



## PACE Retail Business Annual Environmental Assessment Checklist

**Business Name:** \_\_\_\_\_

**Contact Name (for project):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_ **By:** \_\_\_\_\_

Use this checklist to identify the issues to think about when improving the environmental performance of your business.

	yes	no	n/a
<b>1. Office/Employee Areas</b>			
<i>Do you recycle any of the following</i>			
1.1 Office Paper			
1.2 Mixed Paper (opened mail, catalogs, magazines, phone books)			
1.3 Newspaper (including inserts)			
1.4 Paperboard-tissue boxes, shoe boxes			
1.5 Corrugated Cardboard/Brown Paper Bags			
1.6 Plastic Bags			
1.7 Copier, printer, and fax ink/toner cartridges			
1.8 Food scraps			
1.9 Food-related packaging (paper plates, food bags, plastic cutlery, etc.)			
1.10 Commingled containers (aluminum/steel cans, glass bottles and jars, plastic #1 & #2 bottles and jugs, paper milk & soy milk containers)			
1.11 Scrap Metal			
1.12 Hazardous materials (cleaners, solvents, batteries, fluorescent lamps, used oil, etc.)			
<i>Do you donate or recycle:</i>			
1.13. Computers			
1.14 Other Electronic Equipment			
1.15 Furniture			
1.16 Office Supplies			
1.17 Unsold items			
1.18 Unused products			

	yes	no	n/a
<i>Do you purchase any of the following recycled-content products?</i>			
1.19 Office Supplies (folders, mailing envelopes, plastic trays)			
1.20 Copy and printing paper (at least 30% post consumer)			
1.21 Letterhead, stationary, envelopes			
1.22 Binders			
<i>Do you reduce paper use by:</i>			
1.23 Double-sided copying			
1.24 Double-sided printing			
1.25 Scrap paper use for notes			
1.26 Email use for memos			
1.27 Don't print drafts or print them on scrap paper			
1.28 Print faxes on scrap paper			
1.29 Print letterhead or forms on demand			
1.30 Having printer drawer for one-sided scrap paper			
<i>Do you reduce paper use by:</i>			
1.31 Use erasable boards/Power Point presentations instead of flip charts/overheads			
1.32 Use erasable boards/Power Point presentations instead of flip charts/overheads			
<b>2. Custodial and Maintenance</b>			
2.1 Are your cleaning supplies less toxic? (check material safety data sheets)			
2.2 Does your cleaning staff use reusable rags and other cleaning items?			
2.3 Does your cleaning staff use bulk, concentrate cleaners?			
2.4 Do your restrooms contain electric hand dryers, linen towel rolls, or roll paper towels?			
2.5 Does your maintenance crew use the least toxic alternative for melting ice in store entryway and parking lot?			
2.6 Does your maintenance crew use the least toxic alternative for power-washing the store's sidewalk?			
2.7 Does your maintenance crew have a system for identifying and repairing leaking water fixtures (including outside)?			
2.8 Do you specify the use of non-toxic alternatives in new or negotiated contracts?			
2.9 Does your landscape crew use integrated pest management to address indoor and landscape pest problems?			
2.10 Is your landscape appropriate for the semi-arid climate of Colorado?			
2.11 Does your landscape have a timed, <u>drip</u> irrigation system (the most efficient)?			
2.12 Do you use low toxic (low VOC) paint and sealants whenever possible?			
2.13 Are your hot water pipes, boilers, and water heaters properly insulated?			
2.14 Do you recycled yardwaste (landscape trimmings)?			

	yes	no	n/a
<b>3. Purchasing and Stocking</b>			
3.1 Do you purchase reusable, durable products?			
3.2 Do you purchase items in bulk with less packaging?			
3.3 Do you purchase concentrates when possible (e.g., cleaning products)?			
3.4 Do you require all suppliers to use reusable shipping containers?			
3.5 Do you recycle corrugated cardboard?			
3.6 Do you recycle/reuse all packaging materials such as Styrofoam peanuts, etc.?			
3.7 Do you recycle woodwaste pallets?			
3.8 Do you sell post-consumer recycled content products?			
3.9 Do you give your customers the option of having their purchases bagged or not?			
<b>4. Food Service (if applicable)</b>			
4.1 Do you donate any leftover food-perishable or non-perishable?			
4.2 Does your food service area provide reusable serviceware?			
4.3 Do you encourage the use of reusable cups and mugs?			
4.4 Do you provide bulk condiments for in-store use such as sugar, creamer, ketchup, mustard?			
<b>5. Energy</b>			
5.1 Have you installed compact fluorescent lamps for task lighting?			
5.2 Have you installed T-8 or T-5 lamps in overhead fluorescent fixtures?			
5.3 Have you installed HID lamps in appropriate areas?			
5.4 Do you use natural lighting whenever possible?			
5.5 Have you installed reflectors in fluorescent or other fixtures?			
5.6 Are lights and equipment typically turned off in areas where no one is working?			
5.7 Are switches located conveniently so that employees can turn them off easily?			
5.8 Are outside lights on timers or light sensors?			
5.9 Are all outside walls adequately insulated?			
5.10 Have you installed occupancy sensors or light timers in appropriate areas?			
5.11 Are windows insulated and/or coated to reduce heat gain or loss?			
5.12 Are all doors and windows closed during cold season to maintain inner temperatures?			
5.13 Are drafts and gaps caulked, sealed, and insulated to reduce heat loss (e.g. around doors and windows, outlets, chimneys, vents, pipes, etc.)?			
5.14 Are furnaces, oil burners, boilers, etc maintained on a regular basis?			
5.15 Are thermostats kept low when buildings are not occupied?			
5.16 Are thermostats on timers?			
5.17 Are ENERGY STAR appliance and equipment purchased and used?			
5.18 Are all computers set to sleep when not in use for 15 minutes or more?			

	yes	no	n/a
5.19 Are other non-essential equipment turned off after business hours?			
5.20 Are you purchasing wind power?			
5.21 Are bus schedules available to encourage bus use?			
5.22 Are showers and lockers available for bikers or walkers?			
5.23 Are carpooling groups set up through work?			
<b>6. Industrial Areas</b> (if applicable)			
6.1 Are your flammables stored in a flammables cabinet?			
6.2 Are gas tanks property anchored or chained?			
6.3 Are wastes properly labelled and stored?			
6.4 Are solvents sinks kept closed when not in use?			
6.5 Have water-soluble cleaners been investigated or substituted for solvents?			
6.6 Have less hazardous alternatives been investigated for regularly-used chemicals?			
6.7 Are scrap metals recycled?			

**Mostly NO**      There is plenty of opportunity to improve your environmental performance, and you have made the first important step. Contact PACE staff to help you implement some changes.

**Mostly YES**      Well done! Your business has adopted an environmentally friendly approach. It's now time to concentrate on those areas where you can make improvements.

<b><u>PACE Contact Information</u></b>	
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