.

## Pledge of Commitment

By signing this form you acknowledge:

- A. That your business is within Davis city limits.
- B. That you are in possession of a valid business license to operate within the City of Davis.
- C. That you are in compliance with all City, State and Federal regulations that affect your business, including, but not limited to, environmental health regulations.
- D. That you are committed to making environmentally responsible choices as a business, in order to reduce waste, save resources, prevent pollution and reduce greenhouse gas emissions.
- E. That this application has been approved by the management of your business.
- F. That to the best of your knowledge, everything marked on this application is accurate and truthful.
- G. That upon certification as a Partner for a Greener Davis, your business name and logo may be used by the City of Davis in various outreach media (brochures, newspaper, website, newsletters, etc.) to promote your business as a Partner and to promote the Partners for a Greener Davis Program.
- H. That upon certification as a Partner for Greener Davis, your business may use the City of Davis Partner logo in your outreach media.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Using the menus on the following pages, check off (or fill in) the practices currently in place at your business.**  
  
Questions about filling out the application?  
Contact the City of Davis Public Works Department at 757-5686 or [PWWeb@CityofDavis.org](mailto:PWWeb@CityofDavis.org)  
  
**Completed applications can be hand delivered, mailed, or emailed to:**  
City of Davis Public Works Department  
ATTN: Partners for a Greener Davis Program  
1717 5th Street Davis, CA 95616  
[PWWeb@CityofDavis.org](mailto:PWWeb@CityofDavis.org)



# Partners for a Greener Davis Certification Application

## Solid Waste and Recycling

### Required Measures

- Conduct a waste assessment of garbage and recyclables. Recology Davis (756-4646) can assist with a free waste assessment for Davis businesses.
- Establish a recycling program for cardboard, paper, plastics, glass, metals, food scraps, food-soiled paper and landscaping materials (DMC 32.01.065).
- Offer customers a choice of purchasing either a reusable bag or a minimum 40% post-consumer recycled content paper bag for a minimum of 10 cents each. (Retail only)
  - Not applicable. My business is not retail or is a non-profit reuse retail store.
- Purchase at least three items made from recycled materials (i.e: paper towels made from recycled paper):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

- Leave grass clipping on mowed turf (“grass-cycling”) rather than disposing of them. The mowing device should mulch grass clippings rather than just cut turf.
- Discourage employees from printing documents and email messages unless necessary.
- In the lunch/break room, eliminate disposables by using reusable items, such as mugs, dishes, utensils, towels/rags and coffee filters.
- Use rechargeable batteries and appliances whenever possible, such as hand-held vacuum cleaners and flashlights.
- Refill printer and copier toner cartridges when empty.
- Use the backside of printed sheets and outdated letterhead for draft use in the fax and/or the printer.
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### Additional Measures

Eight additional measures are required for certification. Use the measures suggested below, [this list of suggested measures](#) or write-in measures specific to your business.

- Make two-sided printing and copying a standard practice (set machines to default to two-sided printing).
- Buy products in returnable, reusable or recyclable containers.

## Energy Conservation

### Required Measures

- Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems.
  - Clean permanent filters with mild detergents every two months (change replaceable filters every 2 months).
  - Check the entire system each year for coolant and air leaks, clogs, and obstructions of air intake and vents.
  - Keep condenser coils free of dust and lint.
  - Keep evaporator coils free of excessive frost.
- Have a PG&E energy audit of your business. Energy audits are free and can be made by calling the PG&E business customer service center at 1-800-468-4743. Review it annually for new measures to implement.

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Use computer hardware programs that save energy by automatically turning off idle monitors and printers.

### Additional Measures

Eight additional measures are required for certification. Use the measures suggested below, [this list of suggested measures](#) or write-in measures specific to your business.

- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.

Items listed in red are required by law.



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- Use a timer on power supplies to automatically turn off office equipment after working hours.
- Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star® settings are enabled (list all the equipment that is Energy Star®, each item counts towards the required total).
  - \_\_\_\_\_
  - \_\_\_\_\_
- Adjust equipment controls to settings (temperature, speed or other) that use less energy. Post signage at equipment controls stating reasons for setting.
- Add renewable energy generation (example: programmable thermostats, solar panels) to your facilities. Incentives may be available from PG&E.
- 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).
- Apply window film to reduce solar heat gain, if applicable.
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## Water Conservation

### Required Measures

- Read your City Service bill to monitor water use.
- Sign-up for the customer water use portal to set usage alerts and monitor hourly water use ([SaveDavisWater.org](http://SaveDavisWater.org))
- Follow all of the City's mandatory water use restrictions ([SaveDavisWater.org](http://SaveDavisWater.org)).**
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting dye tablets, which are available from the Public Works Dept.
- When toilet replacement is necessary, replace with high-efficiency toilets (HETs) using 1.28 gallons or less per flush. Replaced urinals should use 0.5 gallons or less per flush**
- Use dry methods to clean sidewalks, driveways, walkways or parking lots. Potable water may not be used to wash down these surfaces except for health and safety purposes.**

