



Charlottetown's Certified Sustainable Business Evaluation Checklist

Category I: Community Engagement

Source local whenever possible. 5 POINTS

Provide examples/description:

Participation/donation to environmental event or organizations. 2 POINTS

Provide examples/description:

Host/support local fundraisers, charity, or non-profit organization 2 POINTS

Provide examples/description:

Support the local arts community (by providing a venue for musicians to play, displaying local artists work, advertisement of local events/ artists) 2 POINTS

Provide examples/description:

Other

List:

SECTION TOTAL: /11

Category II: Waste Management

Emphasize & practice proper sorting of waste 3 POINTS

Discourage plastic water bottle use 2 POINTS

Provide examples/description:

Eliminate the use of non-recyclable plastic containers in beverage/food service ware. 4 POINTS

Provide examples/description:

In the staff/break room, replace disposables with permanent ware and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets. 1 POINT

Offer incentives for customers who bring their own reusable bags, coffee mugs, etc./ Discourage or eliminate plastic bag use 3 POINTS

Provide examples/descriptions:

Have a proper disposal program in place for all hazardous materials such as batteries, electronic materials, lightbulbs, sharps, chemicals 2 POINTS

Efforts to reduce paper use 4 POINTS

Provide examples/descriptions:

Other

List:

SECTION TOTAL: /19

Category III: Water Conservation

Low-flow bathroom and kitchen appliances. 5 POINTS

Provide examples/description:

Aerators installed on taps 2 POINTS

Monitor water usage and make efforts to cut back 3 POINTS

Provide examples/description:

<input type="checkbox"/> Install a rain barrel to collect water and use to water plants and gardens on-site and/or grow plants that require less inputs such as water	2 POINTS
<input type="checkbox"/> Water Conservation messages posted in kitchen and bathrooms	2 POINTS
<input type="checkbox"/> Other	
List:	
SECTION TOTAL: /14	
Category IV: Energy Efficiency	
<input type="checkbox"/> Update to or maintain energy efficient lighting	5 POINTS
<input type="checkbox"/> Energy Star appliances /electronics	6 POINTS
List:	
<input type="checkbox"/> Energy and lighting efficiency controls	2 POINTS
<input type="checkbox"/> Having an energy audit done in the past 3 years	2 POINTS
<input type="checkbox"/> Energy efficient windows/doors	3 POINTS
<input type="checkbox"/> Improvements to the building envelope	3 POINTS
<input type="checkbox"/> Bullfrog powered	3 POINTS
<input type="checkbox"/> Insulation enhancements	6 POINTS
List:	
<input type="checkbox"/> Renewable energy system (solar PV, wind, hydro)	8 POINTS
Provide description:	
<input type="checkbox"/> Regular inspection and maintenance performed on heating system	2 POINTS

<input type="checkbox"/> Efficient heating system (high efficiency boiler/furnace, geothermal, heat pumps)	6 POINTS
<input type="checkbox"/> Other	
List:	
SECTION TOTAL: /46	
Category V: General Work Environment & Employee Practices	
<input type="checkbox"/> Offer flexible scheduling options to staff	2 POINTS
<input type="checkbox"/> Offer occupational wellness programs and wellness related benefits	3 POINTS
<input type="checkbox"/> Engage staff in sustainability	3 POINTS
<input type="checkbox"/> Use non-toxic cleaning supplies	2 POINTS
<input type="checkbox"/> Support alternative commuting options	2 POINTS
<input type="checkbox"/> Landscaping: pollinator species, food for wildlife, no invasive species , pesticide free	3 POINTS
<input type="checkbox"/> Air quality testing done in the last year	2 POINTS
<input type="checkbox"/> Other	
List:	
SECTION TOTALS: /17	

Score Sheet	
Checklist Items	/107
Additional Points (Other)	
Total	

*Minumim score of 65 POINTS required for receipt of Sustainable Business certification

COMMENTS:

