



## 2011 St. Louis Green Business Challenge Scorecard



<b>Company Name:</b> <b>Site Location:</b> <b>Number of Employees At Site Location (Full-time, part-time, contract, etc):</b> <b>Building Owner or Tenant? (see definition at end of scorecard)</b> <b>Square Feet of Office Space at Site Location:</b> <b>Green Business Challenge Contact:</b>	
<b>Baseline Score (due March 15, 2011)</b>	<b>0</b>
<b>Final Score (due October 17, 2011)</b>	<b>0</b>

Question Number	Outreach	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
O1.1	<b>Green Team Functions</b>	<b>Green Team Organization:</b> Does your company have a "Green Team," which is responsible for managing sustainability initiatives at this site (1pt)? Do you have a dedicated staff person whose written job duties include responsibility for sustainability initiatives in your business (1pt)? Does your Green Team meet at least quarterly (1pt)?			3	
O1.2		<b>Certified Staff:</b> Does your company have a BOC, LEED-GA or LEED-AP accredited person on staff or through a contract to assist with sustainability?			1	
O1.3		<b>Level of Commitment:</b> Has your company's CEO provided written support for the company sustainability efforts (1pt)? Are budget resources dedicated to support sustainability efforts (1pt)?			2	
O1.4		<b>Educational Sessions:</b> Does your company's Green Team hold educational sessions for all company employees (1pt)? Provide examples of education sessions (1 pt each up to 3 points)			4	
O2.1	<b>Internal Communication</b>	<b>Sustainability Guidelines:</b> Has your Green Team written a set of sustainability guidelines for the company and distributed it to all employees or made it accessible on the company's internal website?			2	
O2.2		<b>Company-wide Adoption:</b> Is your company implementing sustainability strategies across all locations in the St. Louis region and around the country?			2	
O2.3		<b>Progress Reports:</b> Do you have ongoing measurement of your sustainability strategies and alert all staff with electronic reports on the progress of in-house environmental initiatives?			2	

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O2.4		<b>Recognition:</b> Does your company recognize your sustainability accomplishments at least once a year (1pt)? Provide an example of a employee recognition event (1pt each up to 3pts)			4	
O3.1	<b>Community Outreach</b>	<b>Corporate Policy:</b> Have you posted your company's approved Sustainability policy, message and strategy on your website?			2	
O3.2		<b>Information Sharing:</b> Have you shared your sustainability achievements or strategies with the other participants in this Challenge (1pt)? Have you hosted an educational session for Challenge participants (2pts)?			3	
O3.3		<b>Recruitment:</b> Did your company recruit another company, education institutions, government, or organization to participate in the 2011 St. Louis Green Business Challenge? (1pt per recruited company up to 3pts)			3	
O3.4		<b>Community Sustainability:</b> Does your company sponsor community sustainability initiatives? (2 points) Does your company participate or volunteer in community environmental clean-up or recycling projects (2 pts)			4	
O4.1	<b>Purchasing Policies</b>	<b>Green Products:</b> Have you developed a green purchasing policy to procure green products where feasible and circulated the policy to all employees?			2	
O4.2		<b>Vendors:</b> Do you require vendors to conform to your sustainability strategies?			2	
O4.2		<b>Supply Chain:</b> Have you notified your supply chain of your sustainability strategies?			1	
O5.1	<b>External Outreach</b>	<b>Property Engagement:</b> Do you engage your property manager or building owner on your company's sustainability initiatives (1pt)? Did you bring your Property Manager to one of the Challenge seminars (2pts)			3	
O5.2		<b>Building activities:</b> Do you engage with fellow tenants in building wide sustainability activities? Provide examples (1pt for each example)			3	
O5.3		<b>Purchasing Alliances:</b> Have you joined with other companies to form purchasing alliance for sustainable products such as: recycled paper, green catering or green cleaning supplies? Provide expamples of each (2 pts each up to 3 examples)			6	
O5.4		<b>Mentoring:</b> Do you meet with another Challenge participant to discuss sustainability strategies (1pt)? Provide documentation of meeting activities (2 pts)			3	
<b>Outreach Total</b>			<b>0</b>	<b>0</b>	<b>52</b>	

