

Village of Shorewood Green Leaf Award

Introduction

The Village of Shorewood is committed to operating in a more sustainable way to reduce their impact on the environment and improve the quality of living within the community. The building and operation of a business can contribute to waste generated, energy and water use, and the overall environmental impact on the community. The Green Leaf Award was developed to encourage the Shorewood business community to make assessments and take steps towards a more sustainable way of operating to help reduce the impact that individual businesses have on the environment within the Village.

Requirements

Applicants must meet all prerequisites AND at least ten (10) strategies from the checklist. The checklist was designed to accommodate as many situations as possible in order to address the many different types of buildings and businesses within the Village. Some strategies on the checklist may or may not apply to a particular business.

Post-Evaluation Summary

The Post-Evaluation Summary was created to help gather information to be shared with other candidates and to further improve the Green Leaf Award process. Please fill this out after you've completed the items on the checklist.

Resources

A list of resources that may be helpful during the Green Leaf Award process is available on the last page. A GLA Volunteer will also be assigned to your project and will work with you throughout the process.

How it works

- Contact a GLA Volunteer and set up a meeting to review the Green Leaf Award Requirements and assess existing business operations. Discuss next steps in order to comply with the items listed in the prerequisites AND at least ten (10) strategies from the checklist.
- Implement items from prerequisite list and checklist that need to be addressed.
- Meet with GLA Volunteer to confirm compliance of all GLA Requirements.
- Fill out Post-Evaluation Summary.
- Receive award.

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Project Prerequisites

Applicants must comply with the following items:



Yes
Maybe
No or N/A

Building Owner and/or Tenant

Yes	Maybe	No or N/A	
			Have an Energy Assessment completed on the building and/or business operation. Contact Focus on Energy to discuss your options.
			Prohibit smoking throughout the building. If designated smoking areas are provided, they shall be at least 20' from building entrances (per the Village of Shorewood Ordinance No: 1924), air intakes, and operable windows.
			Reduce paper use by using scrap paper or paper with recycled content in printers and copiers. Set printers to print double sided if possible.
			Properly dispose of hazardous chemicals, CFLs, paints, oil, and solvents.
			Reduce junk mail by allowing customers to opt out of mailings, certifying mailing lists, & cancelling unwanted publications.
			Confirm that low-flow shower heads, faucet aerators, and pipe wrap near water heater are installed.
			Set computer monitors to turn off after 20 minutes of inactivity and standby mode after an hour.
			Have a comprehensive waste reduction and recycling plan in place.
			Create a Business Sustainability policy, plan, or initiative. Many of the tips in this checklist offer a template.
			Appoint a team or individual to implement, educate, and monitor green practices.
			Educate customers and occupants about green practices through marketing or written materials, website, signage, or interactive kiosks.
			Implement Green Cleaning practices by using nontoxic, biodegradable detergents and cleaning products when possible when local/state code compliance will allow such products to be used.
			Discourage plastic bag use for customer purchases unless they are biodegradable or made from recycled plastic.
			Install programmable thermostats and schedule yearly HVAC maintenance appointments and include regular filter replacement.
			Replace incandescent and halogen light bulbs when possible with compact fluorescent lights (CFLs) or LEDs.

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Project Checklist

Applicants must comply with at least ten (10) strategies below of their choice in addition to meeting all prerequisites.

Yes
Maybe
No or N/A

Sustainable Sites

Building Owner and/or Tenant

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement a program that encourages building occupants to carpool, use rideshare programs, or use low-emitting and/or fuel-efficient vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage building occupants to use public transportation. Post bus/train schedules on website or in the building and/or provide reduced-rate transit passes for employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage the use of bicycles by providing bike racks, shower/changing facilities, and/or indoor bike storage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide the use of bicycles for employees to use for meetings, errands, and other business-related trips.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use alternative-fuel, low-emitting and/or fuel-efficient vehicles for business use OR commit to purchasing these vehicles once existing vehicles need replacing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide teleconferencing options for building users to avoid travel to off-site meetings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide telecommuting or other options for working from home to reduce travel.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Building Owner

