



HOME BASED BUSINESS – Eco-Business Checklist – Level II

Introduction

As a home-based business that is doing more than the basics of Level I, you may now qualify for Level II. This checklist further identifies your efforts in the following areas:

1. Waste
2. Energy
3. Pollution
4. Water

Submit your checklist to Ajax-Pickering Board of Trade for consideration as a **Level II Eco-Business**. In order to be granted a Level II certificate, home businesses must achieve an 80% or higher rating the “Already Doing This” column in the applicable areas.

***Our Shared Goal** - To take real and effective actions now to improve our local environment, knowing that the Green Business community's individual and combined actions will leave a positive legacy for our children and successive generations- now and into the future!*

The Ajax-Pickering Board of Trade and the Eco-Business Advisory Committee

Business Information

Business Name	
Contact Name	
Address	
Telephone	
E-mail	
Website	
Date Submitted	

Leadership					
GENERAL ACTIONS		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
GENERAL					
1	Attend a minimum of one Litter Clean-Up Event annually				
2	Attend an Earth Day celebration (every April 22 nd)				
3	Participate in one or more Earth Day/Earth week activities (i.e. tree planting, build a bird feeder, plant a garden, hold a yard sale, make a craft with recycled materials)				
4	Re-purpose household items online (i.e. Kijiji, Varage, Facebook) or donate items to thrift stores (i.e. clothing, furniture, equipment)				
5	Promote your businesses' E-Certification using social media				

Waste Reduction Actions					
Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
PAPER					
1	Use 'Track Changes' in Word documents to edit on the screen rather than on a hard copy.				
2	Reuse envelopes by covering and readdressing them.				
3	Purchase paper with a 100% post-consumer recycled material.				
4	Host paperless meetings.				
TECHNOLOGY					
5	Repair broken or damaged goods rather than purchasing new ones.				
6	Purchase refurbished equipment rather than new, and find second-hand users for old equipment.				
7	Invest in office equipment that is durable, repairable, and/or recyclable.				
8	Print in draft and black & white format whenever possible to save ink.				
9	Recycle fluorescent tubes and compact fluorescent bulbs.				
FOOD					
10	Provide green bins and collection for composting food leftovers, coffee grinds and paper towel.				
11	Host green lunches using washable cutlery and dishes as well as cloth napkins.				
GARBAGE					
12	Establish a Green Procurement Policy.				
13	Reduce number of waste bins throughout the house.				
14	Set a waste diversion rate greater than 50% and monitor your progress.				
15	Dispose of broken glass properly (broken glass is to be placed in a cardboard box labelled "glass" and left out for recycling).				

Waste Reduction Actions					
Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
16	Donate or exchange unwanted but useable items (furniture, supplies, electronics, etc.) to schools, churches, hospitals, etc.				
OTHER					
17	Choose vendors who take back products after their shelf life is over (i.e. fluorescent light bulbs) OR work with vendors to minimize product packaging.				
CUSTOMIZED ACTIONS					
18					
19					
20					

Energy Conservation Actions

Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
HEATING/COOLING					
1	Install a programmable thermostat in order to reduce heating and cooling.				
2	Install cellular blinds, designed to keep heat out in summer and heat in during winter. This will help with lowering HVAC costs.				
3	Regularly clean and maintain your HVAC system, including ducts and filters, and have an annual check for coolant and air leaks, clogs and obstructions of air intakes and vents.				
4	Use permanent furnace filters rather than disposable ones and clean them with mild detergents every three months.				
5	Replace furnace filter every 1 to 3 months to improve air quality and energy efficiency.				
6	In winter, turn house to 20 degrees (68 degrees F) during the day, 18 degrees (64 degrees F) for sleeping and 16 degrees (61 degrees F) when you are away.				
7	At the end of summer, have our HVAC system serviced on an annual basis.				
8	Ensure all vents are free of obstructions throughout your home.				
LIGHTING					
9	Switch over all lighting to energy efficient options. Check with your local utility company for program incentives.				
10	Upgrade ALL your bulbs to LED in ALL of the top 5 most frequently used places: kitchen ceiling, living room table lamp and floor lamp, bathroom vanity lights, outdoor porch lights/exterior lighting.				
11	Use dimmer switches on your most frequently used light fixtures.				
12	Use solar landscape lighting.				
13	Invest in an “all-off” switch that turns off everything when you go out the door.				
ALTERNATIVE ENERGY					
14	Support alternative energy generation and sign your business-up to become Bullfrog Powered, more information available at www.bullfrogpower.com .				
15	Install solar panels to power external lights.				
OTHER					

