

GREEN IMPLEMENTATION PRIORITY LIST

"OK, so you want to green your facility but don't know where to start". The Betco Implementation Action Plan will help you to prioritize the items for a greener facility. These suggested items are divided into 3 time frames, immediate to 6 months, 6 to 12 months and longer than 12 months. Take care of the easier, cheaper items first and then move to more difficult and expensive items later. The items in () reference LEED Certification prerequisite/credit requirements or Green Seal GS 42 standard.

IMPLEMENTATION ACTION	RESPONSIBLE PERSON(S)	NEEDED ACTIONS	DATE COMPLETED
Immediate Items (0-6 months)			
Chemicals			
Conduct a survey of current chemicals used to identify potential products to change			
Identify potential hazardous chemicals			
Encourage the use of concentrated chemicals and dilution control systems (EQ Credit 3) (GS 42-5)			
Encourage the use of third party certified chemicals - Green Seal, Ecologo, EPA DfE (EQ PR. 3)			
Limit the number of products used			
Limit the use of disinfectants to touch areas (bathroom fixtures, phones, light switches, door handles ...) and areas that are specifically required to use a disinfectant (GS 42-5)			
Use products that are readily biodegradable			
Use products that are not corrosive to skin and eyes			
Use product that contain no carcinogens or toxins			
Use moderate pH products (4-11)			
Use the least aggressive product when cleaning			
Use low VOC content products			
Encourage the use of no ozone-depleting compounds			
Encourage use of products made from renewable resources (soy, citrus ...)			

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Train all workers in the safe handling, use of and disposal of cleaning chemicals (EQ PR 3) (GS 42-5)			
Use appropriate protective equipment when mixing concentrated cleaning products			
Use a stream or coarse spray not a fine spray to reduce the risk of inhalation			
Encourage use of water base versus solvent products			
Put appropriate labels on secondary containers such as spray bottles			
Encourage use of paints and coatings that comply with GS 11 standard			
Encourage use of foam hand soap systems (GS 41) and proper hand hygiene (EQ PR 3)			
Equipment			
Conduct a survey of current equipment used			
Encourage a maintenance log to be kept for all powered equipment (EQ Credit 3) (GS 42-3)			
Encourage that vacuums are in good working order using appropriate bags and filters.			
Encourage the use of back pack vacuums			
Encourage vacuum bags be emptied or replaced when half full and disposed of properly (GS 42-5)			
Paper/Plastics/Supplies			
Conduct a survey of current paper, liners and supplies used to identify product to change			
Encourage use of Micro Fiber cleaning tools - cloths, mops and dusting tools			
Encourage use of toilet tissue, towels, facial tissue, wipers, napkins manufactured with post consumer and preconsumer recycled content (GS 42-4)			

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Encourage use of high capacity dispensers, roll towels, jumbo tissue, corelss rolls			
Encourage use of high density liners manufactured with 10% post consumer waste, biodegradable, compostable, right sized for source reduction and to eliminate double bagging (GS 42-4)			
Consolidate and reuse bags if practical			
Limit the practice of double bagging			
Encourage use of recycled content janitorial paper products			
Encourage use of recycled content trash can liners			
Resilient Floor Care			
Conduct a survey of current maintenance procedures used to identify possible changes			
Encourage scrub n recoat procedure versus strip n recoat (GS 42-5) (EQ Credit 3)			
Encourage use of matting systems - scrapper, absorbent (GS 42-5) (EQ Credit 3)			
Encourage scheduled matting maintenance (GS 42-5) (EQ Credit 3)			
Perform routine and interim maintenance only if sufficient floor finish exists on the floor surface, normally 6-8 coats			
Encourage use of GS40 finish and strippers			
Encourage use of finish applicator systems			
Have a formalized resilient floor care maintenance program - routine, interim, restorative (EQ PR 3) (GS 42-5)			
Perform interim and restorative maintenance on an as needed basis versus on a predetermined schedule (GS 42-5)			