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide preferred parking spaces for carpoolers and fuel-efficient vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not use pesticides or herbicides to maintain site landscaping. Encourage composting and natural soil amendments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promote infiltration and maintain natural stormwater flows by using one of the following strategies: pervious paving, bioswales, rain gardens, retention ponds, stormwater harvesting for reuse in irrigation or buildings, vegetated roof.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide parking hardscapes with an SRI (solar reflectance index) of at least 29 (grey concrete) OR use shaded or covered parking.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use roofing materials with an SRI of 78 (low sloped or flat) or 29 (steep slope) OR a vegetated roof.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Yes
Maybe
No or N/A

Water Efficiency

Building Owner and/or Tenant

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Energy Star-rated dishwashers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Energy Star-rated frontloading clothes washers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install dual-flush or low-flow toilets in the bathrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install waterless urinals in bathrooms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Building Owner

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use native, drought-tolerant plants to minimize need for watering, mowing, and fertilization.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If irrigation is needed, use efficient landscape irrigation strategies such as drip irrigation, micro misters, and moisture sensors. Use compost, mulch, or natural soil amendments to improve moisture retention and reduce runoff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use captured rainwater or grey water on site for irrigation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not use potable water for irrigation on site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Yes
Maybe
No or N/A

Energy Efficiency

Building Owner and/or Tenant

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use occupancy sensors in low-traffic areas like conference rooms, storage closets, and bathrooms.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update old appliances with Energy Star-rated alternatives.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace CRT computer monitors with flat screen monitors or laptop computers.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turn off computer workstations, copiers, fax machines, coffee makers, and other small appliances when not in use or at business closing each day.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase Green Power to offset building energy usage.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirm that building attic or roof and exterior walls are adequately insulated.
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Building Owner

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install exit signs using LED technology.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install motion sensors to control outdoor lighting when applicable.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update old windows with energy-efficient alternatives.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use weather stripping and properly insulate gaps around windows and doors.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Replace old HVAC systems with high efficiency HVAC systems.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building is powered by on-site electric system (PVs) or on-site wind electric system or heated/cooled by biomass, geothermal, or solar technologies. Passive solar heating has been applied when possible.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commercial refrigeration has been retrofitted with ECMs, Evaporator Fan Controls, LED cold case lighting, strip curtains, automatic door closers, or anti-sweat heater controls.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement solar hot water technology for domestic hot water use, swimming pools, or other hot water uses.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food service equipment has been retrofitted with an IR food warming unit and pre-rinse spray valves of .65 gpm or less are achieved.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use occupancy sensors (Vending Miser) are installed on all vending machines that are not Energy Star-rated.
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
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Yes
Maybe
No or N/A

Indoor Air Quality

Building Owner and/or Tenant

Yes	Maybe	No or N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install light shelves at building exterior windows (recommended at 7'-6") to push natural light deeper into occupant spaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use auto-daylighting systems to coordinate natural and electrical lighting.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide task lighting at workstations or other individual areas of the building or lighting that can be dimmed or controlled by occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low-VOC paint is used whenever possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide temperature controls that can be adjusted by building occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide shades or blinds that can be adjusted by occupants to control daylighting, privacy, and glare.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Building Owner

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design building to use natural day lighting in regularly occupied spaces.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use operable windows for natural ventilation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Properly ventilate copy machine rooms, art rooms, and other hazardous areas of the building.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Yes
Maybe
No or N/A

Waste Reduction

Building Owner and/or Tenant

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Offer paperless online billing and/or registration. Implement electronic receipts/invoices for purchases and services or explore BPA-free receipt paper.

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Reuse single-sided copies for printing or scrap paper.

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Implement onsite composting for food scraps or explore available collection services.

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Stock office kitchenettes with coffee mugs, silverware, plates, and other non-disposable dishware.

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Use reusable or compostable plates, serveware, and cups for special events or functions and ensure proper disposal.

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Provide filtered tap water for employees or occupants instead of bottled water.

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Other:

Yes
Maybe
No or N/A

Purchasing

Building Owner and/or Tenant

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Purchase products from suppliers that use recyclable or minimal packaging.

