



To be considered a certified Green Business, a checkmark for each required practice earns you 2 points. Checkmarks for each additional practice count for 0 point. A minimum of points for meeting all Required Practices listed below is needed to achieve Green Certification.

RETAIL/OFFICE

Total questions Answered: 0	Total Score: 0 / 88
Status:	Passing Score: 88

Waste Reduction	
Required Certification Practices	
1. Recycle or reuse of paper (including cardboard and office paper)	<input type="checkbox"/>
2. Recycle glass, plastic and aluminum	<input type="checkbox"/>
3. Use recycled paper	<input type="checkbox"/>
4. Reduce use of plastic bags (use paper bags with minimum 40% of post-consumer product instead)	<input type="checkbox"/>
5. Minimize packaging (e.g. individually wrapped items)	<input type="checkbox"/>
6. Reduce/eliminate use of disposable wares with permanent ware in the lounge room (use refillable container for condiments)	<input type="checkbox"/>
7. Purchase materials with minimum percentage of post consumer waste (50% for marketing materials; 35% for janitorial paper)	<input type="checkbox"/>
8. Make two sided printing or copying as default practice	<input type="checkbox"/>
9. Have a recycling program that meets Miami-Dade County commercial or modified program standards	<input type="checkbox"/>
Additional Practices	
1. Collect and properly dispose hazardous waste (batteries, electronic devices or fluorescent light bulbs)	<input type="checkbox"/>
2. Encourage employees to use less disposable items	<input type="checkbox"/>
3. Compost organics such as food and yard discards	<input type="checkbox"/>
4. Practice efficient copying by using size reduction feature (e.g. print two pages of documents on one page)	<input type="checkbox"/>
5. Reduce paper used for communication (use online service)	<input type="checkbox"/>
6. Donate, sell or exchange unwanted but useable items	<input type="checkbox"/>
7. Recycle wood pallets	<input type="checkbox"/>
8. Recycle printer/toner cartridges	<input type="checkbox"/>
9. Conduct Pollution Prevention assessments or waste audits	<input type="checkbox"/>
10. Practice segregation of wastes to promote recycling	<input type="checkbox"/>
11. Establish waste reduction Best Management Practices (BMP)	<input type="checkbox"/>
12. Stock or sell products made with recycled content	<input type="checkbox"/>
13. Reduce the number of garbage bin liners by reusing bags, having unlined bins (recycle bin should not have liner bags)	<input type="checkbox"/>
14. Encourage the use tap water instead of bottled water	<input type="checkbox"/>
15. Any other practices to reduce waste: _____	<input type="checkbox"/>
Questions answered for Waste Reduction 0/24	
SCORE for Waste Reduction 0/18	
Energy Conservation	
Required Certification Practices	
1. Conduct regularly scheduled maintenance for high electricity use appliances (i.e., air conditioner or refrigerator)	<input type="checkbox"/>
2. Regularly clean and inspect HVAC system (include refrigerator system for restaurant business)	<input type="checkbox"/>
3. Monitor electricity bills for unexpected increases	<input type="checkbox"/>
4. Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficient lighting	<input type="checkbox"/>
5. Reduce number of lamps/fixtures where appropriate	<input type="checkbox"/>
6. Turn off the lights while daylight is sufficient	<input type="checkbox"/>

