



City of Columbia Green Business Membership Application



Date _____ Company Name _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

E-mail Address _____ Phone Number _____

Website _____

Facebook _____ Twitter _____

Referring Member, if applicable _____

Type of Organization

- Education
- Government
- Hospitality
- Non-Profit/Charitable
- Professional Services
- Retail
- Other _____

Number of Employees

- 1-5
- 6-10
- 11-25
- 26-50
- 51-100
- 100-250
- 250+

Workplace Sustainability Inventory

Check off current sustainable practices in effect. Use the ones you aren't doing as your "next steps" list.

Water Conservation

- Alter time, duration of irrigation with weather
- Check water system, toilet tanks regularly for leaks; promptly repair any found
- Use Low flow faucet aerators
- Use low-flow, dual flow or automatic toilets
- Sensor-activated faucets installed
- Use native and drought-resistant plants in landscaping
- Wash company vehicles at commercial car wash
- Water landscape in early mornings to adjust evaporation

Energy Conservation

- Disabled vending machine lights
- Instituted "lights off when not in use" policy
- Purchase Energy Star equipment
- Reduce heating/AC when office not in use
- Set hot water heaters to 140-150 degrees
- Set thermostat to 76 degrees to cool, 68 to heat
- Turn off computers, office equipment when not in use
- Motion-sensor lighting installed, inside and/or outside

Pollution Prevention/Air Quality

- Instituted no-idling policy in place for employee and company vehicles
- Offer telecommuting and/or compressed work week
- Provide on-site bike rack and/or bicycle parking
- Provide reserved parking for carpoolers
- Plan routes for company business and errands to minimize driving miles
- Retain at least one alternative fuel vehicle in company fleet
- Request employees to carpool when driving to the same meetings, work-related events
- Use indoor plants to help clean the air

Waste Reduction/Recycling

- Donate and/or recycle unwanted furniture, equipment
- Purchase recycled-content products:
 - Copy paper
 - File folders
 - Letterhead/envelopes
 - Paper Towels
 - Toilet paper
 - Trash bag liners
 - Other _____
- Recycle:
 - Aluminum Cans
 - Batteries
 - Cardboard
 - Glass bottles/jars
 - Paper
 - Plastic containers
 - Printer/toner cartridges
 - Steel cans
 - Other _____
- Reuse office supplies, i.e. file folders, binders, envelopes and packing materials.
- Recycle fluorescent bulbs, electronics
- Set printer(s) default double-side printing
- Use air hand dryers in restrooms

Other

- Designated company green or recycling team
- Make, sell or build recycled-content or environmentally-preferred products
- Operate in certified green or repurposed building
- Promote company’s green program to employees via meetings, emails, etc.
- Purchase from local companies, when possible
- Recognize employee “sustainability superstars”
- Review green office procedures in employee training/orientation/handbook
- _____
- _____
- _____
- _____
- _____

Please check any that apply:

- Need assistance and/or additional information about _____
- Contact me to schedule a visit and/or employee presentation
- Contact me about the City’s free commercial recycling program (offered in Columbia City limits only)
- Willing to advise and/or serve as a mentor to other Green Business members
- Willing to host a green business workshop
- Willing to offer discount to fellow Green Business members
- Interested in exhibiting at the annual Green is Good for Business Conference
- Interested in sponsorship opportunities
- Can provide speakers on the following sustainability topic(s): _____

Please make a copy of completed application for your files, return original to City of Columbia Office of Sustainability:

- 2910 Colonial Drive, Columbia, 29203
- email mpbaldauf@columbiasc.net
- fax (803) 733-8648