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Purchase products in bulk to avoid excess packaging.

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Choose suppliers that model environmental sustainability.

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Choose local suppliers and producers to reduce transportation impacts and support the local economy.

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Purchase fair trade or socially responsible products when possible.

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Purchase company clothing or uniforms that are made in the USA.

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Purchase company clothing or uniforms that are made from organic cotton, hemp, bamboo, or other green fabrics.

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Use paper items like envelopes, note cards, and letterhead with recycled content.

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Provide reusable bags for customers or add nominal surcharge for single-use bags.

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Other:

Yes
Maybe
No or N/A

Food

Building Owner and/or Tenant

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Purchase and serve organic, hormone-free, or chemical-free food items.

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Purchase food from local sources and donate surplus food to local charities, food pantries, or nonprofit organizations.

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Install edible landscapes and/or a food garden on site.

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Purchase food in bulk when possible to reduce packaging.

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Other:

Yes
Maybe
No or N/A

Building Construction

Building Owner and/or Tenant

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase used furniture, shelving, or storage.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchase Greenguard Certified or other environmentally responsible furniture.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install furniture, shelving, or storage that is made from recycled materials.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use low-emitting paints and coatings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use low-emitting adhesives and sealants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use low-emitting carpet systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use composite woods with no added urea-formaldehyde.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use products and materials made with recycled content.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use products and materials made from renewable resources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use wood-based products and materials that come from Sustainably Managed Forests (FSC Certified, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use local products and materials that are manufactured and/or harvested within 500 miles of the project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that construction waste from remodeling projects is diverted from landfills, minimized, recycled, and disposed of properly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

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RESOURCE LIST

A list of resources that may be helpful during the assessment and review of the items in the Green Leaf Award are listed below.

Business Energy Audits

Focus on Energy <http://www.focusonenergy.com/business/efficient-facilities/> or contact 877-229-6678 to ask about a free lighting assessment

Green Power Purchasing

WE Energies Energy for Tomorrow Program

http://www.we-energies.com/business/wisconsin_service_rates/eft_lrgbus.htm

Opting Out of Mailing Lists

General: <http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm>

Credit card offers: <https://www.optoutprescreen.com/?rf=t>

Catalogs: <http://www.catalogchoice.org/>

Disposing of Hazardous Materials

<http://www.mmsd.com/>

<http://earth911.com/>

<http://www.epa.gov/>

<http://www.epa.gov/osw/hazard/wastetypes/pdfs/listing-ref.pdf>

Recycling Information

<http://earth911.com/>

<http://www.wastecapwi.org/>

<http://www.mmsd.com/>

Green Cleaning Products and Information

<http://cleanenvironmentco.com/> <http://www.all-greenjanitorialproducts.com/>

<http://www.cleansolutions.biz/commercial.html> <http://www.greencleaningnetwork.org/index.html>

Energy Star Rated Products

<http://www.energystar.gov/index.cfm?c=home.index>

USGBC (US Green Building Council) and LEED

<http://www.usgbc.org/>

WI Rideshare Program

<http://www.dot.wisconsin.gov/travel/commuter/rs-index.htm>

Greenguard Certified Products

<http://www.greenguard.org/en/index.aspx>

Construction Waste Management Practices

<http://www.wastecapwi.org/>

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Post-Evaluation Summary

Date: _____ Choose one: Building Owner _____ Building Tenant _____

Business Name: _____

Address _____

Contact name: _____

Email: _____ Phone: _____

Business Details (type, size, etc.): _____

Describe the commitment your business is making to reduce its impact on the environment and why it's important:

List any sustainable strategies that your business has implemented as a result of going through the Green Leaf Award process:

What are some of the strategies you have implemented to help your employees, customers, and/or tenants become more aware of the behavioral changes needed to follow the items in the Green Leaf Award checklist?

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Post-Evaluation Summary

What items from the checklist were the most challenging for your business and how were you able to comply with them?

What were the three major benefits to you and your business as a result of participating in the Green Leaf Award:

We welcome any comments and suggestions that you may have to help us improve the Green Leaf Award process in the future:
