

## Virginia Green Initiative – Home or Tenant Based Scorecard 2020

### Tenant & Home Based

ENERGY				Score
1	Do you turn off your computer, printer, monitor, task lights, etc. when leaving the office?	Yes	No	5
2	Do you unplug devices/equipment such as cell phone chargers, fans, scanners, television, etc.?	Yes	No	5
3	Do you have an energy conservation plan in place?	Yes	No	5
4	Do you make the most of natural light and turn off overhead and task lights when possible?	Yes	No	5
5	Do you have an innovative idea to report on the way your business is saving energy?			5
<b>Total Score</b>				<b>25</b>
TRANSPORTATION				Score
1	Do you follow the Environmental Protection Agency's guidance for reducing automobile emissions?	Yes	No	5
2	Have you subscribed to your jurisdiction's <i>Commuter Services</i> free e-newsletter?	Yes	No	5
3	Do those who bicycle to your business have access to a bike rack and other appropriate bike parking or Electric Vehicle Charging Station?	Yes	No	5
4	Is your company using virtual technologies such as Go-To-Meeting in order to reduce driving for staff/clients and allow telework?	Yes	No	5
5	Do you have an innovative idea to report on sustainable transportation ideas not mentioned above?			5
<b>Total Score</b>				<b>25</b>
WASTE & RECYCLING				Score
1	Do you have a business recycling plan and practice in place?	Yes	No	5
2	Do you have a waste reduction goal in place?	Yes	No	5
3	Does your company provide recycling bins to its employees and customers?	Yes	No	5
4	Does your company recycle its office supplies & equipment?	Yes	No	5
5	Do you have an innovative idea to report on how your business is increasing recycling?			5
<b>Total Score</b>				<b>25</b>
WATER CONSERVATION				Score
1	Do you regularly inspect faucets, fixtures and toilets for water leaks and then promptly make necessary repairs?	Yes	No	5
2	Does your workplace use water saving technologies such as low flow faucets, aerators, shower heads, water efficient toilets, etc.?	Yes	No	5
3	Do you conserve water by turning the faucet 100% hot when waiting for hot water and then mix with cold once the water is hot?	Yes	No	5
4	Have you replaced bottled water with filtered water?	Yes	No	5
5	Do you have an innovative idea to report on how your business is conserving water?			5
<b>Total Score</b>				<b>25</b>
PRODUCTS & SERVICES				Score
1	Have you analyzed the environmental footprint of your business products and services lowering the environmental footprint?	Yes	No	5

2	Does your business use environmentally friendly products?	Yes	No	5
3	Do you encourage your clients to use environmentally friendly products?	Yes	No	5
4	Do you use a Smart-way shippers such as UPS and FedEx for deliveries? By doing so, you lower your customer's carbon footprint.	Yes	No	5
5	Do you have an innovative idea to report on a way your business is reducing the energy used for your products & services?			5
<b>Total Score</b>				<b>25</b>
<b>EDUCATION &amp; OUTREACH</b>				<b>Score</b>
1	Have you attended an educational session (online or in person) regarding energy, transportation, waste & recycling, water conservation or products and services in the last 12 months?	Yes	No	5
2	Have you shared information regarding any aspect of environmental sustainability with clients/customers?	Yes	No	5
3	Have you attended a sustainable business event this year?	Yes	No	5
4	Has your company organized or participated in a community event related to sustainability?	Yes	No	5
5	Do you have an innovative idea to report on an education & outreach activity or action your company has completed?			5
<b>Total Score</b>				<b>25</b>
<b>Total Possible Score</b>				<b>150</b>

<b>Award levels</b>	
125 – 150 Points	Platinum
100 – 124 Points	Gold
75 – 99 Points	Silver
50 – 74 Points	Certification