



Partners for a Greener Davis Certification Checklist for Office/ Retail

Business _____

Address _____

Contact _____

Phone _____

Email _____

Website _____

This section to be completed by City staff only.

Signature _____

Date _____

___ Gold ___ Silver ___ Bronze

General Requirements

The following general measures are required for all businesses.

- ___1. Track water and energy usage (using billing statements) and hazardous waste generation and disposal (this is required by law).
- ___2. Provide on-going incentives or training opportunities to encourage management and employee participation in the Partner for a Greener Davis Program. For example, incorporate the idea of a Green Business into:
 - Performance appraisals, job descriptions, training programs, employee orientations
 - Staff meeting discussions
 - Your employee reference materials
 - Your company newsletter or bulletins
 - Your company suggestion and reward programs
 - Other: _____
- ___3. Inform your customers about your business' environmental efforts and what you are doing to meet the green business standards. For example:
 - Post your Partner for a Greener Davis plaque and certification in a visible location.
 - Post notices listing the steps you are taking to be a Green Davis Partner.
 - Offer tours that highlight your Green Business successes.
 - Offer customers "green" service or amenities options.
- ___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 office/retail business in Davis that is not yet certified.
 - Highlight your green business efforts and/or certification on your website, and link it to the Partner for a Greener Davis home page (www.cityofdavis.org/pw/greenpartners).
 - Other: _____

Using the menus on the following pages, check off all the practices currently in place at your business. If your business also contains a café, deli, bar, etc., be sure to fill out the section on page 10.

Questions about filling out the Checklist? Contact the City of Davis Public Works Department at 757-5686.

Completed checklists can be hand delivered, mailed or preferably emailed to:

Partners for a Greener Davis Program

City of Davis Public Works Department

1717 5th Street Davis, CA 95616

pwweb@cityofdavis.org

In the interest of waste reduction, please do not fax your checklist.



Solid Waste and Recycling

Minimum number of checked items required for certification: Bronze - 16 items Silver - 26 items Gold - 37 items

1. Required Measures

Place a check by all practices in place at your business. All these measures are required to qualify as a Green Business Partner.

- Conduct a waste assessment of garbage and recyclables.
- Review it annually for new measures to implement. See www.davisrecycling.org for a sample waste audit. The City Recycling Program (757-5686) offers free waste assessments to Davis businesses.
- Establish a recycling program for all of the following:
 - Cardboard.
 - Newspapers, office paper, mixed paper, junk mail.
 - Glass and metal containers.
 - Plastics #1 and #2 (beverage bottles, condiment containers, packaging materials and non-CRV containers).
 - Compost landscape trimmings. (Can be part of the contract with your landscape service or can be placed in the street for pick-up by Davis Waste Removal).

2. Waste reduction measures

Place a check by all practices in place at your business. You must check at least four practices to qualify as a Green Business Partner.

- Offer reusable bags to customers as an alternative to standard paper and plastic bags. These may be free or for sale. THIS IS REQUIRED BY LAW for stores with over 10,000 square feet of retail space that generate sales tax and have a licensed pharmacy.
- Offer a plastic bag collection bin for your customers and then recycle the plastic bags. THIS IS REQUIRED BY LAW for stores with over 10,000 square feet of retail space that generate sales tax and have a licensed pharmacy.
- Offer a discount per bag when customers bring their own reusable bags.

- Make it a policy to ask customers first if they want a bag before placing purchased items into a bag.
- Use air hand dryers in restrooms instead of paper towels.
- Buy products shipped with less packaging.
- Buy products in returnable, reusable or recyclable containers.
- Require chemical suppliers to take back empty buckets and drums.
- Eliminate inner-pack dividers in shipping containers for miscellaneous supplies.
- Use rechargeable batteries and appliances whenever possible, such as hand-held vacuum cleaners and flashlights.
- Require vendors to use corrugated cardboard boxes instead of waxed cardboard.
- List specials/sales on a chalkboard or use less toxic, water-based white board markers.
- In the lunch/break room, eliminate disposables by using reusable items, such as mugs, dishes, utensils, towels/rags and coffee filters.
- Purchase reusable office items, such as refillable pens, erasable white boards & wall calendars.
- Use refillable and pressurized spray cans (e.g., brake cleaners, lubricants, engine degreasers).
- Buy products in bulk (oil, antifreeze, etc.) or that are concentrated, durable, repairable, and/or recyclable, making sure that you need all you are ordering.
- Replace several similar products with one or two that do the same job.
- Store supplies to reduce degradation from temperature, humidity, etc.
- Arrange storage area/access to reduce potential for damaging stock.
- Arrange for cooperative buying through dealerships or groups of businesses, etc.
- Help employees reduce junk mail at home.
- Require vendors to take back unused samples or off-spec materials.



