



Membership Application & Checklist

General Information:

Business Name: _____ Website address: _____

Description of Business:

Contact Person: _____

Title of Person completing the application: _____

Phone: _____

E-mail: _____

Mailing Address: _____

Number of Employees: _____

Own building or Lease office space? _____

Member of the Troy Chamber since: _____

Currently certified in other recognized environmental programs (e.g. ISO 14001, EPA Performance Track, LEED, etc.):

“As a member of the Troy Chamber Green Business Initiative and leader of my organization, I pledge to continually strive toward environmentally safe and sustainable business practices and operations to ensure that the Great Lakes Region is environmentally healthy and viable. I also confirm that my organization meets all existing federal, state and local environmental regulations at the time of this application.”

Signature of organization’s leader: _____

Title: _____

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Minimum Checklist Requirements:

Business members representing **100 or more employees** must meet at least one requirement in each of 6 categories (energy efficiency, recycling, purchasing, transportation, waste prevention/reduction and water conservation/quality) and a minimum of **30 points**.

Members representing **99 or fewer employees** must meet at least one requirement in 4 of the 6 categories and a minimum of **20 points**.

Please check AND provide a brief description of all applicable operations and/or practice in each category.

The operations/practices contained in the GBI checklist are opportunities; please also describe other initiatives not necessarily included. If you have instituted green office policies in your business, please include the policies as attachments to this application. The Troy Chamber reviews each application and maintains discretion on qualifications.

Application & Checklist Submittal:

You must be an active member of the Troy Chamber to be a member of the Green Business Initiative. Please return this completed application & checklist by email to theteam@troychamber.com. The Troy Chamber will review your documentation to determine that minimum requirements for GBI membership have been met, usually within 15 business days of application receipt.

Upon satisfactory review and subsequent receipt of \$100 membership fee (billed separately), your company information will be added to the Troy Chamber GBI website. GBI membership lasts for 3 years from date of application acceptance, after which a new checklist and fee must be submitted. GBI members must also submit a no-cost, annual confirmation that initiatives continue to be practiced to maintain listing on the GBI website.

Questions?: Call 248-641-8151 or email: theteam@troychamber.com

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Checklist Categories:

Energy Efficiency

___ **3 Points:** Track *electricity* usage and share data with employees

Description:

___ **3 Points:** Track *transportation fuel* usage and share data with employees

Description:

___ **3 Points:** Track *natural gas usage* and share data with employees

Description:

___ **2 Points:** Replace incandescent bulbs with energy efficient lighting and/or reduce existing number of fluorescent tubes used

Description:

___ **2 Points:** Reduce 'over lighting': reduction of unnecessary indoor and outdoor lighting

Description:

___ **2 Points:** Use motion sensors, timers or other lighting controls

Description:

___ **1 Point:** Institute an office policy to require chargers to be unplugged when not in use. *(Please include policy language)*

Description:

___ **1 Point:** Institute an office policy to turn off all computer monitors when not in use. *(Please include policy language)*

Description:

___ **3 Points:** Use "Energy Star" appliances

Description:

___ **3 Points:** Update insulation or windows (includes tinting)

Description:

___ **1 Point:** Use programmable thermostat

Description:

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Energy Efficiency (continued)

___ **1 Point:** Get an annual HVAC tune-up or refrigeration tune-up

Description:

___ **5 Points:** Use renewable energy and/or purchase renewable power (e.g. solar)

Description:

___ **5 Points:** Enroll in energy efficiency rebate programs through local energy companies

Description:

___ **5 Points:** Attainment of recognized energy efficiency certification (e.g. LEED, Green Globes)

Description:

Other practices (describe)

Point Total: _____

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Recycling

___1 Point: Recycle paper

Description:

___4 points: Recycle glass, aluminum, steel cans and plastic

Description

___2 Points: Recycle batteries

Description

___3 Points: Donate or recycle used electronic equipment (E-Waste) to a Michigan State Registered Recycler

Description and name of recycling vendor

___2 Points: Recycle boxes, pallets, pallet wrap and wood debris

Description:

___1 Point: Recycle toner and inkjet cartridges

Description:

___5 Points: Compost landscape waste

Description:

Other practices (describe)

Point Total: ____

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Purchasing

___ **1 Point:** Buy office paper with at least 30% recycled content

Description:

___ **3 Points:** Purchase and use safe, eco-friendly, non-toxic, organic products janitorial, pest control and/or facility maintenance. Or direct cleaning service to use them.

