



Creating a more livable, equitable & resilient tomorrow

Taking Climate Action: At Work

Checklist for Climate Action Around the Business

With the following tips and actionable items, businesses can implement strategies to improve eco-friendliness and save money. Take a look:

Energy:	Materials and Waste:	Transportation:
<input type="checkbox"/> Conduct an energy audit to identify opportunities for energy savings.	<input type="checkbox"/> Print double-sided.	<input type="checkbox"/> Encourage employee walking, biking, carpooling, using public transit, and/or telecommuting through incentives such as flexible schedules, working from home, and special parking.
<input type="checkbox"/> Benchmark your property or building to compare performance to peers or past energy use consumption by using U.S. EPA's free tool ENERGY STAR® Portfolio Manager.	<input type="checkbox"/> Reduce printing margins to <1 inch.	<input type="checkbox"/> Use teleconference services.
<input type="checkbox"/> Install a programmable thermostat to turn system down after hours.	<input type="checkbox"/> Purchase products with the highest post-consumer recycled content available.	<input type="checkbox"/> Buy a more efficient or alternative fuel fleet of cars, if applicable, including hybrids or electric vehicles.
<input type="checkbox"/> In the summer, set your thermostat to 75 degrees when the workplace is occupied, and 85 degrees or off after business hours. In the winter, set your thermostat to 68 degrees when the workplace is occupied, and 60-65 degrees or off after business hours.	<input type="checkbox"/> Reduce or eliminate the purchase of bottled water.	<input type="checkbox"/> Maintain your vehicles as specified by the manufacturer to ensure your vehicle is operating at its highest efficiency.
<input type="checkbox"/> Replace lightbulbs with LEDs and install motion sensors or other lighting controls.	<input type="checkbox"/> Purchase bulk-packaged supplies and buy products with the least amount of packaging.	
<input type="checkbox"/> Use emergency EXIT lights that use LEDs.	<input type="checkbox"/> Minimize the purchase of disposable products.	
<input type="checkbox"/> Set computer monitors to turn off after 15 minutes or less and shut down after business hours.	<input type="checkbox"/> Explore options for the repair/reuse of products.	
<input type="checkbox"/> Add power strips for each desk where constantly "on" electronics are used.	<input type="checkbox"/> Install water efficient appliances and fixtures.	
<input type="checkbox"/> Purchase ENERGY STAR®-certified equipment.	<input type="checkbox"/> Fix leaking taps.	
<input type="checkbox"/> Keep windows and doors closed when heating or air conditioning is running.	<input type="checkbox"/> If an irrigation system is used, set up sprinklers to water efficiently in morning hours with weather-based irrigation controllers.	<input type="checkbox"/> Create a sustainability plan with a commitment to reduce GHG emissions.
<input type="checkbox"/> Ensure that your office space is properly insulated.	<input type="checkbox"/> Substitute reused water for industrial process use.	<input type="checkbox"/> Support fair trade practices and seek to use local contractors and goods where possible.
	<input type="checkbox"/> Recycle paper, glass, plastic, aluminum and other materials like laser jet cartridges and pallets.	<input type="checkbox"/> Buy locally to reduce your carbon footprint from the transport of goods and to support the local economy.
	<input type="checkbox"/> Use electronic billing methods.	<input type="checkbox"/> Support restaurants that use local foods for catering, and include local, plant-based, and vegetarian options.
	Others:	<input type="checkbox"/> Support restaurants that use local foods for catering, and include local, plant-based, and vegetarian options.
	<input type="checkbox"/> Take advantage of your utility's energy efficiency programs.	<input type="checkbox"/> Install signage to remind employees to turn off lights, conserve water, recycle, etc.
	<input type="checkbox"/> Participate in a green certification program and in the Iowa City Sustainable Business Recognition program.	<input type="checkbox"/> Become active in the community.
	<input type="checkbox"/> Offset CO ₂ emissions by buying carbon credits.	