



Sustainable
Community
Leader
Program

A Program of the Sustainable Business Network
of Greater Boston

Sustainable Community Leader Program

- Sustainability Assessment Form (SAF) -

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Please Complete:

Date	
Organization Name	
Address	
Building Owner/ Property Manager	
Green Team Leader/ Members	

How to Complete the Form

The Sustainability Assessment Form has 113 questions. In the right-hand columns, mark the appropriate percentage, N/A (Not Applicable), or Yes/No to indicate 100% usage or non-usage. If unsure, do not make a selection and indicate "Not sure" in the Notes column.

Example:

- For #10 below, if between 50% and 75% of appliances are certified Energy Star or otherwise energy efficient, select the box under 50%-75% and note as is appropriate.
- For #11 below, if all refrigerators are set between 35 and 38 degrees F, select YES.
- For #12 below, if you are unsure of the freezer temperature settings, leave blank and indicate "Not sure" in the Notes column.










Indicate response with an 'X' in appropriate column		No	N/A	<25%	25%-50%	50%-75%	>75%	Notes
10	Energy Star or other energy efficient appliances installed (please note type/brand if not Energy Star)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Is the refrigerator temperature set between 36 and 38 degrees F?		<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No		
12	Is the freezer temperature set between 0 and -5 degrees F?		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		Not sure

Please Note: This form is meant to be a checklist that will inform recommendations for your organization and is not a rating system for evaluation. Additionally, a glossary has been provided at the end of this document for your reference.

Comments:

7. SUSTAINABILITY MANAGEMENT

<i>Sustainability Organization</i>							
Indicate response with an 'X' in appropriate column	No	N/A	<25%	25%-50%	50%-75%	>75%	Notes
99	X	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
100	X	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<i>Sustainability Management</i>							
Indicate response with an 'X' in appropriate column	No	N/A	<25%	25%-50%	50%-75%	>75%	Notes
101	X	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
102	X	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
103	X	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No				

104	Green local purchasing system in place (If yes, please specify in notes column)		<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Communication & Education								
Indicate response with an 'X' in appropriate column		No	N/A	<25%	25%-50%	50%-75%	>75%	Notes
105	Sustainability is in the organization's mission statement and is displayed publicly (i.e. signage, website)		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
106	Written policies in each category (energy, water, waste, transportation, local procurement/food, pollution prevention, & sustainability management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107	Published (e-mail) newsletter or media announcements supporting sustainability efforts		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
108	Visible signs/printed media to educate employees/public re: sustainability efforts and importance		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
109	Employee/Customer involvement encouraged with a suggestion box, written survey, or discussion		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
110	Do you coordinate/communicate sustainability efforts with your property owner and/or property manager?		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
111	If in a shared space, do you coordinate/communicate sustainability efforts with other property tenants?		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Staff Training & Events								
Indicate response with an 'X' in appropriate column		No	N/A	<25%	25%-50%	50%-75%	>75%	Notes
112	Training events/programs on sustainability initiatives in place (If yes, please specify in notes column)		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
113	Awards or bonuses that reward sustainability achievements (If yes, please specify in notes column)		<input type="checkbox"/>	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Comments:								

Additional Comments

Are there any additional items not addressed in the questions above that you would like us to be aware of?