Description:

___ **1 Point:** Purchase recycled/re-manufactured toner cartridges

Description:

___ **3 Points:** Purchase biodegradable or compostable “to go” food containers

Description:

___ **4 Points:** When possible, purchase used equipment or materials

Description:

___ **2 Points:** Exchange or donate unwanted furniture, equipment, scrap materials through material exchange or donation programs

Description:

___ **1 Point:** Purchase from “green” vendors or service providers

Please list these vendors

Description:

Other practices (describe)

Point Total: _____

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Transportation

___ **1 Point:** Business policy in place to use teleconferences or web conferences rather than traveling for face-to-face meetings. *(Please include policy language)*

Description:

___ **2 Points:** Institute a non-idling policy at your facility and during deliveries. *(Please include policy language)*

Description:

___ **2 Points:** Implement a flexible work schedule for employees. Remote work access capabilities also qualify for this credit. *(Please include policy language)*

Description:

___ **3 Points:** Install bike racks and shower facilities for employees.

Description:

___ **4 Points:** Implement an incentive plan for employees who utilize public transportation for every day work commutes. *(Please include policy language)*

Description:

___ **4 Points:** Allow preferred parking for employees who carpool daily.

Description:

___ **1 Point:** Schedule regular tune-ups for business vehicles; regularly check tire pressure; check for fluid leakage

Description:

___ **5 Points:** Use hybrid or other alternative energy vehicles in your business activities

Description:

___ **5 Points:** Implement strategies for fuel efficiencies such as strategic pick-up and delivery routes; avoidance of high ozone times; non-idling policies *(Please include policy language)*

Description:

Other practices (describe)

Point Total: _____

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Waste Prevention & Reduction

___ **1 Point:** Business operations policy to use electronic distribution to avoid unnecessary document printing, and set copier and printer defaults to 2-sided (*please include policy language*)

Description:

___ **2 Points:** Reduce the amount of bulk mail and duplicate mailings sent and received: i.e. regularly update/purge your mailing lists and request that business be removed from unnecessary or unneeded mailing lists.

Description:

___ **2 Points:** Operations policy to reuse packaging and shipping materials. (*please include policy language*)

Description:

___ **3 Points:** Offer reusable shopping bags and/or discounts for those who use them.

Description:

___ **4 Points:** If you are a hotel or restaurant, use reusable rather than disposable products (dishes, towels, boxes, bags, containers, etc.).

Description:

___ **10 Points:** Adaptive reuse – purchase or lease business space in the City of Troy or immediate surrounding communities. Renovate such space to suit business operations so that at least five other green practices (and related points) described in this checklist are achieved.

Description:

Other practices (describe)

Point total: _____

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Water Conservation/Water Quality

___ **2 Points:** Use aerators and/or auto shut-off on faucets

Description:

___ **2 Points:** Install commercial low-flow plumbing fixtures

Description:

___ **2 Points:** Install pre-rinse spray nozzle in kitchen

Description:

___ **1 Point:** Regularly check for and repair leaks in restrooms

Description:

___ **3 Points:** Install low-water requirement landscaping

Description:

___ **1 Point:** Clean outdoor areas with a broom instead of a hose

Description:

___ **5 Points:** Use captured wastewater for irrigation, etc. (gray water)

Description:

___ **5 Points:** Perform a water assessment from a professional and implement recommendations

Description:

___ **5 Points:** Implement an irrigation policy incorporating automatic timers to water, at most, every other day; integration of water recognition devices to gauge wet weather days and avoid over watering (*Please include policy language*)

Description:

___ **3 Points:** Use of no-phosphorous/low phosphorous fertilizer for lawns

Description:

Other practices (describe)

Point Total: _____

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General

Are you actively involved with public advocacy for a healthier environment and if so, how?

If you are leasing office space from a building management company, how are you working with the company to incorporate greener building operations?

What barriers are you encountering that prevent you from implementing other green practices?

Other Green initiatives for consideration:

For Office Use Only:

Approved _____

Not Approved _____

Point Totals: _____

Date Received:

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