

**Cape & Islands Green
Mandatory Actions Checklist for All Participants**

	Level I			
Category	Description	Additional Information Attached	Supporting Paperwork Required	Check = Done
Commitment, Awareness & Education				
	Attend Cape & Islands Green Workshop			
	Have a workshop with employees to educate them on the program; establish Green Team if deemed appropriate		*	
	Post environmental commitment to guests, clients, customers through newsletters, tent cards, posters, etc.		*	
	Encourage other businesses to participate in the Cape & Islands Green			
	Establish goals to achieve next level of the Cape & Islands Green			
<i>Hotel</i>	In Falmouth, have the Falmouth Green Goals posted in each guest room	*	*	
Solid Waste Minimization				
	Recycle the following by-products of doing business:	*	*	
	- Train Staff to ask each customer, "Do you need a bag".			
	- Paper, Mail, Magazines and Catalogues			
	- Glass			
	- Plastic			
	- Foil			
	- Metals			
	- CFL Bulbs			
	- Ink Cartridges			
	- Old Equipment			
	- Packaging materials			
	- Cardboard			
	- Batteries			
	Make two-sided copying standard practice, and keep previously used paper for printing drafts or internal memos			
	Reduce the amount of junk mail you receive by contacting businesses who send unwanted mail, or signing up for a service that eliminates junk mail	*		
	Eliminate bottled water consumption when possible		*	
	Avoid single-use products; purchase in bulk when possible	*		
	Hotels have recycling receptacles in each guest room			
Energy Conservation				
	Have Cape Light Compact perform an energy audit on building; set energy usage goals	*	*	
	Learn about Cape Light Compacts Green Energy buying option. Make budget plans to purchase Green Power.			
	Clean lighting fixtures, diffusers and lamps twice a year		*	
	Use CFL or LED bulbs/light in 25% of fixtures throughout facility			
	Perform preventative maintenance once a year on HVAC units, and kitchen and laundry appliances where applicable		*	
	Post signage in business that encourages energy conservation	*	*	
	Turn HVAC system down after hours			
	When equipment is replaced, upgrade to energy efficient models, energy star or better.	*		

	Turn off lights in your business when not needed			
	Turn off and unplug equipment when not in use, or use a plug load controller	*		
	Download power management program that reduces computer energy use, and institute a computer knowledge and use program	*		
	If there is a vending machine on premises, use a vending miser	*		
	Keep doors/windows closed when HVAC active in the building			
Health, Air & Water Quality				
	Evaluate each area of your business to identify actual and potential sources of pollution		*	
	Use natural lawn & garden care (animal or plant based)	*		
	Use environmentally friendly cleaning/laundry products	*		
	Comply with Massachusetts anti-idling statute	*		
	Have adequate and secure storage for chemicals	*		
	Cover and contain any materials stored outdoors			
	Use electric instead of gas powered equipment when possible		*	
	Use low VOC materials on the property	*		
Water Conservation				
	Control time and location limitations on watering landscaped areas			
	Post signage in business encouraging water conservation		*	
	Cover soils with composts/mulches to improve water holding capabilities			
	Use commercial car washes to wash business vehicles			
	Sweep rather than hose off outside paved areas			
	Discourage the consumption of individual bottled waters			
	Use plants and trees tolerant to local conditions and natural water available	*		
<i>Food Industry</i>	Check with manufacturer to see if dishwasher spray heads can be replaced with more efficient heads		*	
<i>Food Industry</i>	Serve drinking water only upon request		*	
<i>Hotel Industry</i>	Institute a linen reuse program		*	
Purchasing				
	Establish an environmentally and socially sustainable purchasing policy	*		
	Use environmentally preferable paper or sanitary paper products	*		
	Inform suppliers that you would like to buy eco-friendly products when available		*	
	Ask suppliers to provide merchandise in returnable, reusable or recyclable packaging		*	
	If selling products use the most environmentally friendly bags available.	*		
	When purchasing products, try to do so from local vendors			
<i>Food Industry</i>	Investigate and outline local food suppliers and create a plan for buying local.			
<i>Food Industry</i>	Eliminate the use of styrofoam food containers, and make an attempt to reduce the amount of plastic food containers. Unbleached paper and aluminum preferred.		*	
Transportation				
	Give parking preference to employees who drive fuel efficient vehicles or who carpool	*	*	
	Educate employees about vehicle emissions and fuel efficient transportation choices	*	*	