

## BUSINESS NAME

Completed Actions: 31

Verified: March 16<sup>th</sup>, 2018

Verified By: Elizabeth Maze,  
Program Lead




## BUILDING & OPERATIONS

- All non-emergency lights are turned off at night, or window lights put on a timer and shut off 11pm to 7am
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
- ≥ 75% of office equipment and kitchen appliances are ENERGY STAR® Certified
- All hot water pipes are insulated
- Ceiling fans are employed to re-circulate waste heat (for high-roofed spaces)

## WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- Sales/promotions are displayed digitally or on chalkboards or another reusable surface
- Receipts are emailed or printed on request only
- All food waste and soiled paper are composted AND all electronics, batteries and lightbulbs are recycled
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- At least one other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, etc.)

## WATER

- Tap water consumed rather than bottled water 
- All faucets employ ≤ 6.0 LpM aerators

## TRANSPORTATION

- Bicycle parking is provided for staff and customers
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking

## PURCHASING & PRODUCTS

- At least three major paper products have ≥ 50% post consumer recycled content
- Sustainable Retail Purchasing Policy in place for selecting retail products
- ≥ 75% of cleaning supplies are eco-friendly
- Store does not distribute single-use plastic bags to customers 
- Store uses reused/recycled material to wrap fragile items sold to customers
- No single-use products purchased for refreshments for staff & customers (e.g. coffee cartridges, stir sticks, sampling, straws) 
- Stock ≥ 3 products that are Carbon Neutral, EcoLogo™ Certified, FSC, or Certified Organic
- ≥ 10% of all goods sold from local sources (BC)
- Actively works with suppliers to reduce packaging and encourage low-emission deliveries 
- Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost

## 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

# RETAIL CHECKLIST

- Environmental values and actions are posted publicly (either online or on premises)

## **ADDITIONAL ACTION**

- Additional action – customers receive a discount when they bring in their own refillable bottle