



Sustain Evanston 2019

Office/Retail Checklist

In order to gain recognition, you must complete the required action* and 9 additional actions for a total of 10 completed actions. For information about the required documentation for each action, please visit www.sustainevanston.com/office-retail.

Required

- 1. *Provide clear sorting for recycling and achieve a 50% recycling diversion rate.

Energy

- 2. Get a free, on-site facility assessment for your business from ComEd, Nicor Gas, or a third party and implement at least one recommended action.
- 3. Purchase renewable energy certificates or carbon offsets from your utility.
- 4. Replace 50% of lighting with LED light bulbs.
- 5. Install lighting controls, such as occupancy sensors in spaces of variable occupancy, daylighting controls, or time clocks.
- 6. Change the settings on all computers and printers to go into sleep mode after 10 minutes of inactivity.
- 7. Make a policy requiring the purchase of ENERGY STAR, EPEAT, and WaterSense qualified equipment and appliances.

Water

- 8. Install low flow faucet aerators on all restroom sinks.
- 9. Utilize green infrastructure to decrease total volume of stormwater runoff.
- 10. Switch all-purpose cleaning products to low toxic cleaning products.
- 11. Hair Salons – Switch salon sprayers to water-conserving models.

Resources

- 12. Implement a composting program.
- 13. Retailers - Eliminate the use of single-use plastic checkout bags and encourage customers to bring their own bag.
- 14. Calculate the amount of paper your business uses and implement one strategy to reduce paper usage and cost.
- 15. Purchase 3 paper products with at least 30% post-consumer recycled material (e.g. printing paper, paper towels, envelopes, notepads, boxes, bags, etc.).
- 16. Reuse or work with vendors to minimize and/or take back product packaging where possible.
- 17. Eliminate individual, single-use bottles of water for employees and guests.

Community

- 18. Conduct a survey of employee commute and identify if it would be beneficial to install a bike rack or enroll in the RTA Transit Benefit Fare Program.
- 19. Implement 3 strategies that show you are an Age-Friendly Business.
- 20. Implement a hiring policy that prioritizes Evanston residents and have 30% of your business's payroll include Evanston residents.



Calculating Waste Generation and an Estimated Recycling Diversion Rate

Managing waste properly by reducing and diverting the amount of trash sent to the landfill can help conserve natural resources and landfill space, while also helping your business reduce disposal costs. Contact Groot today to receive a free 95 gallon cart and be sure to put up signage to help educate employees on what is recyclable (visit cityofevanston.org/waste for signs). Follow this worksheet to track the amount of waste you produce to determine if you can reduce your trash collection frequency or container size. Estimating your recycling diversion rate will help you know how much waste your business is diverting from landfills. For help, please contact sustainability@cityofevanston.org.

	Trash	Recycling	Example	
1. Size of Container Dumpsters are sized in cubic yards (1 to 2 yd ³ each). Carts are sized in gallons (95 gallons = 0.5 yd ³ each).	1. _____ yd ³	1. _____ yd ³	Trash 4 yd ³	Recycling 1 yd ³
2. Number of Containers	2. _____	2. _____	4 dumpsters	2 dumpsters
3. Collection Frequency How many days per week is your trash collected?	3. _____ days/week	3. _____ days/week	Once per week	Once per week
4. Total Weekly Trash/Recycling Capacity If your containers are always full at pickup, it is your capacity.	Line (1 x 2 x 3) = 4. _____ yd ³ / week	Line (1 x 2 x 3) = 4. _____ yd ³ / week	16 yd ³	2 yd ³
5. Weekly Cost for Trash/Recycling Removal Divide the monthly cost by four to obtain the average weekly cost. For a price matrix, please see the next page.	5. \$ _____ / week	5. \$ _____ / week	\$90.25	\$18.45
6. Cost per yd³	Line (5/4) = 6. _____ yd ³	6. _____ yd ³	\$5.64/ yd ³	\$9.22/ yd ³
7. Average Fullness of Container Observe the fullness of each container by percentage before it is picked up. Add the percentages for each container and divide it by the number of total containers.	7. _____ %	7. _____ %	75%	100%
8. Total Trash/Recycling Generated Compare this value to Line 4. If line 4 is significantly greater than Line 8, you may want to contact your hauler to decrease collection frequency or container size.	Line (4 x 7) = 8. _____ yd ³	Line (4 x 7) = 8. _____ yd ³	(16 x 0.75) = 12	(2 x 1) = 2
9. Recycling Diversion Rate You will need the totals from line 8 for both trash (8T) and recyclables (8R) for this calculation.	Line (8R/ (8T + 8R) x 100 = 9. _____ %		(2/(12+2)) x 100 = 14%	

Price Matrix for Recycling

Container Size	Weekly Collection Frequency				
	1x	2x	3x	4x	5x
95 gallon	*Free	\$22.72			
1	\$36.90	\$73.82	\$110.75		
1.5	\$40.36	\$80.73	\$121.09	\$161.43	\$201.80
2	\$46.81	\$93.61	\$140.42	\$187.21	\$234.02
4	\$90.25	\$180.46	\$270.71	\$360.95	\$451.19
6	\$108.97	\$217.97	\$326.95	\$435.96	\$544.95
8	\$129.18	\$258.39	\$387.56	\$516.79	\$645.96
10	\$147.52	\$295.05	\$442.57	\$590.10	\$737.60

Price Matrix for Trash

Container Size	Weekly Collection Frequency				
	1x	2x	3x	4x	5x
65 gallon	\$23.63				
95 gallon	\$23.63	\$40.94	\$56.39		
1	\$43.45	\$81.16	\$113.79	\$151.39	
1.5	\$53.27	\$93.34	\$131.73	\$173.45	\$213.51
2	\$65.02	\$123.50	\$177.46	\$240.14	\$297.73
4	\$108.08	\$196.43	\$284.75	\$372.88	\$459.13
6	\$161.09	\$292.83	\$421.36	\$558.49	\$680.76
8	\$196.11	\$365.59	\$527.99	\$696.48	\$873.99
10	\$232.63	\$429.80	\$627.09	\$824.28	\$1,021.36

For more information, please visit cityofevanston.org/waste.