

# Michigan Green Venues

## Self-Assessment Packet



### Directions:

- To complete the self-assessment, check the boxes next to the initiatives your facility has implemented. In most cases in order for an item to be checked the item must be implemented in at least 50% of the facility or at least 50% of the time.
- A facility must meet the **required items** in order to become certified. These items are listed in bold at the beginning of their respective categories.
- If there is a comment or question about an initiative please check the note column on the right of the initiative and write the comment on the "Notes" Section (page 10). For easy reference please include the corresponding initiative number in the left column of the "Notes" page.
- If there is an environmental initiative you have done that is not listed on the checklist, please check the "additional initiative" line at the end of the appropriate section and make a note on the "Notes" section (page 10) describing the initiative. If there are multiple additional initiatives, please describe each in the "Notes" section.
- Each checklist item is worth one (1) point. Additional items, if approved, are equal to one (1) point. Required items do not count toward your final score. At the end of each section, add the number of fulfilled initiatives in that category to find the subtotal. On the certification score sheet (page 9), add the subtotals to find your facility's final total. A summary of the point requirements for each certification level is provided below.

Certification Level	Scoring
<b>Partner</b>	Meets basic requirements, at least three items in each category and a total of 25 points
<b>Steward</b>	Meets basic requirements, at least three items in each category and a total of 50 points.
<b>Leader</b>	Meets basic requirements, at least three items in each category and a total of 75 points.

(On-site verification by will be required for Steward and Leader levels.)

When the self-assessment is complete, please e-mail, mail or fax it to the address below. Questions can be sent to Roger Doherty at the email below or at 517-241-6224.

Green Venues Michigan  
Bureau of Energy Systems  
P.O. Box 30221  
Lansing, MI 48909  
**E-mail:** [dohertyr1@michigan.gov](mailto:dohertyr1@michigan.gov)  
**Fax:** (517) 241-9822

# Self-Assessment Checklist

Date: \_\_\_\_\_

Name/Location of Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

<b>1. Environmental Policy</b>
<p><b>Required item(s):</b></p> <p><input type="checkbox"/> Facility must have an Environmental Policy that contains goals and objectives for environmental initiatives. See page 13 for a sample.</p> <p><input type="checkbox"/> Employees are familiar with facility's Environmental Policy, its objectives, and their roles.</p>

<b>2. Communication &amp; Education</b>	<b>Yes</b>	<b>Note</b>	
<p><b>Required item(s):</b></p> <p><input type="checkbox"/> A formal process is available for guest and staff feedback (i.e.: online survey, survey form or suggestion box).</p> <p><input type="checkbox"/> Environmental initiatives are communicated to the public by any of the following: lobby signage, newsletter, TV, in-room material, Web site, or marketing material.</p> <p><input type="checkbox"/> Educates guests on how to support facility's environmental initiatives with website, signage, etc.</p>			
2.1	Environmental Policy is shared with the public via website or signage.		☐
2.2	Environmental Self-Assessment Checklist is available on the venue website or will be made available to public upon request.		☐
2.3	Educate guests on how to support facility's environmental initiatives.		☐
2.4	Green practices are communicated to staff through: bulletin boards, newsletters, etc.		☐
2.5	Conducts employee training on environmental initiatives		☐
2.6	Has spoken at or attended an industry workshop on environmental issues in last year.		☐
2.7	Building is LEED certified.		☐
2.8	Building is Energy Star labeled.		☐
2.9	Has actively mentored other facilities/vendors/customers in last year.		☐
2.10	Additional initiative:		☐
<b>COMMUNICATION &amp; EDUCATION SUBTOTAL:</b>		☐	

Terms marked with an asterisk (\*) are defined on the Useful Definitions page (p.11).

<b>3. Air Quality</b>		<b>Yes</b>	<b>Note</b>
<b>Required item(s):</b>			
<input type="checkbox"/> <b>Cleans air handler units, filters &amp; coils annually and keeps records.</b> <input type="checkbox"/> <b>Check HVAC* systems for mold &amp; bacteria and clean</b> <input type="checkbox"/> <b>Smoking is prohibited in building common areas.</b>			
<b>3.1</b>	Cleans air handler units & coils annually and keeps records.		<input type="checkbox"/>
<b>3.2</b>	Carbon Monoxide is monitored.		<input type="checkbox"/>
<b>3.3</b>	Carbon Dioxide is monitored.		<input type="checkbox"/>
<b>3.4</b>	Humidity is between 35-55% (to prevent mold).		<input type="checkbox"/>
<b>3.5</b>	Facility refrains from using deodorizers to mask smells.		<input type="checkbox"/>
<b>3.6</b>	Uses low VOC* air freshener and cleaning products.		<input type="checkbox"/>
<b>3.7</b>	Has low VOC carpeting and adhesives		<input type="checkbox"/>
<b>3.8</b>	Uses low VOC paints and coatings.		<input type="checkbox"/>
<b>3.9</b>	Property is completely non-smoking.		<input type="checkbox"/>
<b>3.10</b>	Uses an integrated pest management system* to control indoor pests.		<input type="checkbox"/>
<b>3.11</b>	Uses an integrated pest management system to control outdoor pests.		<input type="checkbox"/>
<b>3.12</b>	Additional initiative:		<input type="checkbox"/>
<b>AIR QUALITY SUBTOTAL:</b>			<input type="checkbox"/>

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<b>Ch. 4 Energy Efficiency</b>		<b>Yes</b>	<b>Note</b>
<b>Required item(s):</b>			
<input type="checkbox"/> <b>Energy use is tracked and reviewed from month to month.</b>			
<b>4.1</b>	Facility has had an energy audit within the past three years.		
<b>4.2</b>	Exit signs are Energy Star certified.		
<b>4.3</b>	Programmable thermostats are used.		
<b>4.4</b>	Photocells, time clocks and/or occupancy sensors are used to control lighting in meeting rooms, public restrooms, staff offices, backrooms, and outside.		
<b>4.5</b>	Energy Star light bulbs are used.		
<b>4.6</b>	Vending machines are Energy Star certified.		
<b>4.7</b>	Air conditioners are Energy Star certified.		
<b>4.8</b>	Furnaces, boilers or heat pumps are Energy Star certified.		
<b>4.9</b>	Dehumidifiers are Energy Star certified.		
<b>4. 10</b>	Fans are Energy Star certified.		
<b>4.11</b>	Water heaters are Energy Star certified.		
<b>4.12</b>	Water heater temperature is reduced to lowest temperature that provides sufficient hot water.*		
<b>4.13</b>	Laundry washers are Energy Star certified.		
<b>4.14</b>	Refrigerators and Freezers are Energy Star certified.		
<b>4.15</b>	Dishwashers are Energy Star certified.		
<b>4.16</b>	Building has a white (reflective) or green (living) roof to save energy and reduce urban heat island effect.		
<b>4.17</b>	Facility has a computerized Energy Management System		
<b>4.18</b>	Office equipment is ENERGY STAR qualified (copiers, printers, etc.)		
<b>4.19</b>	Facility has an on-site renewable energy power source (5% or greater)		
<b>4.20</b>	Facility has an organized employee carpool program.		
<b>4.21</b>	Pipes are insulated to improve energy efficiency.		
<b>4.22</b>	Computers, monitors, printers, photocopiers, and other small appliances are turned off when not in use.		
<b>4.23</b>	Guests have easy access to public transportation or shuttle services.		
<b>4.24</b>	Additional initiative:		
<b>ENERGY EFFICIENCY SUBTOTAL:</b>			

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<b>Ch. 5 Solid Waste Reduction</b>		<b>Yes</b>	<b>Note</b>
<b>Required Item(s):</b>			
<input type="checkbox"/> <b>Facility has a recycling program consisting of (at a minimum) corrugated cardboard, aluminum cans, and plastic bottles.</b>			
<b>5.1</b>	Patrons have the opportunity to recycle and are made aware of it.		<input type="checkbox"/>
<b>5.2</b>	Facility recycles white office paper.		<input type="checkbox"/>
<b>5.3</b>	Facility recycles mixed paper.		<input type="checkbox"/>
<b>5.4</b>	Facility recycles newspaper.		<input type="checkbox"/>
<b>5.5</b>	Facility recycles glass bottles/jars.		<input type="checkbox"/>
<b>5.6</b>	Facility recycles batteries.		<input type="checkbox"/>
<b>5.7</b>	Facility recycles electronic waste.		<input type="checkbox"/>
<b>5.8</b>	Facility recycles phone books.		<input type="checkbox"/>
<b>5.9</b>	Waste food is donated to charities or composted.		<input type="checkbox"/>
<b>5.10</b>	Yard waste is composted		<input type="checkbox"/>
<b>5.11</b>	Double-sided is the default setting for copiers and printers.		<input type="checkbox"/>
<b>5.12</b>	Facility has had a waste audit within the past three years.		<input type="checkbox"/>
<b>5.13</b>	Vendors are asked to reduce or take back packaging.		<input type="checkbox"/>
<b>5.14</b>	Vendors take back pallets and crates.		<input type="checkbox"/>
<b>5.15</b>	Additional initiative:		<input type="checkbox"/>
<b>SOLID WASTE REDUCTION SUBTOTAL:</b>		<input type="checkbox"/>	<input type="checkbox"/>