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- Work with vendors to return excess or expired stock.
- Other: _____

3. Measures to recycle or reuse materials

Place a check by all practices in place at your business. You must check at least three practices to qualify as a Green Business Partner.

- Collect food waste for off-site or on-site composting.
- Compost waxed cardboard or use as mulch.
- Donate old uniforms and linens to shelters or non-profits or otherwise recycle them.
- Collect other plastic drums, buckets, and other rigid plastics (#3, # 5, #6 and #7) and take to Davis Waste Removal, 2727 2nd Street for free 24/7 drop-off recycling.
- Reuse packaging such as cardboard, bubble wrap and polystyrene packing peanuts. Bring bubble wrap and packing peanuts to Parcel Dispatch PDQ, Postmarks or The UPS Store. These and other mailing companies will accept these materials for reuse.
- Donate or exchange usable items (furniture, supplies, electronics, scrap materials, computer disks, etc.).
- Recycle wood (pallets, wood from remodeling)
- Recycle scrap metal (from remodeling and replacing equipment).
- Reuse or recycle car fluids from company vehicles. IT IS ILLEGAL TO DISPOSE OF CAR FLUIDS (oil, gasoline, brake fluid, antifreeze, etc.) IN THE TRASH.
- Reuse excess paint and paint solvents. Keep only what's needed for touch-ups, then donate the remainder to an anti-graffiti program, etc.
- Leave grass clipping on mowed turf ("grass-cycling") rather than disposing. The mowing device should mulch grass clippings rather than just cut turf.
- Recycle or refill printer toner/cartridges.
- Other: _____

4. Reduce office paper wastes

Place a check by all practices in place at your business. You must check at least three practices to qualify as a Green Business Partner.

- Use the backside of printed sheets and outdated letterhead for draft use in the fax and/or the printer.

- Make two-sided printing and copying standard practice (set machines to default to two-sided printing).
- Use computer fax modems that allow faxing directly from computers without printing.
- Buy/lease copiers and printers with double sided copying capability.
- Set word processing defaults for smaller fonts and margins that minimize paper use without sacrificing legibility.
- Reuse office paper as scratch paper.
- Order supplies by e-mail or telephone.
- Use a centralized bulletin board to post office memos and messages (rather than making copies for multiple people or locations).
- Circulate one periodical (rather than multiple copies) for everyone.
- Replace memos with e-mail messages and discourage the printing of messages.
- Reduce junk mail by requesting removal from direct mail marketing list (visit www.stopjunkmail.org for help).
- Eliminate duplicate mailings by calling magazine or catalogs.
- Purge your own mailing lists to eliminate duplication.
- Reuse envelopes: Cover up old addresses and postage, affix new.
- Design marketing materials that require no envelope – simply fold and mail.
- Other: _____

5. Purchasing recycled-content or used products

Place a check by all practices in place at your business. You must check at least four practices to qualify as a Green Business Partner.

- Purchase recycled or remanufactured laser and copier toner cartridges.
- If new plastic or paper bags are offered to customers, purchase only bags made with recycled materials.
- Use recycled oil for company vehicles and equipment.



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- Purchase items used rather than new (each checked item counts towards the required total):
 - _____
 - _____
- Purchase products made from recycled materials (each checked item counts towards the required total):
 - Recycling bins and containers.
 - Refuse pails and bags.
 - Toilet seat covers.
 - Toilet tissue, facial tissue.
 - Paper towels.
 - Office paper.
 - Other office paper products (envelopes, folders, etc.).
 - Pencils/rulers and other desk accessories.
- Business cards.
- Guest checks/receipts.
- Take-out containers – paperboard or plastics (#1 and #2, not #6 and #7).
- Floor mats.
- Mulch, soil amendments and compost made of plant trimmings or green waste.
- Construction materials when building/remodeling (such as plastic lumber for decking, benches and railings; carpet, carpet padding, etc).
- Paint.
- Other: _____
- Other: _____

Energy Conservation

Minimum number of checked items required for certification: Bronze - 12 items Silver - 18 items Gold - 26 items

1. Required Measures

Place a check by all practices in place at your business. All these measures are required to qualify as a Green Business Partner.

