

# Office/Retail Resources



Sustainability aims to balance economic and financial needs, protect public health and the environment, and foster social equity to improve the quality of life for current and future generations. Sustain Evanston is a voluntary program aimed at promoting sustainability in Evanston. Below are the sustainable actions offices/retail businesses must complete in order to be recognized along with resources, helpful links, and a description of the necessary documentation. For any more questions or assistance, please contact [sustainability@cityofevanston.org](mailto:sustainability@cityofevanston.org).

| Required   |  |  |
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| Action   | Resources  | Documentation  |
| <p><b>1. Provide clear sorting for recycling and achieve a 50% recycling diversion rate.</b></p> <p>Diverting waste from the landfill to recycling can conserve natural resources and landfill space, while also reducing disposal costs. Get your free recycling container and be sure to put up appropriate signage.</p> | <p>Contact Groot to decide which recycling container size and collection frequency is right for your business. The City of Evanston website has signage you can put up with recycling bins and be sure to educate staff on what is and is not recyclable.</p> <p><a href="#">City of Evanston Recycling Guidelines</a></p> | <p>Bill from Groot detailing diversion rate and description of recycling practices</p> |

# Energy

## Action

## Resources

## Documentation

### 2. Get a free facility assessment for your business from ComEd and/or Nicor Gas and implement at least one recommended action.

ComEd and Nicor Gas can help your business find energy-saving opportunities by doing a walk through and providing a report detailing energy efficiency projects with estimated energy savings, cost savings, project cost, and incentives.

Contacting ComEd and/or Nicor Gas in the beginning of the recognition process will help your business achieve multiple sustainable actions and find long term money savings.

The facility assessment report from ComEd and/or Nicor along with receipts of implemented action

[ComEd Facility Assessment](#)  
[Nicor Gas Facility Assessment](#)

### 3. Purchase 100% renewable energy for your business.

Buying renewable energy will offset the CO<sub>2</sub> emissions from your business' electricity and natural gas usage, reduce air pollution, and reduce water environmental impacts.

Find a certified renewable energy provider to ensure credibility and confirmation of the product's environmental value.

Bill of purchase

[EPA Guide to Purchasing Green Power](#)

### 4. Replace 50% of incandescent light bulbs with LED light bulbs.

Energy efficient lighting can help reduce your energy consumption and save your business money since efficient lighting technologies require significantly less energy and have a longer lifespan.

Conduct a lighting audit or get a ComEd facility assessment. ComEd also offers discounts and rebates on energy efficient lighting.

Photographs, invoices, or receipts of the bulbs purchased

[ComEd Facility Assessment](#)  
[ComEd Lighting Incentives](#)

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| <p><b>5. Install lighting controls, such as occupancy sensors in spaces of variable occupancy, daylighting controls, and time clocks.</b></p> <p>Turning off unnecessary lighting can save energy and money.</p>  | <p>Identify the most appropriate areas for lighting sensors – think about common areas such as a bathroom, closets, conference rooms, kitchens, lounges, etc.</p> <p>Daylighting controls can be helpful in spaces with reasonable amounts of sunlight and can adjust artificial lighting levels automatically.</p> <p><a href="#">ComEd Choosing the Right Bulbs</a><br/> <a href="#">ComEd Lighting Incentives</a></p> | <p>Documentation of the purchase, installation receipts and/or photographs of the lighting controls</p> |
| <p><b>6. Change the settings on all computers and printers to go into sleep mode after a set time of non-use.</b></p>   | <p>Configure devices to automatically enter low-power mode when idle. It also uses more energy to have a screen saver than having the screen switch off after 15 minutes of inactivity.</p>  | <p>A copy of any office policies or screenshots of your default computer settings</p>                   |
| <p><b>7. Make a policy requiring the purchase of ENERGY STAR and WaterSense qualified equipment and appliances.</b></p> <p>WaterSense aims to protect the water supply and promote and enhance the market for water-efficient products and services. ENERGY STAR labeling program helps identify the most efficient models for appliances and equipment. Efficient equipment can save energy, water, and money.</p> | <p>Meet with staff who are responsible for purchasing appliances and discuss ENERGY STAR and WaterSense equipment with vendors. Draft a purchasing guideline and implement the new practice.</p> <p><a href="#">ENERGY STAR</a><br/> <a href="#">WaterSense</a></p>  | <p>A copy of the policy</p>   |