7. Turn off power when leaving room or after hours (use reminders)	<input type="checkbox"/>
8. Replace equipment with energy saving features (e.g. Energy Star®)	<input type="checkbox"/>
Additional Practices	
1. Use power management software/plug load to save energy	<input type="checkbox"/>
2. Use or invest in renewable energy	<input type="checkbox"/>
3. Use sleep or standby mode on equipment	<input type="checkbox"/>
4. Use dual occupancy sensors in low occupancy areas	<input type="checkbox"/>
5. Increase lighting efficiency by installing optical reflector or diffuser	<input type="checkbox"/>
6. Improve sign efficiency by using LED signs, electroluminescent, photoluminescent or other applicable signs	<input type="checkbox"/>
7. Use appliances to promote air circulation (i.e., ceiling fan)	<input type="checkbox"/>
8. Use window film to reduce solar heat	<input type="checkbox"/>
9. Set thermostat to 76°F for cooling, 68°F for heating	<input type="checkbox"/>
10. Conduct annual energy audits	<input type="checkbox"/>
11. Change A/C filters frequently	<input type="checkbox"/>
12. Use photovoltaic energy for exterior night illumination	<input type="checkbox"/>
13. Use non-heat producing light bulbs	<input type="checkbox"/>
14. Any other practices to save energy: _____	<input type="checkbox"/>
Questions answered for Energy Conservation 0/22	
SCORE for Energy Conservation 0/16	
Water Conservation	
Required Certification Practices	
1. Review water bills monthly for indication of leaks or other problems (if bill is available)	<input type="checkbox"/>
2. Monitor water meter readings regularly (if meter is accessible to your location)	<input type="checkbox"/>
3. Replace appliances with water efficient models bearing the EPA WaterSense Program logo. This includes high efficient toilets, faucets, showerheads and urinals	<input type="checkbox"/>
4. Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks	<input type="checkbox"/>
5. Clean surfaces using dry sweeping methods where allowed	<input type="checkbox"/>
6. Monitor and reduce use of continuous flow fixtures	<input type="checkbox"/>
7. Adjust irrigation system for proper coverage and less runoff	<input type="checkbox"/>
Additional Practices	
1. Operate dishwashers only when fully loaded (if applicable)	<input type="checkbox"/>
2. Replace water-cooled equipment with air-cooled ones	<input type="checkbox"/>
3. Install self-closing faucets (not to exceed 0.5 gpm)	<input type="checkbox"/>
4. Reduce water pressure to less than 50 psi by installing pressure reducing valves	<input type="checkbox"/>
5. Switch from periodic cleaning to as required cleaning schedule	<input type="checkbox"/>
6. Check irrigation timers and limit hours of irrigation	<input type="checkbox"/>
7. Install a sub-meter for outdoor water usage to better monitor for leaks and excessive use	<input type="checkbox"/>
8. Plant Florida-Friendly (drought tolerant) plants	<input type="checkbox"/>
9. Adjust and monitor water use for cooling tower (maintain TDS and conductivity concentration to meet manufactures specifications). Increase the number of cycles in the cooling tower if possible	<input type="checkbox"/>
10. Use reclaimed water or harvest rainwater for plant irrigation	<input type="checkbox"/>
11. Any other practices to save water: _____	<input type="checkbox"/>
Questions answered for Water Conservation 0/18	
SCORE for Water Conservation 0/14	
Pollution Prevention	
Required Certification Practices	
1. Periodically evaluate actual and potential sources of pollution	<input type="checkbox"/>
2. Reduce or eliminate the use of toxic cleaning products	<input type="checkbox"/>
3. Reduce or eliminate the use of chemical pesticides (only use certified products)	<input type="checkbox"/>
4. Replace all aerosols with pump dispensers, if available	<input type="checkbox"/>
5. Have adequate absorbent material to contain all possible spills such as hazardous materials, grease or leaking	<input type="checkbox"/>
6. Keep outside garbage containers covered and away from storm drains	<input type="checkbox"/>