- 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.
- When replacing fluorescent tubes and/or compact fluorescent bulbs, be sure to dispose of the fluorescent lamps and ballasts properly—they are considered hazardous waste. THIS IS REQUIRED BY LAW; it is illegal to throw them away in the trash. For disposal options, see www.davisrecycling.org.
- 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 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.

2. Energy efficient equipment and facility features:

Place a check by all practices in place at your business. You must check at least seven practices to qualify as a Green Business Partner.

General

- Use electrical equipment with energy saving features (e.g. Energy Star®) and ensure Energy Star settings are enabled.
- Use computer hardware programs that save energy by automatically turning off idle monitors and printers.
- Use a time switch to automatically turn off office equipment after working hours.
- Use sensors on vending and ice machines and place machines in shaded areas.
- Use weather stripping (weatherizing and caulking) to seal air gaps around doors and windows.
- Replace refrigerators older than 10 years with new Energy Star® models.
- After existing facilities are upgraded to achieve optimal energy performance, add renewable energy generation (example: solar panels) to your facilities.
- Other: _____



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Lighting

- Reduce the number of fixtures.
- Replace incandescent bulbs with more efficient compact fluorescents or other energy efficient bulbs.
- Replace older T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts.
- Increase lighting efficiency by installing optical reflectors and/or diffusers.
- Improve exit sign efficiency by using energy efficient compact fluorescent bulbs, LED or other signs using energy efficient technologies.
- Use lighting controls such as occupancy sensors, bypass/delay timers, photocells, or time clocks, especially in low occupancy areas such as closets and restrooms.
- Use dimmable ballasts to dim lights to take advantage of daylight.
- Use daylight dimmers that turn off automatically when light is sufficient.
- Other: _____

Heating, Ventilation and Cooling

- Use building design features for improved or more efficient ventilation or heat conservation. Describe: _____
- Use a programmable thermostat to control heating and air conditioning.
- Use bypass timers and/or time clocks.
- Use ceiling fans for air circulation.
- Replace or supplement an A/C system with an evaporative cooler.
- Use economizers on A/C to increase air circulation.
- Replace single or package A/C unit with one with a greater Energy Efficient Rating (EER). Be sure that the new system is appropriately sized and sealed when installing a new EER unit.
- Provide shade for HVAC condenser, especially roof-top fixtures.
- Use occupancy sensors to control air conditioning and heat.
- Shade sun-exposed windows and walls: use awnings, sunscreens, shade trees or shrubbery.
- Replace an electric heating system with a natural gas system.

- Apply window film to reduce solar heat gain, if applicable.
- Use energy-efficient double paned windows.
- Other: _____

Hot Water Use

- Insulate all hot water pipes, hot water heaters and storage tanks.
- Use a solar water heater or pre-heater.
- Replace electric hot water heaters with natural gas and/ or on-demand units.
- 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).
- Use a booster heater for appliances and equipment that require high temperature water and turn your water heater to 120° F.
- Check pilot lights for proper adjustment (gas /hot water).
- Set hot water heaters to a standard 140°–150° F or less.
- Other: _____

3. Energy conserving practices

Place a check by all practices in place at your business. You must check at least two practices to qualify as a Green Business Partner.

General

- Institute a formal policy that all electronic devices and lighting be turned off when not in use.
- Use the standby mode on equipment (e.g., energy saver buttons on copiers).
- Rearrange workspace to take advantage of areas with natural light and design for increased natural lighting when remodeling.
- Other: _____

Lighting

- Clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).
- Always turn off lights when leaving a room or as otherwise unneeded.
- Check and adjust lighting control devices such as time clocks and photocells.
- Use light switch reminders to remind customers and staff to turn off lights when not in use.



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- Disconnect unused ballasts in delamped fixtures AND replace burned out lamps quickly to avoid ballast damage.
- Use task lighting instead of lighting the entire area.
- Other: _____

Heating, Ventilation and Cooling

- Set thermostat to 78° F for cooling, 68° F for heating, and use the thermostat's night setback.
- Turn room-cooling units off when the weather is cooler.