## Water

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| <p><b>8. Replace all bathroom sink faucets with low flow faucet aerators.</b></p> <p>Demand for water has increased, but the supply is not stable and is vulnerable. Replacing equipment with low flow equipment can achieve cost savings and reduce risk when local supplies are not stable.</p>  | <p>Install low flow faucet aerators with a target flow rate at 1.5 gallon per minute (gpm) maximum and a minimum of 0.8 gpm.</p> <p><a href="#">EPA's WaterSense Bathroom Faucets</a><br/> <a href="#">Free products from Nicor Gas</a><br/> <a href="#">EPA Water Assessment Tools</a></p>                      | <p>Receipt of brand and model of sink faucet aerators</p> |
| <p><b>9. Utilize green infrastructure to decrease total volume of stormwater runoff.</b></p> <p>Stormwater runoff is a major cause of water pollution since it carries trash, bacteria, heavy metals, and other pollutants from the urban landscape. Green infrastructure uses vegetation, soils, and other natural processes to manage water.</p> | <p>This can be accomplished with native plantings, planter boxes, rain gardens, permeable pavers, or rain barrels.</p> <p><a href="#">Benefits of Green Infrastructure</a></p>   | <p>A picture of green infrastructure on your property</p> |
| <p><b>10. Switch all-purpose cleaning products and cleaning products for restrooms to low toxic cleaning products.</b></p> <p>Avoiding toxic cleaners can reduce or eliminate health hazards for employees, improve indoor air quality, and protect the environment.</p>   | <p>Any Green Seal, Safer Choice, EcoLogo, certified products meet guidelines to be non-toxic, but also offer the same cleaning performance as toxic counterparts. Cleaning products should be non-toxic and be ammonia, chlorine, and phosphate free.</p> <p><a href="#">EPA's Safer Choice Product List</a></p> | <p>Receipt of purchase of products with names</p>         |
| <p><b>11. Hair Salons – Switch salon sprayers to water-conserving models.</b></p> <p>Traditional hair sprayers can use up to 5.0 gallons per minute (gpm) of water and since they use hot water, more energy efficient designs can be cost-effective.</p>  | <p>Check to see what the flow rate of your current sprayers are. A water-conserving model is anything that is 1.1 gallon per minute or less.</p> <p>You can schedule a facility assessment with Nicor Gas and receive free salon sprayers.</p> <p><a href="#">Nicor Gas Free Products</a></p>                    | <p>Receipt of purchase with product name and model</p>    |

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| <p><b>12. Implement a composting program.</b></p> <p>Composting provides businesses with a method to dispose of a large portion of waste in a way that benefits the environment. Organic material is converted into a soil conditioner that has valuable nutrients.</p>   | <p>All businesses are eligible to receive food waste composting service through the City’s exclusive hauler, Collective Resource.</p> <p>Work with Collective Resource to choose a pick up plan that works for your business and be sure to educate staff, put up signage, and identify any waste that can be composted.</p> <p><a href="#">Collective Resource</a><br/> <a href="#">IFSC Restaurant Compost Toolkit</a><br/> <a href="#">What is Compost?</a></p> | <p>Collective Resource Invoice</p>  |
| <p><b>13. Retailers—Eliminate the use of plastic bags.</b></p> <p>Plastic bags cost retailers more than \$4 billion dollars and are used on average for 12 minutes. They are hard to recycle, become litter, and break down into toxic smaller pieces.</p>  | <p>Be sure to ask customers first if they want their purchase bagged and if so, provide a paper bag made of post-consumer waste or a BPI-certified compostable bag.</p> <p><a href="#">Information on Plastic Bag Bans</a></p>   | <p>Pictures of paper bags being used</p>  |
| <p><b>14. Purchase 100% post-consumer recycled copier/printer paper and 30% post-consumer recycled products (e.g. paper towels, envelopes, notepads, boxes, etc.)</b></p> <p>Producing paper is economically and environmentally costly. Buying napkins, toilet paper, office paper, and other paper products made of recycled content can reduce the use of raw materials.</p> | <p>Meet with your procurement department and draft a new policy for purchasing paper products. Ask suppliers to help you find eco-friendly paper products.</p> <p><a href="#">EPA’s Paper and Paper Products Procurement Guidelines</a><br/> <a href="#">WWF’s 6 Steps to Responsible Paper Purchasing</a></p>   | <p>A copy of any recycled content purchasing policies, receipts and/or photographs of recycled paper products</p> |
| <p><b>15. Work with vendors to minimize and/or take back product packaging where possible.</b></p> <p>Finding products with less and without unnecessary packing will reduce the amount of waste you have to pay to dispose of. Some vendors are even willing to take back product packaging.</p>   | <p>Ask your supplier if they have a takeback policy or alternate packaging. For example, some suppliers can bring milk in reusable glass containers and take them back for reuse.</p>  | <p>A copy of the policy or a picture with a description of the waste reduction</p>                                |

