

California Green Business Program

Checklist preview

Program: Santa Clara

Sector: Property Managers



General

DESCRIPTION

YES NO N/A Post

1. Educate tenants about becoming a Green Business, encouraging them to enroll in the program and providing them with the program's contact information.

2. Inform your tenants about your green efforts, listing them in promotional and tenant reference materials communications with tenants, lease agreements, and on your website; and offering tours that showcase your green actions.



Energy

DESCRIPTION

YES NO N/A Post

1. Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration system at least twice a year.

2. Assign staff to track energy bills over time, looking for sudden rises in use.

3. Develop a Building Operating Plan that details how the systems in the building are to be operated and maintained. Provide a copy.

4. Complete an Energy Star Portfolio Manager rating on your building. Please list your rating as of the date of this application.
http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager



Wastewater

1. Label all storm drains with No dumping, Drains to Bay message.

2. 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.

3. Clean private catch basins annually (by October 15th), before the first rain and as needed thereafter.

4. Keep receiving, loading docks, dumpster, landscape, storage and parking areas free of litter, oil drips and debris.

5. Store deliveries and supplies under a roof.

6. Mulch, use ground cover, or use a barrier to prevent exposed soil from washing landscaped areas into storm drain.