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<b>Ch. 6 Toxic &amp; Hazardous Waste</b>		<b>Yes</b>	<b>Note</b>
<b>Required Item(s):</b>			
<input type="checkbox"/> <b>Chemical storage areas (except basic cleaning chemicals) have no floor drains or drains are plugged.</b>			
<b>6.1</b>	Property is lead paint free or consideration of lead-based paint is included in building renovation procedures		<input type="checkbox"/>
<b>6.2</b>	Property is asbestos free or consideration of asbestos materials is included in building renovation procedures.		<input type="checkbox"/>
<b>6.3</b>	Air conditioners do not use any CFC* refrigerants.		<input type="checkbox"/>
<b>6.4</b>	All chemicals (cleaning, pool, maintenance) are properly marked and stored.		<input type="checkbox"/>
<b>6.5</b>	Storage areas are checked monthly for chemical leaks.		<input type="checkbox"/>
<b>6.6</b>	Primary paints, detergents, and cleaning products have a MSDS health hazard rating of 1 or less.		<input type="checkbox"/>
<b>6.7</b>	Chlorinated chemicals are only used where there is no less-toxic alternative.		<input type="checkbox"/>
<b>6.8</b>	Fluorescent lights are recycled.		<input type="checkbox"/>
<b>6.9</b>	Mercury vapor lights are recycled.		<input type="checkbox"/>
<b>6.10</b>	Property is free of mercury medical thermometers and other medical instruments containing mercury.		<input type="checkbox"/>
<b>6.11</b>	Property is free of mercury containing manometers, sump pumps or thermostats.		<input type="checkbox"/>
<b>6.12</b>	HVAC systems do not use any HCFC* refrigerants.		<input type="checkbox"/>
<b>6.13</b>	Fire systems do not use any HCFC* or halons*.		<input type="checkbox"/>
<b>6.14</b>	Additional initiative:		<input type="checkbox"/>
<b>TOXIC/HAZARDOUS WASTE SUBTOTAL:</b>		<input type="checkbox"/>	

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Ch. 7 Water Conservation		Yes	Note
<b>Required item(s):</b>			
<input type="checkbox"/> <b>For municipal water service, consumption is tracked and reviewed from month to month.</b>			
<b>7.1</b>	Facility uses low flow faucets (2.5 gallons/minute).		<input type="checkbox"/>
<b>7.2</b>	Facility uses low flow showerheads (2.75 gallons/minute).		<input type="checkbox"/>
<b>7.3</b>	Facility uses low flow toilets (1.6gallons/flush*).		<input type="checkbox"/>
<b>7.4</b>	Public restrooms have automatic toilets.		<input type="checkbox"/>
<b>7.5</b>	Public restrooms have automatic faucets.		<input type="checkbox"/>
<b>7.6</b>	Dual flush toilets are used.		<input type="checkbox"/>
<b>7.7</b>	Waterless urinals are in public restrooms.		<input type="checkbox"/>
<b>7.8</b>	Toilets use gray water or storm water.		<input type="checkbox"/>
<b>7.9</b>	Property specifies that sidewalks are swept, not hosed.		<input type="checkbox"/>
<b>7.10</b>	A regular maintenance schedule is in place to find and repair leaky faucets, toilets, showerheads and pipes.		<input type="checkbox"/>
<b>7.11</b>	Facility uses water efficient clothes washing machines (25 gallons/load).		<input type="checkbox"/>
<b>7.12</b>	Property is landscaped with native plants and trees.		<input type="checkbox"/>
<b>7.13</b>	Irrigation/watering is done with non-potable* water.		<input type="checkbox"/>
<b>7.14</b>	Landscape watering, where needed, is done in the early morning or evening.		<input type="checkbox"/>
<b>7.15</b>	Soaker hoses are used in plant beds.		<input type="checkbox"/>
<b>7.16</b>	Plant beds are mulched to prevent water evaporation.		<input type="checkbox"/>
<b>7.17</b>	Property has bio-swales* in parking lot or ditches.		<input type="checkbox"/>
<b>7.18</b>	Rain gardens are used to retain storm water on site.		<input type="checkbox"/>
<b>7.19</b>	Pervious pavement or sidewalks are used to promote infiltration.		<input type="checkbox"/>
<b>7.20</b>	Additional initiative:		<input type="checkbox"/>
<b>WATER CONSERVATION SUBTOTAL:</b>		<input type="checkbox"/>	