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| <p><b>16. Eliminate individual, single-use water bottles of water for employees and guests.</b></p> <p>Water bottles are costly and majority end up in the landfill.</p>   | <p>Implement a policy to not purchase bottled waters for employees, meetings, and/or events. Consider installing water fountains or water coolers. If you have meetings, buy water pitchers and reusable glasses.</p> <p><a href="#">Ban The Bottle</a></p>  | <p>A copy of a newsletter, email, or some type of business-wide communication that states a policy that prohibits the use of single use plastic water bottles</p> |
| <p><b>17. Make two sided printing and copying standard practice by setting the default to double-sided printing and encourage employees to only print what is needed.</b></p> <p>Making two sided printing the standard can reduce unnecessary paper waste, save storage space, and money.</p> | <p>Reducing paper starts with making two-sided printing a printer default. Printing double-sided could conceivably cut your paper costs in half.</p> <p>Here are some other ways to reduce paper use:</p> <ul style="list-style-type: none"> <li>• Collect a pile of scrap paper for people to use it for notes</li> <li>• Eliminate printing of emails and other resources unless absolutely necessary</li> <li>• Circulate documents and memos electronically instead of using hard copies</li> <li>• Put up signs at printers to remind employees to only print what is necessary</li> </ul> <p><a href="#">Paper Calculator</a><br/><a href="#">WWF Save Paper</a></p> | <p>A copy of any paperless office policies or screenshots of your default printer settings</p>  |

## Community

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| <p><b>18. Enroll in the RTA Transit Benefit Fare Program to allow employees to pay for transit fare using pre-tax dollars.</b></p> <p>Encouraging employees to take eco-friendly modes of transportation can ease traffic congestion and reduce emissions from car tailpipes.</p> | <p>Check with employees to see if this program would be beneficial to them and then visit the website to enroll.</p> <p><a href="#">RTA Transit Benefit Fare Program</a><br/> <a href="#">Shared-Use Mobility Center's Mapping Toolkit</a></p> | <p>Proof of enrollment and number of employees using benefit</p>   |
| <p><b>19. Implement 3 strategies that show you are an Age-Friendly Business.</b></p> <p>Older adults are the fastest-growing segment of the population in the country. Make your business Age-Friendly at little to no cost.</p>  | <p>Read Evanston's Age-Friendly Business Handbook and complete any of the 3 items on the checklist on page 3.</p> <p><a href="#">Age-Friendly Business Handbook</a></p>  | <p>A list of the Age-Friendly actions listed on page 3 of the handbook that your business is doing with pictures from your business showing them</p> |
| <p><b>20. Implement a hiring policy that prioritizes Evanston residents and have at least 30% of your business's payroll include Evanston residents.</b></p> <p>A local hiring policy enhances local economic development and helps Evanston grow as a community.</p>             | <p>Consider hiring an Evanston resident next time you need laborers, apprentices, or journeymen.</p> <p><a href="#">M/W/EBE's Local Employment Program</a></p>   | <p>A list of your employees and an indication of who is an Evanston resident</p>   |