




## BUILDING & OPERATIONS

1.  Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
2.  All thermostats set to 16°C when space is typically unoccupied (manual or automated)
3.  Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
4.  ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
5.  Computers and monitors are turned off in the evenings and on weekends (when not in use)
6.  ≥ 75% of workstations have laptops or ENERGY STAR®/TCO Certified computers and monitors
7.  ≥ 75% of office equipment such as printers and photocopiers are ENERGY STAR® Certified
8.  ≥ 75% of large kitchen appliances are ENERGY STAR® Certified
9.  All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
10.  All hot water pipes are insulated
11.  **Renewable energy credits are purchased for 100% of electricity use**
12.  Building generates solar, wind, or geothermal power, or generates solar hot water

## WASTE

13.  At least 4/6 paperless systems are in place: invoices, client files, pay stubs, memos, utility bills, bank statements,
14.  All printers set to default double-sided and/or both sides of paper is used before being recycled
15.  Reusable dishware is provided in place of disposable cups, plates, cutlery, etc. 
16.  All food waste and soiled paper is composted
17.  Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled 
18.  All electronics, batteries and lightbulbs are recycled
19.  ≥ 1 other hard-to-recycle item is being recycled (foil-lined bags, pens, appliances, etc.)
20.  Conducted a waste audit in the past 12 months

## WATER


21.  Tap water consumed rather than bottled water 
22.  All faucets employ ≤ 6.0 LpM aerators
23.  All toilets and urinals are ≤ 6.0 LpF
24.  Water catchment/reuse or greywater recycling system in place

## TRANSPORTATION

25.  Designated bicycle parking provided for staff and clients
26.  ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
27.  Subsidized bus passes or tickets are provided for staff

28.  Fulltime staff can work from home one day per month to reduce travel emissions OR are offered a flexible schedule to avoid traffic
29.  Video or voice conferencing technology is used to minimize travelling to/from meetings
30.  Deliveries/courier services from ≥ 1 supplier have been reduced by ≥ 50% in the last 12 months OR ≥ 50% of local couriering/deliveries made by low or zero emission transport
31.  ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car) OR company uses a car share service (Evo, Modo, etc.)

## PURCHASING & PRODUCTS

32.  ≥ 3 major paper products are made with ≥ 50% post consumer recycled content or 100% recycled content
33.  ≥ 75% of cleaning products are eco-friendly (including cleaning products used by commercial cleaners)
34.  Select caterers that are actively committed to sustainability (for meeting and work functions)
35.  No single use food and beverage products purchased for staff and client use (e.g. coffee cartridges, stir sticks) 
36.  **Sustainable Purchasing Policy in place for office equipment, appliances, furniture, paper products and cleaning supplies**
37.  ≥ 10% of office furniture and décor is purchased used/repurposed

## CLIMATE ACTION

38.  **Emissions are measured and reduction plans and targets are set, all are communicated to staff and public**
39.  **All emissions are offset (including air travel) with verified carbon credits**


## SOCIAL

40.  ≥ 50% of employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
41.  Annual donations made to local environmental or community related charities and non-profits, at an amount of ≥ \$50 per full-time employee
42.  **Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs**
43.  Employees engage in pro bono services to the local community (non-profits/charities or others in need)
44.  Environmental values and actions are posted publicly online and on the premises
45.  Company is committed to taking meaningful action towards Truth & Reconciliation with Indigenous Peoples OR is Indigenous owned
46.  Staff actively educate clients on relevant environmental and sustainability initiatives
47.  Employee Health and Wellness Program in place
48.  Traditional employee benefits package in place

# OFFICE CHECKLIST

## ADDITIONAL ACTION

49.  Additional action- based on comparability to the actions listed above

**LED** = Light Emitting Diode, high-efficiency lighting  
**T5/T8** = High-efficiency models of fluorescent or LED lighting  
**EV** = Electric Vehicle  
**LpM** = Litres per Minute  
**LpF** = Litres per Flush  
**(Bold text)** = (Point requires documentation)  
 = "Ocean Friendly Business" points for plastic reduction. Points 15, 17, 21 and 35 MUST be completed to become certified as an Ocean Friendly Business by Surfrider Vancouver Island