7. Use environment friendly products (less toxic or biodegradable)	<input type="checkbox"/>
8. Locate all potential pollutants away from service and storage area	<input type="checkbox"/>
Additional Practices	
1. Use low or no mercury fluorescent lights	<input type="checkbox"/>
2. Clean catch basins annually	<input type="checkbox"/>
3. Use safer alternatives to potentially harmful products	<input type="checkbox"/>
4. Use certified organic or sustainable products	<input type="checkbox"/>
5. Use rechargeable batteries	<input type="checkbox"/>
6. Use unbleached or chlorine-free paper products	<input type="checkbox"/>
7. Use vegetable or other low-VOCs inks for printing	<input type="checkbox"/>
8. Use water based, high solids, low or no-VOC paint products	<input type="checkbox"/>
9. Use recycled or remanufactured products (like refilled cartridges)	<input type="checkbox"/>
10. Use electric (not gas) powered tools	<input type="checkbox"/>
11. Use low or no VOC paint products	<input type="checkbox"/>
12. Use natural or low emission building materials or furniture	<input type="checkbox"/>
13. Replace toxic permanent ink markers/pens with water-based ones	<input type="checkbox"/>
14. Regularly check and maintain storm drain openings and basins	<input type="checkbox"/>
15. Reduce carbon footprint	<input type="checkbox"/>
16. Establish pollution prevention Best Management Practices (BMP)	<input type="checkbox"/>
17. Develop leak and spill prevention measures	<input type="checkbox"/>
18. Any other practices to prevent pollution: _____	<input type="checkbox"/>
Questions answered for Pollution Prevention	0/26
SCORE for Pollution Prevention	0/16
Indoor Air Quality	
Additional Practices	
1. Maintain ventilation of a minimum air exchange rate of 35%/hour	<input type="checkbox"/>
2. Open windows/doors when vacuuming/cleaning	<input type="checkbox"/>
3. Avoid use of chemical air fresheners and non-organic scented candles	<input type="checkbox"/>
4. Test for mold in the indoor area	<input type="checkbox"/>
5. Use covered garbage containers to avoid smell and fires	<input type="checkbox"/>
6. Use fan or air purifier to increase air exchange rate	<input type="checkbox"/>
7. Any other practices to indoor air quality: _____	<input type="checkbox"/>
Questions answered for Indoor Air Quality	0/7
SCORE for Indoor Air Quality	0/0
Transportation & Delivery	
Required Certification Practices	
1. Provide information to employees on all available public transportation (http://green.miamidade.gov/transportation.htm and http://www.1800234ride.com/template.php?sec=53)	<input type="checkbox"/>
2. Keep company vehicles well maintained and encourage employees to do the same for their personal vehicles	<input type="checkbox"/>
Additional Practices	
1. Offset companys transportation CO2 emissions	<input type="checkbox"/>
2. Arrange for a single vendor to make deliveries for several items	<input type="checkbox"/>
3. Cut shipping, packaging and transportation wastes by buying supplies from local vendors and buying in bulk	<input type="checkbox"/>
4. Encourage employees to carpool	<input type="checkbox"/>
5. Encourage employees bicycling to work by offering rebates	<input type="checkbox"/>
6. Enroll in a car share program - provide carpool parking spaces	<input type="checkbox"/>
7. Have a company-owned vehicle to provide transportation to employees during the day (i.e. company meetings) and to provide transport to and from bus or train stops	<input type="checkbox"/>
8. Convert company vehicles to low emission (electric or hybrid vehicles)	<input type="checkbox"/>
9. Carefully plan delivery routes or commuter routes to avoid unnecessary trips	<input type="checkbox"/>
10. Convert or purchase company vehicles to use alternative fuel (i.e. biofuel) that comply with EPA renewable fuel regulations and standards, including GHG lifecycle reduction requirements (http://www.epa.gov/otaq/fuels/renewablefuels/regulations.htm)	<input type="checkbox"/>

11. Choose business locations that are close to public transportation	<input type="checkbox"/>
12. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes and idling in traffic	<input type="checkbox"/>
13. Track fuel consumption for your fleet according to make, model, year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year.	<input type="checkbox"/>
14. Offer electric vehicle charging stations at your business locations	<input type="checkbox"/>
15. Any other applications: _____	<input type="checkbox"/>
Questions answered for Transportation & Delivery 0/17	
SCORE for Transportation & Delivery 0/4	
Communication & Education	
Required Certification Practices	
1. Track water and energy usage	<input type="checkbox"/>
2. Track solid and hazardous waste generation	<input type="checkbox"/>
3. Provide incentives or training opportunities to encourage employees to participate in the Green Business Program	<input type="checkbox"/>
4. Inform customers about your green business efforts	<input type="checkbox"/>
5. Adopt an environmental policy statement as a business commitment	<input type="checkbox"/>
6. Promote source reduction among employees	<input type="checkbox"/>
7. Encourage employees to make suggestions on green business	<input type="checkbox"/>
8. Establish a Task Force or "Green Team" to identify and review waste minimization	<input type="checkbox"/>
9. Commit resources to implement changes	<input type="checkbox"/>
10. Any other applications: _____	<input type="checkbox"/>
Questions answered for Communication & Education 0/10	
SCORE for Communication & Education 0/20	
Total questions Answered: 0	Total Score: 0 / 88
Status:	Passing Score: 88

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