



10-Entry Level Checklist for Office and Retail*

- 1. **Lighting:** At least 75% of all lamps in buildings are energy efficient LEDs, CFLs, T-8 or T-5s with electronic ballasts (not T-12) fluorescents or equivalent energy efficient lighting. Timers, which can turn off lights when not in use, and dimmers, which reduce light levels, can also help you save electricity. For high-quality products that will provide the greatest energy savings, look for products that have earned the ENERGY STAR® logo. See Hawai'i Energy Lighting Rebates for more information.
- 2. **Energy Conservation Practices:** Policy and practice of turning off lighting and HVAC in unoccupied space and/or install lighting occupancy, timers and/or HVAC controls.
- 3. **Equipment and Appliances:** Purchase and have a procurement policy to purchase ENERGY STAR® equipment and products.
- 4. **Energy Monitoring:** Benchmark using ENERGY STAR® Portfolio Manager or comparable program. (Please provide account username or "screenshot" while logged in on account).
- 5. **Water efficient fixtures and equipment** (i.e. Aerators and Pre-Rinse Spray Nozzles): At least 75% of bathroom and kitchen fixtures are High Efficiency and/or WaterSense®.
- 6. **Native and/or Drought Tolerant Landscaping:** Utilize indoor and outdoor plants that minimize irrigation and potable water usage. See BWS Introduction to Xeriscaping (Environmental design that minimizes water use) for more information.
- 7. **Water Bottles and Stations:** Provide employees with reusable water bottles (through purchase or giveaways) and set up water re-filling stations.
- 8. **Paper:** Purchase paper products (office paper, tissue, and toilet paper) with 30% or higher post-consumer recycled content.
- 9. **Recycling and Reuse:** Recycle paper, cardboard, metal, glass, plastic throughout the property and provide recycling containers in public areas. Donate excess food from events to local organizations. See Opala | Department of Environmental Services for more information.
- 10. **Cleaning Supplies:** At least 30% of janitorial products are certified as environmentally friendly (i.e. Safer Choice, Eco-logo, or Green Seal).

Business Name	Contact Name	Contact Signature	Date
Email	Address	Phone	

* Upon confirmation from HGBP, participants may be eligible to receive HGBP recognition certificate and granted usage of logo. Email dbedt.hgbp@hawaii.gov or visit <https://greenbusiness.hawaii.gov/> for more information and links to resources.



10-Entry Level Additional Checklist for Office and Retail

If any items in the 10-Entry Level Checklist are not applicable to your business, then you can use any of the items on this list as substitutions to reach 10 points. (Subject to verification and acceptance by the HGBP).

- 1. **Use a Carbon Footprint Calculator:** Provide a scorecard or screenshot of calculation when submitting checklist that includes the name of your business.
- 2. **Renewable Energy:** Business uses solar or other renewable energy as an energy source.
- 3. **Use reclaimed or 'invasive' building materials:** Re-purpose reclaimed or invasive wood, such as locally-grown bamboo, albizia, waiawi (strawberry guava), etc.
- 4. **Repair or re-purpose:** Repair or re-purpose appliances, furniture, and furnishings before disposing.
- 5. **Charging infrastructure:** Provide charging infrastructure for EVs or E-Bikes or provide information/map on where these facilities are located nearest to the property.
- 6. **Facilitate and encourage sustainable transportation:** (a.) Multi-modal transportation (combination of mass transit, biking, walking, etc.) is available for both staff and customers. Providing information on alternative transportation, such as bus/shuttle schedules and contact information, information on charging stations, and providing information on facilities within walking distance. Provide multi-modal infrastructure such as: bike rack, access to dry and well-lit area to wait for public transportation and shuttle service). And/or (b.) Provide bicycles or work with bike sharing programs. (c.) Facilitate employee carpooling.
- 7. **Purchase and/or sell eco-friendly and Fair Trade products:** See Fair Trade for more information. Some suppliers may also allow you to return packaging to avoid additional waste.
- 8. **Support the local community:** (a.) Offer a kama'āina discount; (b.) or partner with other businesses to offer their products, highlight local artists or businesses by selling their work in your place of business.
- 9. **Donate extra food:** Donate food waste to a food bank, shelter, or food redistribution center, etc.
- 10. **Other Sustainable Practices:**

Business Name	Contact Name	Contact Signature	Date

Email	Address	Phone

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