

SUSTAINABIZ: LEON COUNTY'S SUSTAINABLE BUSINESS RECOGNITION PROGRAM



Criteria for Offices & Retail Spaces

Business Name: _____

Business Address: _____

Contact Name and Title: _____

Contact Phone: _____

Contact Email: _____

Authorization: Initial here to authorize:
(_____)

I am authorized to apply for and seek recognition for my business. I understand that business information submitted through this application will be shared online.

- ▶ Items in **Bold** are required for all applicants
- ▶ Applicants who score 110 points or above are designated Gold and will receive special recognition on the Capital Area Sustainabiz website.

ENERGY		Points	We've done this!
1	Perform energy audit (Free with COT and Talquin) (This box can be checked if the audit has been scheduled, but not yet performed at the time of filling out this form)	Required	
2	Actively monitor monthly energy consumption	1	
3	Perform one energy retrofit or upgrade that your energy auditor recommends	1	
4	Set a goal for energy reduction to achieve in one year	2	
5	Create a policy/protocol to ensure all non-essential lights and appliances are turned off during non-business hours	2	
6	Replace 50% of lighting with LED light bulbs	3	
7	Install lighting controls, such as occupancy sensors in spaces of variable occupancy, daylighting controls, or timed switches	4	
8	Change the settings on all computers and printers to go into sleep mode after 15 minutes of inactivity	4	
9	Make a policy requiring all purchased equipment and appliances are ENERGY STAR, EPEAT, and/or WaterSense qualified	4	
10	Participate in a utility or community solar program	5	
11	Generate renewable energy on-site	10	
Total		36	

WATER		Points	We've done this!
12	Monitor water consumption monthly	Required	
13	Install low-flow faucet aerators on all restroom sinks and/or sinks with automatic sensors	2	
14	Install low-flow toilets and urinals in all restrooms	2	
15	Set a goal for water reduction to achieve in one year	2	
16	Switch cleaning products to low toxicity cleaning products	3	
17	Utilize green infrastructure, low-impact development principles, and Florida Friendly Landscaping Practices to decrease total volume of stormwater runoff, provide natural filtration systems, and utilize sustainable landscaping practices.	4	
Total		13	

TRANSPORTATION		Points	We've done this!
18	Take a survey of how your employees commute to work. Identify at least one opportunity to make getting to work via alternative transportation easier (i.e. carpooling, walking, biking, taking the bus, or driving an electric vehicle)	2	
19	Provide free or discounted bus passes to your employees	3	
20	Offset the greenhouse gas impact of your company travel	5	
21	Install an electric vehicle charging station on site	5	
Total		15	

WASTE REDUCTION		Points	We've done this!
22	Take a look in your trash can and list the top three most commonly found items in it. Do the same thing for your recycling bin.	Required	
23	Eliminate the use of polystyrene (Styrofoam) and single-use plastic shopping bags for customers, minimize the use of packaging, and encourage customers and employees to bring their own bags.	Required	
24	Provide reusable utensils, plates, and cups for employees that eat at work	3	
25	Pick one of the most commonly found items in your trash (from #22) and make a plan to eliminate (or drastically reduce) its use	2	
26	Provide recycling for employees and customers, including clear sorting instructions for what can and can't be recycled	3	
27	Enroll in the Leon County HazBiz program and bring Household Hazardous Materials such as batteries, light bulbs, cleaning supplies, etc. to the Leon County Household Hazardous Waste center	4	
28	Take plastic wrap, plastic bags, or other plastic film to a box retailer or other facility for recycling	4	
29	Purchase items in bulk to avoid excessive single-use packaging (i.e. bulk sugar vs. individual packets, bulk coffee vs. individual pods)	4	
30	Utilize at least three (3) paper products with at least 30% post-consumer recycled material (e.g. printing paper, paper towels, bags, napkins, etc.)	4	
31	Reuse materials or work with vendors to minimize and/or take back product packaging where possible	5	
32	Eliminate individual, single-use plastic water bottles for employees and guests, and provide a reusable alternative	5	
33	Eliminate single-use plastic bags in all operations	5	
34	Establish a paper-free or reduced printing policy or protocol to reduce paper and printing consumption	6	
35	Implement a composting program	7	
Total		52	

EMPLOYEE AND COMMUNITY ENGAGEMENT		Points	We've done this!
36	Educate all employees on the sustainable initiatives in your company	2	
37	Communicate your sustainability initiatives to your visitors and clients	3	
38	Organize a clothing, used items, and/or food drive to donate to a local non-profit. Or work with a local non-profit to organize a collection for used items.	4	
39	Establish a policy/protocol allowing employees to take home unserved food and allowing donations of unserved or excess food to food kitchens or other community programs	5	
40	Establish a Green Team (i.e. a team of employees who oversee and help implement sustainable practices)	5	
41	Organize or take part in a company volunteer day, or support "give hours" (paid employee hours for volunteer/community work)	5	
42	Practice equity, diversity, and inclusion in recruitment, hiring, and retention	5	
43	Promote physical health (social sustainability) among your employees through access to a gym or other wellness activities	5	
44	Offer flex schedules or telecommuting to employees	5	
Total		39	

LOCAL ECONOMY		Points	We've done this!
45	Purchase food for events or meetings from a local business	3	
46	Prioritize ordering and purchasing office items from local businesses (e.g. promotional items)	3	
Total		6	

INNOVATION		Points	We've done this!
47	Attach any information on a project or program your company has implemented that relates to sustainability but was not covered in this application.	TBD (1-5)	
48	Attach a document endorsed by your company leadership that outlines a plan for implementing further sustainability action items and goals	TBD (1-5)	
Total		10	

Grand total of all categories:	171	
---------------------------------------	-----	--

Recognition Categories	Points Range
BRONZE	50-79
SILVER	80-109
GOLD	110+