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<b>Ch. 8 Purchasing</b>		<b>Yes</b>	<b>Note</b>
<b>Required item(s):</b>			
<input type="checkbox"/> <b>Purchase less toxic products (non-mercury, low VOC, etc) when possible.</b>			
<b>8.1</b>	Detergents for carpets contain 0.5% phosphorous or less		<input type="checkbox"/>
<b>8.2</b>	Detergents for laundry contain 0.5% phosphorous or less.		<input type="checkbox"/>
<b>8.3</b>	Detergents for dishwashing contain 0.5% phosphorous or less		<input type="checkbox"/>
<b>8.4</b>	Purchases minimum 30% post consumer (pc)* recycled content in office paper.		<input type="checkbox"/>
<b>8.5</b>	Purchases minimum 30% post consumer (pc)* recycled content in envelopes and business forms		<input type="checkbox"/>
<b>8.6</b>	Purchases minimum 30% post consumer (pc)* recycled content in paper napkins, toilet paper, and paper towels.		<input type="checkbox"/>
<b>8.7</b>	ENERGY STAR* qualified products are specified for purchasing (typically when equipment fails).		<input type="checkbox"/>
<b>8.8</b>	Purchases products in bulk.		<input type="checkbox"/>
<b>8.9</b>	On-site vehicles are electric or alternate fuel vehicles.		<input type="checkbox"/>
<b>8.10</b>	Food purchases are from Michigan and/or local sources.		<input type="checkbox"/>
<b>8.11</b>	Antibacterial soaps are not used.		<input type="checkbox"/>
<b>8.12</b>	Organic food is purchased.		<input type="checkbox"/>
<b>8.13</b>	Lumber purchases are certified renewable.		<input type="checkbox"/>
<b>8.14</b>	Facility purchases green power (min 5%).		<input type="checkbox"/>
<b>8.15</b>	Facility uses (and composts) bio-based or biodegradable products (bio-based cafeteria-ware).		<input type="checkbox"/>
<b>8.16</b>	Additional initiative:		<input type="checkbox"/>
<b>PURCHASING SUBTOTAL:</b>		<input type="checkbox"/>	<input type="checkbox"/>

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## Certification Score Sheet:

Certification Level	Scoring
<b>Partner</b>	Meets basic requirements, at least three items in each category and a total of 25 points.
<b>Steward</b>	Meets basic requirements, at least three items in each category and a total of 50 points
<b>Leader</b>	Meets basic requirements, at least three items in each category and a total of 75 points.

### SUBTOTALS:

<b>Communication &amp; Education</b>	
<b>Air Quality</b>	
<b>Energy Efficiency</b>	
<b>Solid Waste Reduction</b>	
<b>Toxic/Hazardous Waste</b>	
<b>Water Conservation</b>	
<b>Purchasing</b>	
<b>TOTAL:</b>	

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

When the self-assessment is complete, please e-mail, mail or fax it to the Bureau of Energy Systems:

Green Venues Michigan  
Bureau of Energy Systems  
P.O. Box 30221  
Lansing, MI 48909  
**E-mail:** dohertyr1@michigan.gov  
**Fax:** (517) 241-6229



## Useful Definitions

Term	Explanation
Bioswale	A low, open channel that is lined with grass and other vegetation, which acts as a filter to remove pollutants from runoff.
CFC	Chlorofluorocarbon - CFCs were popular as propellants in aerosol cans, as refrigerants in refrigerators and air conditioners, as degreasing agents, and in the manufacture of foam packaging. They are now known to be partly responsible for the destruction of the ozone layer. In 1987, an international agreement banned the use of CFCs.
Energy Factor	Energy Factor is an efficiency ratio of the energy supplied in heated water divided by the energy input to the water heater.
ENERGY STAR®	ENERGY STAR is a registered mark owned by the U.S. government. Products that earn the ENERGY STAR prevent green house gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy. For more information, <a href="http://www.energystar.gov">http://www.energystar.gov</a> .
Gallons/flush	Older toilets require up to 7 gallons per flush. Newer toilets use much less water. When first designed, the low flow toilets did not flush well. Newer designs have eliminated that problem. There are now air assisted toilets that use as little as 0.9 gallons and work well. There are also dual flush toilets that allow the use of lower flows for liquid vs. higher flows for solid wastes.
Halons	Generally used to refer to chlorine containing compounds used in fire extinguishing agents, refrigerants or bromine containing fire-proof materials that are known or suspected to deplete the ozone layer and creates very toxic fumes in fires. Some are also known to contribute to ozone depletion.
HCFC	Hydrochlorofluorocarbon - a fluorocarbon that replaced CFC as a refrigerant and propellant in aerosol cans; considered to be somewhat less destructive to the atmosphere. There are a wide variety of alternatives available. The most widely accepted replacement option is hydrofluorocarbons (HFCs). Ammonia is also a replacement option in the large commercial air conditioning and refrigeration sectors. These refrigerants do not deplete the ozone layer and can replace both CFC and HCFC uses.
HVAC	Heating, ventilation, air conditioning
Integrated Pest Management (IPM)	IPM is the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment. Go to <a href="http://epa.gov/pesticides/food/ipm.htm">http://epa.gov/pesticides/food/ipm.htm</a> for more information.
LED	Light-emitting diode - Tiny light bulbs that don't burn out nor get really hot. They are often used in digital clocks, remote controls, exit signs and even Christmas lights. LED EXIT signs produce equivalent lighting but consume 95% less electricity and last about 20 times longer than incandescent lit signs.

