

Restaurant Checklist

Green Business Program –Alameda County

General

GENERAL Certification Measures (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Inform your customers about your business environmental efforts and what you are doing to meet the green business standards. For example: Post the Green Business logo, certification and pledge in a visible location; Post reminders listing steps you are taking to be a Green Business; Offer tours that highlight your Green Business successes; Offer customers green service or amenities options; Highlight your Green Business efforts and/or certification on your website, and link it to the GBP home page.		X		
2. Adopt a written environmentally preferable (or green) purchasing policy. Ask your Green Business Coordinator for templates.		X		
3. Establish a 'green team' that can help guide efforts to green your business.		X		

Waste

BUY materials with recycled content. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Purchase paper towels with 35% post-consumer waste.		X		
2. Purchase copier/printer paper with at least 30% post consumer waste.		X		
What is the recycled content of the paper (OPTIONS - 30%, 100% and 50 %, enter two digits)?				
How many reams of paper do you buy annually?				
Optional Measures				
1. Purchase paperboard and plastic (#1, #2, not # 6 and # 7) take-out containers.		X		
2. Purchase toilet seat covers and toilet paper with recycled content.		X		
3. Purchase floor mats with recycled content.		X		
4. Purchase menus with recycled content.		X		
5. Purchase napkins with recycled content.		X		
6. Purchase placemats with recycled content.		X		
7. Purchase garbage bags with the highest recycled content available.		X		
8. Purchase guest checks with recycled content.		X		

RECYCLE materials. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Where applicable, provide recycling and composting container(s) at convenient and appropriate locations (i.e. lobbies, guest rooms, vending machines, kitchens, next to existing garbage containers, individual cubicles, housekeeping/custodial service carts, etc.).		X		
2. Recycle all paper, glass, metal, cardboard and plastics accepted in your area.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				
3. Compost all organics including food and yard discards, soiled paper products, and compostable food containers.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				

Optional Measures

1. For restaurants without table service: Set up a program for Front of the House Recycling and Composting.		X		
2. Compost landscape trimmings (green waste) and debris.		X		
How many employees does your business have at the certified location? (Leave blank if already entered for previous measure.)				
Do you pay your own garbage bill (yes or no)?				
3. Recycle plastic wrap and bags.		X		

REDUCE waste. (5 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Eliminate use of polystyrene, such as Styrofoam, in beverages and food service ware.		X		
Optional Measures				
1. Eliminate paper coasters or switch to reusable ones.		X		
2. Replace individual condiment packets with approved, refillable containers. Refill from bulk.		X		
3. Buy ingredients (e.g. flour, salt) in bulk, packaged in unlined kraft paper bags, which can be composted with food waste.		X		
4. Eliminate paper hand towels by installing air hand dryers in restrooms.		X		
5. Offer an incentive to customers who bring their own reusable coffee mugs, to-go dishes, or bag.		X		

Description	Yes	No	N/A	Post
6. Centralize purchasing to eliminate unnecessary purchases and ensure that all waste reduction purchasing policies are followed.		X		

REUSE materials. (3 measures required)

Description	Yes	No	N/A	Post
Optional Measures				
1. Use cloth instead of paper napkins and tablecloths (contact Environmental Health to ensure proper sanitizing).		X		
2. Replace disposable flatware and tableware with reusable items.		X		
3. Purchase used or refurbished equipment and/or furniture.		X		
4. Reuse garbage bag liners.		X		
5. Donate furniture, supplies, scrap materials, etc., or use a waste exchange program where another business can take your unwanted items.		X		
6. Donate excess non-perishable food (bread/produce OK, No cooked meat or cooked food) to food banks or shelters (covered under Good Samaritan Law) OR have an employee use policy for leftovers.		X		



Energy

Equipment and Facility Changes (6 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.		X		
2. Replace all T-12 fluorescent lighting with energy-efficient T-8 or T-5 fixtures with electronic ballasts or other equivalent efficacy lighting.		X		
How many T-12 lamps have you replaced with T-8s (in electronic ballasts)?				
3. Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.		X		
4. Maintain refrigerator doors by replacing worn gaskets, aligning doors, enabling automatic door closers, and replacing worn or damaged strip curtains.		X		
5. Replace incandescent bulbs with efficient compact fluorescents.		X		
How many incandescent lamps have you replaced with CFLs?				
6. Use energy efficient exit signs, such as LEDs.		X		
How many LED exit signs does your business use?				