- Close blinds and curtains to keep room cooler.
- Seal off unused areas. Block and insulate unneeded windows and other openings.
- When repainting building exterior and roofs, choose light colors to reflect more sunlight.
- Other: _____

Water Conservation

Minimum required for certification (without landscape): Bronze - 10 items Silver - 12 items Gold - 15 items

Minimum required for certification (with landscape): Bronze - 19 items Silver - 24 items Gold - 30 items

1. Required Measures

Place a check by all practices in place at your business. All these measures are required to qualify as a Green Business Partner.

- Assign a person to monitor each water bill for early indicators of problems.
- Learn how to read your water meter.
- Use signs in restrooms and break rooms to encourage water conservation and to report leaks.
- Regularly check for and repair all leaks in your facility. Leaks in toilet tanks can be detected with leak detecting tablets, which are available from the Public Works Department.
- When toilet replacement is necessary, replace with water efficient 1.6 gallon or less per flush models. THIS IS REQUIRED BY LAW.
- When replacement of shower heads or sink aerators is necessary, replace with low-flow components (check specific application[s] below):
 - 0.5 gpm to 2.5 gpm for lavatory sinks
 - 2.0 gpm or less for kitchen sinks
 - 2.0 gpm or less for shower heads
- Use only dry methods to clean sidewalks, driveways, walkways or parking lots. Consult with the Public Works Department to learn when and how water may be used to clean outdoor surfaces, and post instructions for maintenance staff.

If you have landscaping/irrigation:

- Mulch all non-turf areas in landscaping.
- Install matched precipitation rate sprinkler heads in turf areas.
- Test irrigation sprinklers 4 times per irrigation season to ensure proper operation and coverage and repair all broken or defective sprinkler heads/nozzles, lines and valves.
- Adjust sprinklers for proper coverage—optimize spacing, avoid runoff onto paved surfaces.
- Adjust the irrigation schedule monthly during irrigation season, or as needed.

2. Conservation Measures.

Place a check by all practices in place at your business. You must check at least three practices (seven if you have landscaping) to qualify as a Partner. Public Works (757-5686) may have rebate programs that can help.

Facility:

- Go beyond 1.6 gallon per flush toilets. When replacing 3.5 gallon per flush or higher toilets, install High Efficiency Toilets that use 1.3 gallons or less per flush.
- Provide additional urinals in men's restroom and reduce number of toilets (urinals use less water than toilets).
- Replace flush mechanism in urinals with ones that flush at 1.0 gallon or less (as low as 0.125 gallon per flush) or install new waterless varieties.
- Install self-closing faucets (0.5 gpm and 0.25 gallon/cycle).



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- Contact the Public Works Department to schedule a presentation to employees to encourage water conservation at home.
- Indoors, use dry floor cleaning methods, followed by damp mopping, rather than spraying or hosing with water.
- Change window cleaning schedule from "periodic" to "as required."
- Reduce water pressure to no higher than 50 psi by installing pressure reducing valves.
- Adjust boiler and cooling tower blowdown rate to maintain TDS (total dissolved solids) at levels recommended by manufactures' specifications.
- Retrofit cooling tower to use a cooling tower conductivity controller.
- 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.
- Install a toilet dam or displacement device (bag or bottle filled with water) to cut down on the amount of water needed for each flush. Make sure installation does not interfere with the operating parts.
- Post signs in restrooms and break rooms encouraging water conservation.
- Other: _____

Landscaping: (four items required, if applicable)

- Modify your existing irrigation system to include drip irrigation, where feasible.
- Install water efficient shrubs, ground cover, cobblestones, brick, or mulch in place of turf.
- If installing new turf, limit area and use drought tolerant species, space sprinkler heads such that the water from one sprinkler head reaches the adjacent sprinkler heads.
- Renovate existing landscape to include drought tolerant plants (water efficient landscape guidelines are available from the Public Works and Parks Department).
- Hydrozone: Group plants with similar water requirements together on the same irrigation line and separate plants with different water requirements on separate irrigation lines.
- Install irrigation controllers that have at a minimum the following features: precise 1-minute runtime capability; a

minimum of 3 separate programs; and 3 cycle start time features.