Energy Conservation Actions					
Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
16	Implement a policy to only purchase ENERGY STAR qualified equipment (computers, printer, photocopiers , etc)				
17	If you have a pool, trim back overhanging trees to make the most of the sun's energy.				
APPLIANCES					
18	Open your dishwasher door to let dishes air dry instead of using the drying cycle.				
19	Clean out dryer ducts so your clothes dry faster and use less energy.				
20	Run appliances during off-peak hours and/or use delay start option.				
21	Investigate low-energy mode on your appliances.				
CUSTOMIZED ACTIONS					
22					
23					
24					

Pollution Reduction Actions					
Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
GREEN PROCUREMENT					
1	Switch from single use to re-useable, rechargeable batteries wherever possible.				
TOXINS IN THE ENVIRONMENT					
2	Use electric or hand-powered lawn care equipment (non-gasoline).				
3	Minimize the use of hazardous materials.				
4	Ensure that litter and debris on and around property is collected on a regular basis and does not end up in storm drains.				
AIR QUALITY					
5	Offer teleworking or a compressed work week to staff to reduce vehicle use.				
6	Improve indoor air quality by using products, i.e. paints, carpets, particleboard, with low or no volatile organic compounds (VOCs).				
7	Improve indoor air quality by investing in plants that are proven air filters to toxins like palms, ivy, ferns, spider-plants.				
8	Limit driving by carpooling, using public transportation, biking.				
LIGHT POLLUTION					
9	Utilize exterior lighting only when necessary. Use sensors where possible.				
CUSTOMIZED ACTIONS					
10					
11					
12					

Water Conservation Actions					
Level II		Already Doing This	Will Take This Step	Will NOT Take This Step	N/A
IRRIGATION					
1	Reduce area of manicured lawn by planting native species which are adapted to the local climate and rainfall and/or switch to xeriscaping (an innovative, comprehensive approach to landscaping for water conservation and pollution prevention).				
STORMWATER					
2	Disconnect downspouts from storm sewer system and redirect water using a roof top cistern, rain barrel, or other alternative method. Rain water can be used on site for irrigation, flushing toilets, etc.				
3	Clean private catch basins annually, before the first rain, and as needed thereafter.				
APPLIANCES & FIXTURES					
4	Ensure that all systems are regularly monitored for leaks and water wasting processes.				
5	Use low-water setting when possible.				
OTHER					
6	Remove water-wasting appliances such as garburators.				
7	Reuse greywater (i.e. kettle water, cooking water) for other uses.				
8	Read all meters monthly to help detect leaks. If you have implemented some water savings efforts, the meter will help you measure the results.				
9	Check all water pipes for leaks and repair immediately. A 1/32" hole in a pipe wastes 6,300 gallons (28,665 litres) each month.				
10	Change window-cleaning from a regular schedule to "as required".				
11	Install low-flow shower heads and faucet aerators.				
12	Ensure adequate protection of watercourses from erosion and sediment entrainment during construction and/or renovation.				
CUSTOMIZED ACTIONS					
13					
14					
15					

Eco-Business Checklist



Thank you for completing this checklist. Please return it by:

1. E-mailing it to bulletin@apboardoftrade.com OR
2. Faxing it to (905) 686-1057 OR
3. Drop it off at the Ajax-Pickering Board of Trade office

Please Note: If you have not heard back within one week of submitting your checklist, please call Ajax-Pickering Board of Trade at (905) 686-0883 and ask for the manager of communications to ensure your checklist was received.

The Eco-Business Advisory Committee will review your checklist and will contact you within one month.