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IMPLEMENTATION ACTION	RESPONSIBLE PERSON(S)	NEEDED ACTIONS	DATE COMPLETED
Notify occupants in advance when interim or restorative maintenance will be performed			
Consider the use of a vac with floor attachment versus conventional dust mopping			
Encourage the use of micro fiber mops for wet and dry procedures			
Carpet Care			
Conduct a survey of current maintenance procedures used to identify possible changes			
Have a formalized carpet care maintenance program - routine, interim, restorative (EQ PR 3) (GS 42-5)			
Notify occupants in advance when interim or restorative maintenance will be performed			
Encourage use of products and procedures that will allow carpeting to dry within 24 hrs. after cleaning (GS 42-5)			
Perform interim and restorative maintenance on an as needed basis versus on a predetermined schedule (GS 42-5)			
Clean upholstery on a regular basis			
Use only carpet and resilient flooring systems that meet or exceed specifications of the Carpet and Rug Institute Green Label Plus program (EQ Credit 4)			
Clean spills up as soon as possible			
Restroom maintenance			
Conduct a survey of current maintenance procedures used to identify possible changes			
Encourage use of non-para urinal blocks			
Have a formalized restroom maintenance program - routine, interim, restorative			
Encourage use of environmentally preferred air care systems (low VOC, reduce the use of batteries, recyclable components)			

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Refer to suggestions for chemicals, equipment, paper, plastics and supplies			
Recycling/trash Program			
Conduct an audit of the ongoing waste stream to establish a current building waste baseline and develop a waste management policy (MR Credit 6) (GS 42-5)			
Remove trash and replace liners only when they are soiled from wet trash, become broken or as required (GS 42-5)			
Inspect and clean recycling areas daily, including collection containers (GS 42-5)			
Use color coded containers and make them accessible for all employees and building occupants (GS 42-5)			
Make sure waste containers are covered and emptied at least daily (GS 42-5)			
Designate areas for collection and storage			
Make sure dumpsters or other outside trash receptacles are emptied regularly (GS 42-5)			
Make sure occupants know how to separate recyclables			
Encourage the use of recycled paper and soy based inks			
Encourage recycling of phone books			
Provide a copy of waste reduction and recycling policy to employees and occupants			
Training			
Review all training materials			
Ensure new and current employees are properly trained on their specific job functions (GS 42-6) (EQ PR 3)			
Ensure new and current employees are properly trained on use of all equipment			
Ensure new and current employees are properly trained on OSHA Right to Know			

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Ensure new and current employees are properly trained on OSHA Bloodborne Pathogens			
Ensure new and current employees are properly trained on safe working habits			
Ensure new and current employees are properly trained on the use of personal protective equipment (EQ Credit 3)			
Ensure new and current employees are trained on the safe use of chemicals (EQ PR 3)			
Water Efficiency			
Conduct a survey to identify areas for possible changes			
Check for leaky faucets			
Install aerators			
Energy/lighting Efficiency			
Conduct a survey to identify areas for possible changes			
Clean lighting fixtures on a regular basis			
Encourage building occupants to turn-off lights when leaving a room			
Set, lock, program thermostats at economical temperatures			
Schedule HVAC maintenance on a regular basis			
Change filters on a regular basis			
Implement a duct inspection and cleaning program			
Landscaping/Exterior Maintenance			
Conduct a survey to identify areas for possible changes			
Sweep exterior sidewalks, entry areas and steps leading into the building on a daily basis			
Collect and remove trash daily			
Sweep the parking surface and stair wells weekly			
Inspect floor drains and lighting fixtures periodically			
Schedule roof inspection and maintenance on a regular basis			
Keep roofs clean and free of debris and drainage systems clear			