- Use reclaimed water for irrigation and other approved uses.
- Reduce irrigation system water pressure to no higher than 50 psi by installing pressure-reducing valves.
- Install a self-adjusting weather-based irrigation controller that automatically tailors watering schedules to match local weather, plant types, and other site-specific conditions. Controller must be certified under the Irrigation Association's SWAT protocol.
- Set irrigation timers to water when it is cooler and there is little wind. Never run irrigation during the middle of the day.
- Instead of watering your landscape for a short amount of time each day, water for longer periods of time, 3 times a week to allow the water to sink in deep and encourage deeper roots on your plants.
- Reduce the demand of the water system during peak production hours by following the recommended even/odd watering schedule for your address. If your address ends in an odd number (1, 3, 5, 7 or 9), irrigate only on Tuesdays, Thursdays and Saturdays. If your address ends in an even number (2, 4, 6, 8, or 0), water only on Wednesdays, Fridays and Sundays. Visit www.cityofdavis.org/pw/water/conserve for details.
- Avoid water runoff, especially on sloped areas, by turning off the sprinklers for 15 minutes halfway through your complete watering time to allow the water to soak deep into the soil.
- Increase the mowing height for your grass to help decrease the water consumption.
- Other: _____



Pollution Prevention

Minimum number of checked items required for certification: Bronze - 19 items Silver – 28 items Gold - 38 items

1. Required Measures

Place a check by all practices in place at your business. All these measures are required to qualify as a Partner.

- Assess your facility and business practices to identify ways to prevent pollution. Review the plan annually for new measures to implement.
- Check Material Safety Data Sheets (MSDS) and labels for all cleaning products, building maintenance materials, pesticides, fertilizers, and laundry products you use. Contact the City Integrated Pest Management Coordinator (757-5656) for help with identifying less toxic alternatives.
- Properly dispose of all hazardous waste (including fluorescent bulbs/tubes, batteries, paint, pesticides etc.). THIS IS REQUIRED BY LAW.

2. Practice good housekeeping

Place a check by all practices in place at your business. You must check at least six practices to qualify as a Green Partner.

- Locate all potential pollutants away from sewer and storm drains.
- Provide secondary containment for large amounts of liquid supplies and store in an enclosed area.
- Routinely check storage areas, pipes and equipment for leaks, spills and emissions of chemicals, paints, and cleaners; repair any deficient items found.
- Use U.S. Environmental Protection Agency certified technicians to conduct repairs on all refrigeration and air conditioning equipment.
- Check for leaks regularly on all refrigeration and air conditioning equipment.
- Do not "top off" refrigerant on refrigeration and air conditioning equipment.
- Store any potentially hazardous materials securely, control access and rotate stock to use oldest material first.

- Design berms or grading to prevent run-off or rain water from flowing across industrial areas where it could be contaminated.

Outdoors:

- If you must clean a parking lot with water, use equipment that collects dirty water. This water must be disposed of in the sanitary sewer.
- Label all storm water drains with "No dumping, drains to wetlands" message (free from the Public Works Department).
- 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. Keep litter, debris and soil away from storm drains.
- Keep receiving, loading docks, dumpster and parking areas free of litter, grease and oil. For proper outdoor surface cleaning practices, contact Public Works (757-5686).
- Keep dumpsters covered when not in use.
- Maintain recycling and refuse containment areas to prevent leaks or spills to storm drain.
- Do not wash cars, equipment, floor mats or other items outside where run-off water flows straight to the Storm drain; this wash water should be directed to a sewer drain.
- Use landscaping or erosion control practices (ground cover, weed barrier fabric, vegetated swales, etc.) to prevent erosion problems, especially during construction or remodeling. Contact Public Works (757-5686) for more information.
- Place instructional postings at trouble spots (e.g., loading docks, dumpster areas, outside hoses) describing proper practices to prevent pollutants from reaching storm drains.
- Use shut-off valves at storm drains or keep temporary storm drain plugs at loading docks or outdoor areas for quick spill response.
- Use wet scraping, tenting or HEPA-vac instruments to reduce dust and debris when removing paint; avoid chemical paint stripping.