Optional Measures

1. Insulate all hot water pipes, heaters, tanks and cold suction lines		X		
2. Shade sun-exposed windows and walls using awnings, sunscreens, trees or shrubbery.		X		
3. Clean lighting fixtures, diffusers and lamps twice a year so they are lighting as effectively as possible .		X		

Description	Yes	No	N/A	Post
4. Incandescent bulbs not replaced with compact fluorescents are replaced with LEDs.		X		

REDUCE your energy (4 measures required)

Description	Yes	No	N/A	Post
Optional Measures				
1. Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).		X		
2. Turn off exhaust hoods and hood lights when appliances below are off (these must be on when appliances are in use.)		X		
3. Install a gas booster heater for hot water use (laundry, dishwashing etc.) How many gas boosters do you use for hot water?		X		
4. Use ENERGY STAR electrical equipment and kitchen appliances. See www.fishnick.com for energy savings tools and rebates.		X		
5. Check pilot lights for proper adjustment.		X		
6. Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).		X		
7. Drain and flush hot water tanks to the sanitary sewer every 6 months to prevent scale build up and deposits (this can reduce heating efficiency).		X		
8. Use ENERGY STAR qualified refrigerators (those over 10 years old should be replaced). How many energy efficient minibars do you have? How many ENERGY STAR rated refrigerators does your business use?		X		
9. Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).		X		
10. Use automatic door closers or open door buzzers on walk-in refrigerator/freezer doors.		X		
11. Install plastic strip curtains on walk-in refrigerator/freezer doors.		X		

Water

CONSERVE your water. (6 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Install toilets with 1.6 gpf (gallon per flush) or less. What is the flush volume of your toilet? How many customers utilize your facility per day (use averages)? How many visitors utilize your facility per day (use averages)? How many female employees does your business employ (use averages per year)? How many male employees does your business employ (use averages per year)?		X		
2. Check for leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).		X		
3. Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.		X		

Description	Yes	No	N/A	Post
4. Install low-flow aerators in faucets and showerheads according to water district specifications. Your water district will check your aerators in the audit, and often provides them for free.		X		
How many employees do you have?				
How many faucets do you have with low flow aerators installed?				
What is the flow rate of the aerator (it only qualifies as a low flow aerator if the flow rate is below the federal standard of 2.2 gpm)?				
5. Post signs in restrooms and kitchen to encourage water conservation and to report leaks.		X		
6. Use only dry methods to clean outdoor hard surfaces and post instructions for staff. Call your water company for any exceptions to this rule.		X		

Optional Measures

1. Provide additional urinals in mens restroom and reduce number of toilets (urinals use less water than toilets).		X		
2. Go beyond the above 1.6 gpf toilets to 1.28 gpf HETs (high efficiency toilets). (Check both this measure and the one above.) Ask your water district about rebates for replacing older toilets >3.5 gpf.		X		

Complete if you have landscaping. (4 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Save water by programming the irrigation system to use shorter, repeated cycles of watering (3 start times of 3 minutes each instead of one start time of 10 minutes).		X		
2. Water during early morning, pre-dawn hours.		X		
3. Adjust the irrigation schedule monthly during irrigation season, or as needed.		X		
4. Adjust sprinklers for proper coverage - optimize spacing, avoid runoff onto paved surfaces.		X		

Optional Measures

1. Use drip irrigation.		X		
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Implement water conservation measures. Consider areas of greatest water use at your facility. (9 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Soak dirty pots and pans instead of cleaning with running water.		X		
2. Hand scrape dishes before loading into dishwasher.		X		
3. Operate dishwashers only when fully loaded.		X		
4. Serve guests drinking water only upon request.		X		

Description	Yes	No	N/A	Post
5. Minimize or eliminate use of garbage disposal by using a strainer or trap device to collect food waste.		X		
6. Use 1.6 gpm or less pre-rinse spray valves to rinse dishes.		X		

Optional Measures

1. Use a fan-jet sprayer before loading dishes into dishwasher.		X		
2. Use foot triggers		X		
3. In conveyor type washer, ensure water flow stops when no dishes are in the washer. Install a sensing arm or ware gate to detect the presence of dishes.		X		
4. Use water conserving batch dishwasher systems (rebates available in some areas).		X		
5. Retrofit once-through water cooled refrigeration units, air conditioners and ice machines by using temperature controls and a re-circulating chilled water loop system.		X		