GLOSSARY OF TERMS

Ballast	The housing for a fluorescent tube (lightbulb).
CFL	Short for Compact Fluorescent Lightbulb, an energy-saving lightbulb.
Co-mingled	Recycling that combines plastic, glass, aluminum. You can put all these materials in one recycling bin for pick up by your recycler.
Compost	Organic materials such as food can be transformed into compost / soil
Compostable dinnerware	Some plates and utensils are made of corn, cornstarch, and paper (not plastic) and they can be composted. Disposable dinnerware that is made of plastic is thrown away as trash.
Energy Star	A label for energy efficient appliances
Fleet	Company vehicles used for transportation and distribution
Gpf	Gpf means gallons per flush. New toilets are 1.6 gpf or less. Most toilets are stamped is usually stamped with their gpf in a visible place or on the underside of the commode lid.
Gpm	Gpm means gallons per minute. Most faucet aerators are stamped with their gpm and if you look closely you can find it. Up-to-date aerators are 1.5 gpm.
Green Up, Green Start, NStar Green	NStar and National Grid offer business customers the opportunity to invest in renewable energy. See your electricity bill or go to www.NStar.com (NStarGreen) or National Grid at: https://www.nationalgridus.com/masselectric/business/energychoice/4_greenup_provider.asp
Hazardous Waste	Hazardous waste is waste that is dangerous or potentially harmful to our health or the environment. Hazardous wastes can be liquids, solids, gases, or sludges. They can be discarded commercial products, like cleaning fluids or pesticides, or the by-products of manufacturing processes. See EPA's Hazardous waste lists at: http://www.epa.gov/osw/hazard/wastetypes/index.htm . The most common types of hazardous waste are: Batteries, pesticides, mercury-containing equipment (e.g., thermostats) and lamps (e.g., fluorescent bulbs).
HVAC	Short for Heating, Ventilation, and Air Conditioning. HVAC systems can be the largest energy user in a building.
Insulating blanket	New water heaters have insulation inside the unit. Older units need an insulation blanket (purchasable at a store) put on the outside. Read the label on your water heater before deciding to wrap it in an insulation blanket.
LED	Light Emitting Diode- the most energy efficient, long lasting and durable light bulbs currently available. Unlike incandescent or CFL bulbs LED's produce no heat and contain no mercury. LED's average life-span is 10 years. Compatible with dimmers.
Low-flow water devices	Low-flow showerheads, faucet aerators, and spray nozzles restrict water flow to conserve water.
Low Toxin or no toxin	Reduced toxic chemicals or no toxic chemicals are used.
Occupancy	A device to detect if a room is occupied. If it is not occupied it can turn off a light automatically

sensor	
Photocell	A device that can detect light. It measures light levels and turns off as light as needed.
SEER	Season Energy Efficient Rating (SEER) is used to rank energy efficiency for air conditioners. The higher the rating the more energy efficient it is.
Self-closing faucet	A faucet that stops automatically by using either an infrared sensor or a spring-closing control
Solar electric panel	A panel that uses sunlight to make electricity. Also called solar panels, photovoltaic, and PV.
Solar hot air panel	A panel that uses sunlight to heat the air. The air is circulated inside a building for heating in winter.
Solar hot water panel	A panel that uses sunlight to heat water. Also called solar thermal hot water. Used for hot water or building space heat.
Sustainability	A system of living that preserves natural ecosystems.
T-12	Designation for a fluorescent tube that is 1.5 inches in diameter. It has a magnetic ballast. It is less energy efficient than T-5 and T-8.
T-5	Designation for a fluorescent tube that is 5/8 inches in diameter. It has an electronic ballast. It is more energy efficient than T-8 and T-15.
T-8	Designation for a fluorescent tube that is 1 inch in diameter. Most T-8s have electronic ballasts. Some have magnetic ballasts. Otherwise T-5s, T-8's and T-15s must be recycled as a Universal Waste or disposed of as hazardous waste.
Variable occupancy	Rooms that are not often visited (have variable occupancy) may be good places for lights that turn off with the aid of sensors when they are not occupied.
VAV	Variable Air Volume (VAV) controls the air flow rate in an HVAC system to meet the rising and falling heat gains or losses when the air temperature output is a constant.
VFD	Variable Frequency Drive (VFD) controls and adjusts the electrical supply to a motor and can offer better performance.
VOC	Volatile organic compounds (VOCs) are emitted as gasses from liquids or solids that have chemicals causing adverse health effects. These compounds are widely used in paints, varnishes, waxes, as well as cleaning products. The gasses may be released while you are using them and in some cases while they are stored. You can purchase no VOC products that do not off-gas.