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- Have an outdoor ashtray or cigarette “butt” can for smokers.
- Other: _____

Prevent and Control Spills

- Inspect inventory, storage and/or shipping areas for potential spill hazards.
- For small spills use shop towels, rags, or squeegees that are cleaned at an industrial laundry facility.
- Keep a spill kit handy to catch/collect spills from leaking company or employee vehicles.
- Keep company vehicles well-maintained to prevent leaks and encourage employees to do the same.
- Other: _____

Employees

- Train your employees on ways to prevent pollution (using this checklist!).
- Offer bonuses/prizes for safety-violation free months.
- Post photographs of poor/good employee work areas.
- Use employee spill accident record in employee evaluations.
- Form an employee volunteer work party to participate in a local Storm Water Detention Pond/Channel Clean Up Day. Contact the Public Works Department (757-5686) for details.
- Other: _____

3. Reduce chemical use

Place a check by all practices in place at your business. You must check at least three practices to qualify as a Green Partner.

- Restrict use of hazardous products by (each checked item counts towards the required total):
 - 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 (each checked item counts towards the required total).
 - Cleaners: _____
 - Disinfectants: _____
 - Sanitizers: _____

- Paints: _____
- Other: _____
- Eliminate aerosol dispensers (cleaners, room fresheners, etc.).
- Buy low VOC products when available (paint, paint removal products, etc.).
- Replace burned out standard fluorescent lights with low or no mercury energy efficient lights.
- Use unbleached and/or chlorine-free paper products (copy paper, paper towels, napkins, coffee filters, etc.).
- Print promotional materials with soy or other low-VOC inks.
- Use natural or low emissions building materials, carpets or furniture.
- Use electric or pneumatic (not gasoline) powered tools.
- Use high-efficiency paint spray equipment.
- Other: _____

4. Eliminate or reduce use of chemical pesticides by implementing an Integrated Pest Management (IPM) program.

Place a check by all practices in place at your business. You must check at least two practices to qualify as a Green Partner.

- Use traps, barriers and less toxic pesticides (such as soaps, oils, microbials and baits). Apply on an as-needed (vs. set) schedule.
- Specify in pest control contracts that pest management methods include exclusion and non-chemical pest prevention.
- If your business sells pesticides, participate in the Our Water Our World (OWOW) alternative pesticide outreach program. For more information about participating in OWOW contact the Public Works Department at 757-5686.
- Set up storage and sanitation procedures and planting, irrigation and cultivation (e.g., pest-resistant plants) to minimize pest attractants and harborage.
- Inspect and repair any exterior holes or gaps to prevent pests from accessing your business.
- Participate in a local “Adopt-a-Park” program to control weeds using alternatives to pesticides. Contact Parks and General Services (757-5656) for more information.



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- Sponsor the installation of artificial nesting boxes for natural predators (ex. barn owl) in near-by trees or structures. Contact Public Works (757-5686) for more information.
- Other: _____

5. Reduce vehicle emissions

Place a check by all practices in place at your business. You must check at least five practices to qualify as a Green Partner.

- Set aside car/van pool parking spaces.
- Offer electric vehicle recharge ports for visitors and staff using electric vehicles.
- Offer secure bicycle racks and/or storage for staff and customers.
- Offer rebates/incentives to employees on bicycles bought for commuting.
- Make transit schedules, commuter ride sign-ups, etc., available to staff. Get help from www.sacregion511.org using their "Ridematch Tool."
- Business is located within a business park or a business core (example: downtown Davis).
- Hire locally or assist staff in finding local housing.
- Join the Yolo/Solano Air Quality Management District's "Spare the Air" program to notify staff of "Spare the Air" days. See www.sparetheair.org for more information.
- Offer employee incentives for carpooling or using mass transit (e.g. guaranteed ride home or subsidized transit passes).

- Use or invest in renewable energy (ask your local utility or the Center for Resource Solutions at 415-561-2100 or www.resourcesolutions.org).
- Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.
- Combine deliveries and errands all into one trip, when feasible.
- When possible, arrange for a single vendor who makes deliveries for several items.
- Offer lockers and showers for staff who walk, jog or bicycle to work.
- Patronize services close to your business (e.g., food/catering, copy center, etc.) and encourage employees to do the same.
- Do business with other "green" vendors or services.
- Convert or replace company vehicles with low-emission cars (electric, hybrid, natural gas or alternative fuels).
- Keep company vehicles well-maintained to prevent leaks and minimize emissions; encourage employees to do the same.
- Increase the use of email, video conferencing, and telephones to eliminate travel time.
- Provide employees with driver training and incentives for driving efficiently.
- Other: _____

If your business operates a retail cafe, deli, bar or other food service, fill out this section.
Minimum number of checked items required for certification: **Bronze - 10 items Silver - 15 items Gold - 23 items**

Place a check by all practices in place at your business. You must check at least ten practices to qualify as a Green Partner.