## Useful Definitions (cont.)

MSDS	<p>Material Safety Data Sheet - a fact sheet developed by manufacturers to share information on the chemicals such as health effects, first aid, reactivity, storage, handling, disposal, personal protection and spill/leak procedures. Safety ratings cover 3 key areas: health; reactivity; and fire. All three areas are rated at one of five levels from no or minimal threat to severe.</p> <table border="1" data-bbox="613 426 1304 527"> <tr> <td data-bbox="613 426 935 457">0 = Minimal</td> <td data-bbox="935 426 1304 457">3 = Serious</td> </tr> <tr> <td data-bbox="613 457 935 489">1 = Slight</td> <td data-bbox="935 457 1304 489">4 = Severe</td> </tr> <tr> <td data-bbox="613 489 935 527">2 = Moderate</td> <td data-bbox="935 489 1304 527">N = No information</td> </tr> </table>	0 = Minimal	3 = Serious	1 = Slight	4 = Severe	2 = Moderate	N = No information
0 = Minimal	3 = Serious						
1 = Slight	4 = Severe						
2 = Moderate	N = No information						
Post consumer (PC)	<p>Post consumer, recycled content. There are two basic different types of recycled content: pc for post consumer; and pi for post industrial. PC means the consumer has used the material and recycling has kept the material out of the landfill. PI or Pre-consumer recycling generally means the material never left the manufacturers site but was recycled.</p>						
Non-Potable water	<p>Water not safe for human consumption</p>						
VOC	<p>Volatile Organic Compounds - generally the source of a 'smell' that can be toxic and/or flammable. The term is generally applied to organic solvents, aerosol spray propellants, petroleum distillates and dry cleaning materials. Examples of many products containing VOCs include items from office supply 'white out', cleaning supplies, pesticides, to building material paints and urethane or formaldehyde containing pressed woods.</p>						
Water Heater Temperature	<p>A lower water heater temperature can provide additional energy savings. For most households, 120°F water is fine (about midway between the "low" and "medium" setting). Each 10°F reduction in water temperature will generally save 3-5% on your water heating costs.</p>						

# Sample Environmental Policy

The management staff of the [INSERT FACILITY NAME] believes that to achieve its goals of becoming the premier venue in Michigan, it must lead not only economically, but environmentally and socially as well. The company understands that it is in a prominent position to affect the environment of Michigan. Its objective is not only to sustain the environment for its descendants, but also to rehabilitate the damage previously done.

[INSTERT FACILITY NAME] believes that its corporate responsibility goes beyond its proprietary borders and it endeavors to cooperate with its neighbors and suppliers to develop its business in a sustainable manner. Every effort will be made to conserve resources throughout operations. The purchasing department will seek products and services of local origin and that are environmentally benign. [INSTERT FACILITY NAME]'s success will be determined on a yearly basis with a commitment to improve. Furthermore, the company will not only meet existing environmental laws and regulations, but go beyond the status quo and seek techniques and approaches that position it ahead of its competition.

Our policy toward the environment will be readily available and promoted to business partners and guests. Growth of the company depends on its abilities to minimize or eliminate impacts on surroundings. Ultimate success depends on the environment of Michigan; without a beautiful state, customers will cease to come. [INSERT FACILITY NAME]'s future and the future of our environment are interconnected.

Our policy toward the environment will include quantifiable goals. Our goals include:

- Reducing our energy use by \_\_\_\_\_ % by \_\_\_\_\_.
- Reducing our water use by \_\_\_\_\_ % by \_\_\_\_\_.
- Reducing our solid waste by \_\_\_\_\_ % by \_\_\_\_\_.
- Reducing our toxic and hazardous materials by \_\_\_\_\_ % by \_\_\_\_\_.