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Question Number	Energy	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
E1.1	<b>Annual Energy Use</b>	<b>Tracking:</b> Have you calculated your average energy use at this site (electricity and natural gas) over the last 12 months (2pts)? Submit your energy audit information for an additional point			3	
E1.2		<b>Reduction Planning:</b> Have you established an energy reduction goal of at least 10% of your annual energy usage at this site? (1pt) Submit achievement of 10% reduction goal? (2pts)			3	
E1.3		<b>Carbon Footprint:</b> Did you calculate a carbon footprint baseline for your company?			3	
E1.4		<b>HVAC Strategies:</b> Have you developed strategies to increase the efficiency of your heating, cooling, and ventilation system (3pt) and implemented one or two strategies (3 pt for each)?			9	
E2.1	<b>Lighting</b>	<b>Lighting Audit:</b> Have you conducted a lighting audit for this site (1pt)? Have you implemented at least one of the energy-reducing recommendations from the audit (1pt)? Has lighting energy usage been reduced by 10% (1pt)			3	
E2.2		<b>Eliminate Incandescents:</b> Do you have a program to replace incandescent lights with compact fluorescent light bulbs (1pt)? What percentage of your incandescent lights have been replaced to CFL or LED lights (10% to 50% = 1pt, 51-100% = 2pt)?			3	
E2.3		<b>Lighting Sensors:</b> Does your company have individual area controls for lighting at this site? (1pt) Have you installed sensors to turn off lights in all commonly used areas (office spaces, kitchens, restrooms etc.) office when vacated (1pt)? Have you installed daylight sensors to turn off or dim lights when there is enough daylight available (1pt)?			3	
E2.4		<b>Exit Lights:</b> Do all your exit lights at this site use energy efficient lighting? If office does not have exit lights, answer yes			2	
E3.1	<b>Office Equipment</b>	<b>Equipment Audit:</b> Have you created a list of all your office appliances/equipment at this site and recorded their usage and energy consumption?			2	

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E3.2		<b>Equipment Policy:</b> Do you have a policy in place requiring all new equipment to meet ENERGY STAR rating standards?			2	
E3.3		<b>Computers:</b> Have you changed the settings on all office computers at this site to go into sleep mode after a set time of non-use or discontinued the use of screen savers (1pt), Have you implemented a "Computer Shut Off" education campaign (1pt)?			2	
E3.4		<b>Copiers:</b> Have you reduced copier/printer power consumption by using Stand By mode after 15 minutes of non-use?			2	
E3.5		<b>Vending Machines:</b> Do you have ENERGY STAR vending machines or installed a device that reduces the energy your vending machine uses? If company does not have vending machines, mark yes.			1	
E3.6		<b>Eliminate Workstation Appliances:</b> Do you have a policy in place that eliminates any fans or heaters from individual workstations?			1	
E4.1	<b>Renewable Energy</b>	<b>Onsite Renewables:</b> Do you use renewable energy onsite? (1pt for 0-2%, 2pts for 2-5%, 3pts for 5+%)			3	
E4.2		<b>Renewable Energy Credits:</b> Have you purchased CO2 offsets or renewable energy credits for 2% - 10% (1pt) or 11-20% (2pts) 21+% (3pts) of your office's electricity usage?			3	
<b>Energy Total</b>			<b>0</b>	<b>0</b>	<b>45</b>	

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Question Number	Indoor Environmental Quality	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
11.1	Temperature	<b>Temperature Adjustments:</b> Does your company have individual area controls for temperature at this site (1pt)? Have you adjusted office temperature set-points to allow greater seasonal fluctuations (1pt)?			2	
11.2		<b>Comfort Survey:</b> Do you complete a seasonal thermal comfort survey for occupants and track building temperature adjustments?			2	
12.1	Air Quality	<b>CO2 Monitors:</b> Do you monitor and regulate CO2 levels in order to maintain adequate outdoor air ventilation rates?			1	
12.2		<b>Smoke Free:</b> Have you designated your building or office space as smoke free? (1pt)? Is the smoking area around on your site more than 25 feet from all entrances and air vents (1pt)?			2	
12.3		<b>IAQ Plan:</b> Does your facility manager have an operational Indoor Air Quality plan or follow the LEED C/EBOM guidelines to use for all alteration and remodeling projects (2pt)? Is following this plan a requirement for your vendors and contractors (1pt)?			3	
12.4		<b>Idling:</b> Does your building site have a No Idling Plan for loading zones and parking lots?			2	
13.1	Green Products & Storage	<b>Green Cleaners:</b> Do you use Green Seal, CIMS-GB or other certified cleaners for over 90% of your cleaning supplies? If no, but local "green" cleaning company product used, provide documentation on type of products to receive 2 points for this answer.			3	
13.2		<b>Green Cleaning Service:</b> Does your company have a green cleaning policy (1 pt) that specifies the use of a high performance cleaning program? Is your cleaning service company certified as "green" through a recognized third party certifying organization, such as Green Seal, CIMS-GB, or other certifying organization (1 pt)?			2	
13.3		<b>Low-emitting Materials:</b> Do you have a verifiable purchasing policy related to low-emitting materials (VOCs, formaldehyde) for carpets, furniture, paints, cleaning products, etc.?			2	
13.4		<b>Isolation Areas:</b> Does your building have isolation areas for the copy/printing room (1pt) or cleaning materials and equipment (1pt) which are partitioned from the main office area with separate exhaust systems and no air recirculation into the office area?			2	
<b>Indoor Environmental Quality Total</b>			<b>0</b>	<b>0</b>	<b>21</b>	