#### If you have landscaping/irrigation:

- Mulch all non-turf areas in landscaping.
- Test irrigation system quarterly and repair all broken or defective sprinkler heads, lines and valves.
- Adjust sprinklers for proper coverage to avoid overspray and runoff from property resulting in water waste.**
- Adjust the irrigation schedule monthly when in operation.
- For landscaping projects greater than 500 square feet requiring a permit, plan check or design review, follow the requirements of the City's Water Efficient Landscape Ordinance ([SaveDavisWater.org](http://SaveDavisWater.org)).**

### Additional Measures

Five additional measures are required for certification. Use the measures suggested below, [this list of suggested measures](#) or write-in measures specific to your business.

- Install a weather or soil-moisture based irrigation controller that automatically adjusts irrigation in response to weather conditions. Controller must include a rain sensor or a rain sensor must be added as a separate component.
- Convert existing landscape to drought tolerant plants (water efficient landscape information is available at [SaveDavisWater.org](http://SaveDavisWater.org)).
- Replace water-cooled equipment, such as air conditioning units or ice machines, with air-cooled.
- Use kitchen rinse water and/ or residual drinking water to irrigate indoor plants.
- When cleaning with water is necessary, use only the minimum amount needed.
- Modify your existing irrigation system to include drip irrigation, where feasible.
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Items listed in red are required by law.



# Partners for a Greener Davis Certification Application

## Pollution Prevention

### Required Measures

- Properly dispose of all hazardous waste (including fluorescent bulbs/tubes, batteries, paint, pesticides etc.).
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- Restrict hazardous products by at least two methods:
  - Buying them in small quantities.
  - Limiting access to authorized staff.
  - Use one or a few multipurpose cleaners, rather than many special-purpose cleaners.
- Replace harmful products with safer alternatives. List specific replacements below (at least two are required).
  - Cleaners: \_\_\_\_\_
  - Disinfectants: \_\_\_\_\_
  - Pesticides: \_\_\_\_\_
  - Paints: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Regularly check and maintain storm drain openings and basins that are located on your property. This should be timed to occur prior to the wet season.
- Use traps or barriers instead of pesticides to reduce pests.
- Specify in pest control contracts that management methods include the specific use of methods of less toxic pest prevention endorsed by OurWaterOurWorld.org.
- Keep lids closed on waste dumpsters, carts and bins.
- Excess non -hazardous fluids are deposited in the sanitary sewer, not in the trash.
- Inspect trash receptacles at the end of each business day to make sure trash remains within dumpsters, carts and bins.
- Keep chemicals, all maintenance and cleaning materials in an enclosed solid cover area with no ability to drain rainwater through the enclosed area.
- Actively encourage alternative transportation at your workplace. List specific practices (at least two are required, extras count towards the Additional Measures section).
  - Set aside car/van pool parking spaces.
  - Provide electric vehicle recharge ports for visitors and staff using electric vehicles.
  - Provide secure (i.e. lockable) bicycle storage for staff and customers.
  - Provide rebates/incentives to employees on bicycles bought for commuting.
  - Membership with Yolo Commute: YoloCommute.net.
  - Provide lockers and showers for staff who walk, jog or bicycle to work.

- Provide employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).
- Convert or replace company vehicles with low-emission cars (electric, hybrid, natural gas or alternative fuels).
- Establish parking cash-out policy for employees.
- Establish pre-tax transit/rail/carpool/vanpool allowance policy for employees.
- Establish alternative mode company travel reimbursement policy.
- Register your business and employees for a Zipcar membership.
- Downtown businesses: Provide/ensure all employees have X-permits and park in X-permit spaces.
- Business participation in May is Bike Month: \_\_\_\_\_% of employees participating (33% min).
- Offer telecommute, compressed workweek, or flexible scheduling: \_\_\_\_\_% of employees participating.
- Other: \_\_\_\_\_

### Additional Measures

Six additional measures are required for certification. Use the measures suggested below, [this list of suggested measures](#) or write-in measures specific to your business.

- Keep company vehicles well-maintained to prevent leaks and encourage employees to do the same.
- If you must clean outdoor areas or parking areas with water, divert from storm drains and collect the wash water (use wet vacuums or vacuum trucks) to **dispose in the sewer**.
- Label all storm water drains with "No dumping, drains to wetlands" message (free from the Public Works Dept.).
- Keep litter, landscaping waste debris and soil away from stormdrains.
- Encourage patrons to not feed wildlife food scraps.
- Use dry clean-up methods wherever possible for any outdoor cleaning.
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Items listed in red are required by law.