Pollution

Chemical reduction in food service establishments (9 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.		X		
2. Reduce chemicals (cleaners, pesticides, paints, etc.) used and stored, safely disposing of any unneeded products at the local Household Hazardous Waste Program.		X		
3. If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at www.EcoWiseCertified.com .		X		
4. Eliminate or reduce pesticides by using good sanitation (keeping kitchen, desks and waste storage areas clean) and making physical changes to keep out pests (by caulking/sealing holes or using traps).		X		
5. Use low toxic cleaning products such as those that are SF Approved (www.sfapproved.org), Green Seal certified (www.greenseal.org), or receive at least an 8.1 rating on the GoodGuide (www.goodguide.com), in non-aerosol containers.		X		
What is the area (square footage) of your facility? Please include the sq ft of the space you occupy only.				
6. Replace all aerosols with pump dispensers.		X		

Optional Measures

1. Replace standard fluorescent lights with low or no mercury fluorescent lights. Provide make and model		X		
2. Purchase dishwashing detergents with reduced volatile organic compounds (or VOCs, which are a source of air pollution).		X		
3. Purchase EPEAT certified (www.EPEAT.net) computers, laptops and monitors.		X		

Description	Yes	No	N/A	Post
How many EPEAT LCDs does your business use?				
How many EPEAT CRTs does your business use?				
How many EPEAT CPUs does your business use?				
4. Do business with other green vendors or services, such as recognized Bay Area Green Businesses (listings at www.greenbiz.ca.gov).		X		
5. Offer certified organic, fair trade, sustainably harvested and/or locally grown products.		X		
6. Eliminate the routine use of all disinfectants and sanitizers, unless needed to comply with Environmental Health.		X		

Clean air (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Join the Air Districts Spare the Air program and notify employees and customers of Spare the Air days. Http://www.employerssparetheair.org		X		
2. Encourage commuter alternatives by informing employees, customers and others who visit your office about various transportation options (post bicycle route maps and transit schedules before driving directions).		X		

Optional Measures

1. Offer a shuttle service to and from bus, train and/or light rail stops.		X		
2. Provide secure bicycle storage for staff and customers.		X		
3. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.		X		
4. Hire locally.		X		
5. Convert company vehicles to low emission vehicles (electric, hybrid, natural gas or alternative fuels).		X		
6. Help employees rideshare by posting commuter ride sign-up sheets and providing other commuter incentive programs (e.g., rideshare incentive programs, guaranteed ride home in emergency situations, etc.) available at www.Rideshare.511.org .		X		

RECYCLE/REUSE potential pollutants. (3 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent Universal Wastes, posting a sign and notifying employees of this area. Ensure that these are recycled (and not put into the garbage). Universal Wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).		X		
Optional Measures				
1. Recycle excess paint/solvents (keep only what is needed for touch ups, then give remainder to hazardous waste collection program, donate to anti-graffiti program, or return to contractor or manufacturer).		X		

Description	Yes	No	N/A	Post
2. Obtain a battery recharger for the office. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc.		X		
3. Give or sell restaurant's used cooking oil for use as alternative fuel, such as biodiesel. How many gallons of oil do you recycle for production of biodiesel each month?		X		
4. When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).		X		
5. Recycle used ink jet cartridges.		X		



Wastewater

Storm Water pollution prevention (6 measures required)

Description	Yes	No	N/A	Post
Required Measures				
1. Keep dumpsters covered and impermeable to rainwater. If there are no covers on the dumpster, provide overhead coverage. Keep them from overflowing and keep dumpster/parking areas clean.		X		
2. Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.		X		
3. Do not wash cars, equipment, floor mats or other items where run-off water flows straight to the storm drain.		X		
4. Ensure that no wastewater enters a storm drain. Only rain down the storm drain.		X		
5. If using water to clean parking or other outdoor areas, hire a BASMAA-certified mobile cleaner. Contractor must use equipment that collects wash water and disposes to sanitary sewer.		X		
Optional Measures				
1. Report a leaking dumpster to your waste management agency so it can be repaired or replaced.		X		
2. Store deliveries and supplies under a roof.		X		
3. Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.		X		
4. Label all storm water drains with No dumping, Drains to Bay message. You may choose to have a volunteer organization label storm drains on your behalf.		X		
5. Clean parking lots by sweeping or using equipment that collects dirty water (which must be disposed of to sanitary sewer).		X		
6. Have an outdoor ashtray or cigarette butt can for smokers.		X		
7. Avoid placing leftover beverages and wet food in the garbage cans and dumpster.		X		