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Question Number	Waste	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
W1.1	<b>Waste Reduction</b>	<b>Waste Stream Audit:</b> Have you conducted a waste stream audit which quantifies in either pounds or in cubic feet the amount of waste/trash generated at your site?			1	
W1.2		<b>Waste Reduction Goal:</b> Have you established a Waste Reduction Goal of at least 25% (1pt)? If a 25% reduction was achieved, show documentation (2pts)			3	
W2.1	<b>Recycling of Office Materials</b>	<b>Recycling Policy:</b> Have you established a recycling policy for all office materials in coordination with your building's recycling provider?			1	
W2.2		<b>Recycling Bins:</b> Are all employees at this site given a recycling bin to use at her/his desk?			2	
W2.3		<b>Trash Separation:</b> If no to W2.2, are recyclable materials separated from the trash?			2	
W3.1	<b>Paper Reduction</b>	<b>Copier/Printer Paper Audit:</b> Have you quantified how much copier/printer paper your office uses in a typical month?			1	
W3.2		<b>Paper Reduction Milestones:</b> Have you established milestone dates to reduce paper use by 10% (1pt)? If 10% reduction was met, show documentation (2pt)?			3	
W3.3		<b>Double-Sided Copying/Printing:</b> Is double sided copying and printing set as a default on all capable machines?			1	
W3.4		<b>Junk Mail:</b> Have you documented the amount of junk mail pieces received per average month? (1pt) Do you have a policy to unsubscribe to junk mail (1pt) Have you unsubscribed to all junk mail to achieve a junk mail reduction goal of 50% (1pt)?			3	
W3.5		<b>Electronic Documents:</b> Do you circulate documents electronically instead of using paper-based memos or fax?			1	
W3.6		<b>Hand Dryers:</b> Have you installed hand dryers in 75% of your site's bathrooms?			2	
W4.1	<b>Purchasing of Recycled Paper</b>	<b>Recycled Copier/Printer Paper:</b> Have you purchased 30-50% Post-Consumer Recycled Copier/Printer Paper (Processed Chlorine Free, PCF) (1pt)? 50 to 100% (2 pts)			2	

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W4.2		<b>Recycled Stationary Policy:</b> Do you have a policy to purchase recycled paper content for letter paper, envelopes, note pads and paper towels?			1	
W5.2		<b>Recycled Stationary Purchases:</b> Have you purchased 30-50% Post-Consumer Recycled Paper Products (Processed Chlorine Free, PCF) for letter paper, envelopes, notepads (1pt) or 51-100% (2pts)			2	
W5.3		<b>Recycled Restroom Products:</b> Have you purchased 30-50% Post-Consumer Recycled Paper Products (Processed Chlorine Free, PCF) for paper towels, toilet paper and tissues (1pt) or 51-100% (2pts)			2	
W6.1	<b>Recycling of Electronics</b>	<b>Recycling Bins for Electronics:</b> Do you provide centralized recycling bins for cell phones, rechargeable batteries, used printer cartridges and alkaline batteries?			1	
W6.2		<b>Electronic Donations:</b> Do you donate or recycle old computers and other large electronics (printers, copiers)?			1	
W7.1	<b>Conserving Food Service Waste</b>	<b>Food Service Policy:</b> Do you have a company policy to reduce disposables related to food service allowing only 20% non-recyclable disposables to be used on site?			1	
W7.2		<b>Green Catering:</b> Have you implemented a policy to hire green caterers or work with food vendors to reduce paper and plastic waste in food orders?			2	
W7.3		<b>Local Food Suppliers:</b> Does your company have a policy of using local food suppliers and products?			2	
W7.4		<b>Food Waste:</b> Do you have a policy of donating excess food to Operation Food Search or other organization?			2	
W7.5		<b>Reusable Food Service:</b> Do you stock reuseable items such as real plates, mugs, water pitchers and silverware in your lunch/break room?			1	
W7.6		<b>Food Composting:</b> Do you have a food waste composting recepticle available at your workplace?			2	

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W7.7		<b>Cafeteria Recyclables:</b> Does your company use reusable goods or high (over 30%) post-consumer recycled materials at the cafeteria for take-out orders?			2	
W7.8		<b>Bottled Water:</b> Does your company have a policy that prohibits the purchase of bottled water for meetings (1pt)? Does your company encourage reusable water canteens by employees (1pt)?			2	
<b>Waste Total</b>			<b>0</b>	<b>0</b>	<b>43</b>	