Waste Reduction and Recycling

- Replace disposable beverage containers with washable, reusable ones (contact Environmental Health to ensure proper sanitizing).
- Replace disposable flatware and tableware with reusable items.

- Replace paper napkins and tablecloths with cloth ones. (Contact Environmental Health to ensure proper sanitizing).
- Replace single-use paper hats for kitchen staff with reusable ones.
- Use Environmental Health-approved straw dispensers instead pre-wrapped ones (for self-service areas only).
- Eliminate paper coasters or switch to reusable ones.
- Replace Styrofoam with paper, recyclable plastic (#1 or #2), or biodegradable containers for take-out orders.



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- Buy ingredients (e.g., flour, salt) in bulk, packaged in unlined paper bags, which can be recycled.
- Replace individual condiment packets with approved, refillable containers. Refill from bulk.
- Require laundry service to use reusable bags to transport dirty and clean linen.
- Check perishable deliveries for spoiled or damaged products before accepting.
- Store and rotate supplies to minimize loss through spoilage and damage.
- Donate excess food (bread/produce OK; not meat or cooked food) to food banks or shelters or have an "employee use" policy for leftovers.
- Reuse old tablecloths, cloth napkins and washcloths as rags.
- Purchase products made from recycled materials (each checked item counts towards the required total):
 - Paper table covers.
 - Placemats.
 - Napkins.
 - Menus.
 - Other: _____
- Other: _____

Water Conservation

- Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (saves both heating and water costs).
- Reduce dishwasher temperature to the lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using.
- Retrofit once-through water-cooled refrigeration units, air conditioners, and ice machines by using temperature controls and a recirculating chilled water loop system.
- Install and use a high efficiency washing machine.
- If you must rinse dishes, use 1.6 gpm or less pre-rinse spray valves.
- In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes.

- Evaluate the wash formula and machine cycles for efficiency. It may be appropriate to reprogram machines to eliminate a cycle.
- Install and use foot triggers at kitchen sinks.
- Operate dishwashers only when full.
- Do not use running water to melt ice in bar sinks.
- Soak dirty pots and pans instead of cleaning with running water.
- Turn off food preparation faucets not in use.
- Serve guests drinking water only upon request.
- Thaw frozen food in the refrigerator or on the counter top rather than under running water.
- Shut off water-cooled air conditioning units when not needed.
- Other: _____

Energy Efficiency

- Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are on).
- Check pilot lights for proper adjustment (gas /hot water).
- Ensure freezer defrost time clock is set properly to avoid peak energy use periods (noon to 6 p.m.).
- Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.
- Other: _____

Pollution prevention

- Place baskets in sink drains to catch solids which then can be placed in the garbage.
- Avoid attracting pests by quickly cleaning up outdoor dining tables of any uneaten food items. Dispose of crumbs in the trash or compost bin.
- Scrape fats, oils and grease from cookware and dishes into the trash or grease bin instead of down the drain.
- Encourage patrons to not feed wildlife food scraps.
- Do not place leftover beverages or other liquids in the dumpster.
- Other: _____



Pledge of Commitment

This Agreement is between _____
(business name)

represented here by _____
(the business representative)

and the City of Davis Partners for a Greener Davis Program.

By signing this form:

- A. You acknowledge that your business is within Davis city limits.
- B. You acknowledge that you are in possession of a valid business license to operate within the City of Davis.
- C. You acknowledge that you are in compliance with all City, State and Federal regulations that affect your businesses, including, but not limited to, environmental and health regulations.
- D. You acknowledge that you are committed to making environmentally responsible choices as a business.
- E. You acknowledge that you are committed to operate your business in the most environmentally friendly way possible in order to reduce waste, save resources, prevent pollution and reduce greenhouse gas emissions.
- F. You agree to participate in site visits with program staff to show off your efforts and to identify additional opportunities to 'green' your business.
- G. You acknowledge that this checklist has been approved by the management of your business.
- H. You acknowledge that to the best of your knowledge, everything marked on this checklist is accurate and truthful.
- I. You acknowledge 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.

I have read and agree to the terms and condition listed above.

Name (print)

Signature

Date