

## **The Candy Factory**

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### **Greenhouse Gas Emissions Management and Reduction**

Choose local vendors to reduce transport of items

Institute fuel economizing programs for company vehicles such as regular inspection of vehicles, reduced idling, and route planning to minimize travel distances

Allow flexible staff schedules to minimize staff travel during heavy traffic periods

### **Solid Waste Management, Reduction, Reuse, & Recycling**

Purchase products in reusable, returnable containers

Donate obsolete/unwanted equipment, electronics, furniture to charity

Eliminate use of Styrofoam and other difficult to recycle products

Donate leftover cookware, silverware, and linens to charity

Donate unused food to a community food bank/compost site

Purchase products such as condiments, cleaning supplies, and other products in bulk/concentrated form

Offer reusable products such as glass cups, cotton linens, and refillable condiment dispensers

Give preference to products with high post-consumer recycled content

Purchase antiques and furniture from local vendors

Recycle damaged towels and sheets as cleaning rags and craft torn linens into other usable items (e.g. sheets into pillowcases)

When reusable options are not feasible, use disposable products that are compostable such as corn-based cutlery

Purchase recyclable toner cartridges

Use rechargeable batteries

Provide cigarette disposal bins in smoking areas

Purchase durable goods of sufficient quality to allow reuse, refinishing, or reupholstering

Ensure proper disposal of hazardous materials

Use preventative maintenance on equipment to reduce risk of replacement

Provide and publicize recycling bins

Selecting printers/photocopiers able to print on both sides

Distributing information to guests/participants via email and avoiding hard copy

Avoid use of fax cover sheets

Using both sides of printing paper and using the reverse side of printing paper for printing rough drafts

Streamlining operational systems that rely on paper or hard copies

Reuse envelopes for inter-office mail

Set and use fax and copy machines to copy documents directly to computers rather than printing a new copy

Recycles the Following: Aluminum, Glass, Plastic, Printer cartridges

### **Freshwater Consumption Reduction**

When purchasing new appliances or fixtures, purchase water-efficient models such as those certified by EPA WaterSense® and Energy Star®

Avoid hosing down sidewalks, driveways, and parking lots

### **Wastewater Management**

Ensure proper use, storage, and disposal of cleaning products and other potentially harmful chemicals such as fertilizers and paints

Limit the number of chemical products used and stored

Ensure that all chemicals are securely stored and clearly marked

Use an integrated pest management (IPM) system for interior and exterior jobs

Use environmentally preferable or certified paints, solvents, and coatings (MSDS Health Hazard Rating of 1 or less)

Use latex paints rather than oil based paints

When doing exterior cleaning or pressure washing, proper care should be taken to avoid discharge of contaminants

Use environmentally safe cleaning products

Use best storm-water runoff practices to ensure that wastewater does not enter local waterways

### **Energy Efficiency, Conservation, and Management**

Use natural light whenever possible

Turn off electronic equipment at the end of each workday

Maximize central air efficiency by allowing sunlight to enter through windows in the winter and blocking sunlight in the summer

Weatherize the workplace by ensuring that doors and windows have tight seals and remain closed when shut

Set water heater to 120 degrees Fahrenheit rather than pre-set 140 degrees

Replace existing lighting (particularly incandescent) with energy efficient or compact florescent bulbs

Use programmable Energy Star®-labeled thermostats. Set to appropriate temperature ranges and conduct regular inspections to ensure efficient function

Perform regularly scheduled preventative maintenance on equipment and appliances

Purchase and replace existing equipment with energy efficient or Energy Star® labeled electronics, appliances, and heating and cooling equipment

Open windows rather than using central air when appropriate

Clean lighting fixtures and lamps regularly to increase illumination

### **Land Use Planning and Management**

Follow standards for development and construction that take into account community values, distinctiveness,

### **Air Quality Protection and Noise Reduction**

Designate your property as a non-smoking establishment and/or designate smoking areas outside of the building

Address odors rather than masking them with the use of artificial air cleaners, refreshers, and cleaning products with fragrances

Ensure that air filtration is in place/available

### **Preserving the Social Norms and Cultures of Local and Indigenous Communities**

Train staff to ensure they are well-informed on local customs

Develop informative educational materials for guests about the local community and local history

Incorporate local arts and crafts in your facility and make information available to guests

Provide information to and encourage guests to purchase local products and services

### **Providing Economic Benefits to Local and Indigenous Communities**

Provide employment opportunities for local community members

Allow local artists to display and sell their handicrafts and art work at your property

Provide information to guests on local attractions and cultural activities

Form partnerships with locally owned businesses (e.g., restaurants and guide services)

Use local goods and services whenever possible

Involve your organization in local philanthropic projects

Exceed minimum local standards for employee's wages, salaries and benefits

Ensure that operational demands for basic services do not compete with local needs

Provide promotional information on local services and businesses to guests

### **Responsible Purchasing**

Assure that your organization has an environmentally preferable procurement/purchasing program that has a clear mission and distinct purchasing targets

Purchase only recyclable or compostable materials

Purchase products and services from local sources whenever possible