VANCOUVER ISLAND
GREEN BUSINESS
CERTIFICATION

OFFICE CHECKLIST

OUGHTRED COFFEE & TEA
Completed Actions: 32

Verified: July 7th, 2016
Verified By: Tina Stokvis, Program Manager

GREEN
VANCOUVER ISLAND GREEN BUSINESS
2016

BUILDING & OPERATIONS

- ☑ All non-emergency lights are turned off at night
- ☑ Computers and monitors set to sleep when not in use
- ☑ Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ☑ Energy assessment completed by a recognized provider (Fortis BC, BC Hydro, LiveSmart, City Green, etc.)
- ☑ ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- ☑ All hot water tanks and piping are insulated
- ☑ Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
- ☑ Server systems are ENERGY STAR® Certified or effective energy efficiency program for servers is in place

TRANSPORTATION

- ☑ Bicycle parking provided for staff and clients
- ☑ Video or voice conferencing technology used to minimize travelling to/from meetings

WATER

- ☑ Tap water consumed rather than bottled water
- ☑ All faucets employ ≤ 6.0 LpM aerators
- ☑ All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

CLIMATE ACTION

- ☑ Emissions are measured and, along with reduction plans and targets, are communicated to staff and public
- ☑ All emissions are offset (including air travel) with verified carbon credits

PURCHASING & PRODUCTS

- ☑ ≥ 75% of cleaning products are eco-friendly
- ☑ Select caterers that are actively committed to sustainability
- ☑ At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- ☑ Purchasing policy that all new office equipment and appliances are to be ENERGY STAR® Certified
- ☑ Purchasing used office equipment, such as printers, photocopiers, and office furniture instead of new products

WASTE

- ☑ Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- ☑ All printers set to double-sided and/or both sides of paper is used before being recycled
- ☑ Paperless systems are in place (eg. files are stored digitally, invoices/receipts/newsletters/memos delivered electronically)
- ☑ All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- ☑ All food waste and soiled paper are composted
- ☑ All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- ☑ At least one other hard-to-recycle item is being recycled (ie. foil-lined bags, Styrofoam™, light bulbs, electronics, appliances)

SOCIAL

- ☑ Annual donations made to local environmental or community-related charities of ≥ $50 per full-time employee
- ☑ Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- ☑ Environmental values and actions are posted publically (either online or on premises)

ADDITIONAL ACTIONS

- ☑ Additional action – Re-started a Carpooling Program
- ☑ Additional action – Continued upcycling of multiple items