

## Green Home's "what you need to do to green an event" Guide

<b>Department</b>	<b>Description of What is Covered</b>
<u>Restaurant/Food Service</u>	<ul style="list-style-type: none"> <li>➤ Tour facilities/operation with department head.</li> <li>➤ Record what products are being used for cleaning floors, countertops and ovens, etc.</li> <li>➤ Record what types of products are being used for "to-go ware."</li> <li>➤ Record what types of paper products are being used and how they are being used.</li> <li>➤ Ask if composting is currently happening and if it is not, determine whether or not it would be feasible to implement.</li> <li>➤ Take findings back and compare with environmentally friendly alternatives on Greenhome.com. Call us for suggestions of what to improve and resources to find these solutions.</li> </ul>
<u>Cleaning/Janitorial</u>	<ul style="list-style-type: none"> <li>➤ Meet with the head of this department to determine how cleanup is going to be handled, how information is disseminated through various employees, and how receptive the staff is to using more environmentally-friendly products for your event.</li> <li>➤ Tour some of the facilities currently being cleaned and note what type of products are being used.</li> <li>➤ Record what is currently being used for all-purpose cleaner, window cleaner, bathroom cleaners, de-greaser, etc.</li> <li>➤ Record what products are being used in the bathrooms for hand soap, toilet paper and hand towels.</li> <li>➤ Check to make sure that the most water conserving cleaning methods are used.</li> <li>➤ Look for water conserving toilet and faucet features.</li> <li>➤ Note how waste is being handled and ensure that there are adequate recycling bins.</li> <li>➤ Check that the ventilation systems in bathrooms are functioning properly and are cleaned regularly.</li> <li>➤ Take our findings back and generate a report with our suggestions of what to improve and resources to find these solutions.</li> </ul>
<u>Maintenance/Facilities Upkeep</u>	<ul style="list-style-type: none"> <li>➤ Meet with the head of operations to</li> </ul>

	<p>determine how maintenance and facilities operation are currently handled.</p> <ul style="list-style-type: none"> <li>➤ Determine how institutional purchasing is being handled and what products are currently being bought.</li> <li>➤ Determine how information about operations issues is currently being disseminated to other employees and staff.</li> <li>➤ Review how landscaping is handled if applicable to determine if water conserving methods are being used.</li> <li>➤ Determine how pest control is handled and provide healthier alternatives to the use of pesticides, herbicides, and insecticides.</li> <li>➤ Determine how waste is being handled on grand scale to determine how effectively recycling is happening.</li> <li>➤ Determine if there is an environmentally preferred purchasing policy for equipment and supplies.</li> <li>➤ Take our findings back and generate a report with our suggestions of what to improve and resources to find these solutions.</li> </ul>
<u>Offices</u>	<ul style="list-style-type: none"> <li>➤ Meet with the head of office personnel to determine how office supplies are purchased and to determine how information about office issues is being disseminated.</li> <li>➤ Record what types of paper products are being used and how they are being used.</li> <li>➤ Record what other types of office supplies are being used.</li> <li>➤ Notice what practices are in place for communication to reduce the amount of paper generated by inner office communication.</li> <li>➤ Determine if there is an environmentally preferred purchasing policy for office supplies and technology.</li> <li>➤ Take our findings back and generate a report with our suggestions of what to improve and resources to find these solutions.</li> </ul>
<u>Systems Common to All Departments</u>	<ul style="list-style-type: none"> <li>➤ Check the energy efficiency of lighting, heating and cooling systems. With lighting, we will weigh the benefits of</li> </ul>

	<p>energy efficiency equally with intended effect of lighting.</p> <ul style="list-style-type: none"><li>➤ Note flooring and building materials used in construction of facilities.</li><li>➤ Check how ventilation is currently being handled and if ventilation ducts are cleaned regularly.</li></ul>
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