## PROGRAM ELIGIBILITY

### Eligible businesses must:

1. Have a maximum of 100 full-time equivalent employees
2. Be a registered business, not-for-profit or charity. If you are a franchise, brand, division or subsidiary, the local manager must submit the application
3. Be located on Vancouver Island. If your organization has multiple locations, each would have to undergo the certification process individually

### Reasons for ineligibility may include:

1. If a business operates in any of the following industries: weapons, gas/oil/coal, or manufacturing of pesticides, synthetic fertilizers or plastics
2. If your business is known to have a poor record in any of the following areas: product integrity, worker/labour abuse, environmental responsibility
3. Home based business without significant separate business operations (mixed used facility with residential)

## RESOURCES

For more information on rebates and incentive programs and how you can make your business more sustainable while improving your brand appeal, retaining staff, and reducing operating costs visit:

[www.vigbc.ca](http://www.vigbc.ca)

## REQUIRED DOCUMENTATION

11. Proof of purchase for renewable energy credits
36. Provide documentation of Sustainable Purchasing Policy which includes details on selecting sustainable products when it comes to office equipment, kitchen appliances, furniture, cleaning products, and paper product.
38. Provide documentation of publicly available emissions measurement, reduction plan, and actions
39. Provide receipts for purchase of verified carbon credits
42. Provide relevant materials from employee manual

**Additional Action** we understand every business is different. You are welcome to describe an additional action your business

has taken to reduce its environmental impact and/or positively impact its community. Your VIGBC Verifier may be able to award credit for one action, depending on its comparability to the actions listed in the VIGBC checklist.

## DEFINITIONS

**Eco-Friendly Cleaners** cause less harm to human health and the environment when compared to other competing products and services. Look for products that are biodegradable, pH balanced, EcoLogo™ Certified, Green Seal™ Certified, etc.

**EcoLogo™** is an environmental standard and certification for products and services based in North America. EcoLogo™ provides assurance that products and services bearing meet stringent environmental standards and are verified by a third party auditor.

**ENERGY STAR®** is an international symbol that identifies products as the top efficiency performer in their category. ENERGY STAR® is a government/industry partnership that makes it easy for businesses and consumers to save money and protect the environment.

**Green Seal™** Green Seal™ ensures that products meet rigorous, science-based standards for human health and the environment.

**Health and Wellness Programs** recognize the importance of protecting and promoting employee health and wellness. Examples include point programs, yoga/meditation classes, physical activities, corporate lunch and learns, and wellness challenges.

**High Efficiency Hand Dryers** use less energy than conventional dryers. VIGBC will consider Green Seal™ Certified, ENERGY STAR® Certified or equivalent as a high efficiency hand dryer.

**Kitchen Equipment** includes fridges, freezers, ovens and dishwashers. It will not include toasters, kettles, microwaves, coffee makers, or toaster ovens as they do not have an ENERGY STAR® rating.

**Low Emission Vehicle** is a vehicle that has an average (city/highway) fuel efficiency rating of 35 miles per gallon (15 km per litre) or more.

**Office Equipment** includes fax machines, printers, multi-functional devices, televisions, and air purifiers or dehumidifiers.

**Renewable Energy Credits** recognized energy companies that utilize environmentally friendly electricity generation (solar, wind, or bio-energy). Businesses can purchase these credits to reduce their environmental footprint and support green energy generation.

**Sustainable Caterer's** are those that take steps to reduce waste by limiting packaging and single-use items, using local, in season food and Ocean Wise™ or Certified Organic products, and use low-carbon modes of transportation for their deliveries.

**Verified Carbon Credits** result from projects that have been verified for their role in reducing, avoiding or sequestering

# OFFICE CHECKLIST

carbon dioxide emissions or equivalent emissions such as methane gas.



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