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Question Number	Water	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
WT1.1	<b>Water Conservation</b>	<b>Water Policy:</b> Do you have a policy to reduce water from your toilets?			1	
WT1.2		<b>Toilets:</b> Have you installed water conserving devices on your existing toilets at this site?			2	
WT1.3		<b>Faucet Aerators:</b> Have you installed faucet aerators to reduce the flow rate from sinks?			2	
WT2.1	<b>Stormwater Management and Sustainable Landscaping</b>	<b>Xeriscape:</b> Have you installed sustainable landscaping at parking area (xeriscape) or on your building site?			2	
WT2.2		<b>Raingarden/Bioswales:</b> Have you installed raingarden or bioswale at parking area or on your building site?			3	
WT2.3		<b>Pervious surfaces:</b> Have you installed pervious pavers in your parking lot? (2pts for up to 25% of total parking surface area, 3pts for more than 25%)			3	
<b>Water Total</b>			<b>0</b>	<b>0</b>	<b>13</b>	

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Question Number	Transportation	Question	Baseline Points as of March 15	Final Points as of October 17	Points Available	Provide answer and how did you achieve this strategy? Please provide a short description of the action taken.
T1.1	<b>Workplace Commuting</b>	<b>Commuting Audit:</b> Has your company conducted a commuter survey to determine how your employees commute to work (2pts)? (i.e. car, carpool, bus, MetroLink, bicycle) Have you reduced the percent of employees traveling to this site as a single vehicle users by at least 10% (2pts)			4	
T1.2		<b>Transit Subsidies:</b> Does your company provide a transit benefit program to encourage use of public transportation (3pts)? (i.e. Pretax transit passes, transit subsidies, etc.)			3	
T1.3		<b>RideFinders:</b> Does your company participate in RideFinders program to help staff find carpool partners?			1	
T1.4		<b>WeCar:</b> Does your company participate in the WeCar or other car sharing program?			1	
T1.5		<b>Telecommuting/Flex-time:</b> Does your company allow employees to telecommute or use flex-time?			1	
T1.6		<b>Virtual Meetings:</b> Does your company use a virtual meeting programs (WebEx, GotoMeeting) instead of traveling to meetings?			2	
T2.1	<b>Designated Parking Spots</b>	<b>Carpool Parking:</b> Does your company provide dedicated carpool/vanpool parking spaces at this site?			2	
T2.2		<b>Bicycle Parking:</b> Does your company provide bicycle parking for bike commuters at this site? (1pt) Does your company have or provide access to showers and/or changing facilities for bicycle commuters? (1pt)			2	
T2.3	<b>Bicycle Commuting</b>	<b>Bicycle Advocacy:</b> Does your company promote Bike-to-Work Day for your employees? (1pt) Is your company working with Trailnet to become a Bike Friendly Business? (2pts)			3	
T3.1	<b>Travel</b>	<b>Car Rental:</b> Does you company require fuel-efficient or hybrid vehicles when renting cars?			2	
T3.2		<b>Auto Co2 Tracking:</b> Has your company cacluated its business-related auto travel carbon foot print?			1	

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T3.3		<b>Air Co2 Tracking:</b> Has your company cacluated its business-related air travel carbon foot print? (Avg. .46pounds/Co2 per mile traveled)			1	
T3.4		<b>Carbon Offsets:</b> Have you purchased CO2 offsets for your office's travel? 2-10% = 1 pt 10-25% = 2 pts 26+% = 3 pts			3	
<b>Transportation Total</b>			<b>0</b>	<b>0</b>	<b>26</b>	

**Grand Total of Possible Points**

**200**

**Innovations Points (15 point maximum)**

**0**

**0**

**15**

**Innovation Point Criteria:**

Exemplary internal measure in pilot phase	1
Fully implemented exemplary measure having internal-only (i.e. company only) impact.	
Pilot project with external benefits beyond the company	2
Fully-implemented exemplary measure across the company with conservation and education ramifications beyond company operations	3

**Examples of Innovations with Point Values**

Developing individual carbon footprints for employees	2
Establishing motivation programs for employees to reduce energy and waste	3
Beginning LEED-CI or LEED EB/OM certification process	3
Significantly reducing resource conversation beyond goals on Scorecard	2
Beginning process for cafeteria to become certified by Green Resturant Association	3
Installation of green roof or cool roof	2

\* **Definition of Property Owner:** - A property owner is a company or organization that has full control over building modifications to the energy, water, landscaping and building features

\* **Definition of Tenant** - A company or organization that depends on a property owner to make improvements to the workspace in terms of energy, water, landscaping and building features