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IMPLEMENTATION ACTION	RESPONSIBLE PERSON(S)	NEEDED ACTIONS	DATE COMPLETED
Encourage the recycling of yard waste			
Miscellaneous "Green Practices"			
Create a communication plan that will inform workers and occupants what you are doing, why you are doing it, how you will do it and when you will do it			
Provide a process for occupant and worker feedback (EQ Credit 3)			
Prohibit smoking or provide isolated and separately ventilated spaces for smoking (EQ PR 2)			
Identify employees and occupants with individual needs and sensitivities (asthma, allergies, chemical sensitivity) (GS 42-5)			
Use vacuum attachments for high dusting			
Clean up spills as soon as possible			
Notify occupants when pest management procedures will be performed			
Encourage the use of flat mops versus conventional string mops			
Encourage use of indoor plants and educate occupants on appropriate placement and care (GS 42-5)			
Implementation Within One Year			
Chemicals			
Create a list of approved chemicals for use			
Equipment			
Create a list of approved equipment for use and that maintenance logs are being maintained			
Encourage use of high filtration vacuums (EQ Credit 3) (GS 42-3)			
Encourage use of extraction equipment for deep cleaning carpets capable of removing sufficient moisture to dry within 24 hrs. (EQ Credit 3) (GS 42- 3)			

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Encourage use of automated scrubbing machines equipped with variable speed feed pumps to optimize the use of cleaning fluids (EQ Credit 3) (GS 42-3)			
Encourage use of CRI Green Label vacuums, spotters, extractors or use of micro filter vacs (GS 42-3)			
Paper/Plastics/Supplies			
Create a list of approved paper, plastic and supplies to use			
Water Efficiency			
Create and implement a water efficiency plan for the facility			
Replace sticking toilet handles			
Install or upgrade insulation on water lines and ducts			
Install indoor plumbing fixtures that reduce the use of potable water (WE Credit 2)			
Install touch-free urinals and toilet devices			
Energy/lighting Efficiency			
Create and implement an energy and lighting efficiency plan for the facility (EA Credit 2)			
Encourage use of compact fluorescent light bulbs			
Reduce the amount of mercury brought into buildings through purchases of light bulbs (MR Credit 4)			
Landscaping/Exterior Maintenance			
Routine inspection and monitoring of outdoor Integrated Pest Management (IPM) (SS Credit 3)			
Plant native species of vegetation (SS Credit 5)			
Miscellaneous "Green Practices"			
Develop, implement and maintain a low environmental impact integrated indoor pest management policy (IPM) (IEQ Credit 3)			
Encourage duct cleaning on a regular basis			

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Encourage use of car pooling or public transportation (SS Credit 4)			
Provide bicycle storage racks and changing rooms (SS Credit 4)			
Provide preferred parking for alternative fuel vehicles (SS Credit 4)			
Provide incentives for employees using alternative fuels and public transportation (SS Credit 4)			
Have a building operation and maintenance staff education program that provides each staff person with yearly training			
Document the history of absenteeism and healthcare costs for building occupants and employees and track changes			
Document employee productivity improvements			
Encourage standardization of trash containers			
Begin a composting program for moist organic materials			
Long-term Implementation Items			
Carpet Care			
Encourage use of carpet & padding that meets the requirements of the CRI Green Label Plus Carpet Testing program (MR Credit 3)			
Water Efficiency			
Verify water efficiency systems are operating properly			
Install individual water meters for specific building locations (WE Credit 4.1)			
Provide for long term measurement of portable water uses within the facility (WE Credit 1)			
Limit the use of potable water for landscape irrigation (WE 3)			
Install hands free fixtures to limit water use (WE Credit 2)			

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Encourage use of displacement bags in toilets			
Install variable-buoyancy flappers			
Maintain optimal water system pressure			
Install low-flow showerheads			
Provide for ongoing accountability and optimization of building water efficiency			
Energy/lighting Efficiency			
Verify energy systems are planned, installed and operating properly (IEQ Credit P 1)			
Use EPA Energy Star energy performance rating system (EA Credit 1)			
Reduce energy consumption by using Energy Star qualified equipment			
Encourage the use of renewable energy technologies to reduce fossil fuel energy use (EA Credit 4)			
Reduce ozone depletion by using non-CFC refrigerants (EA Credit 6)			
Create a system for continuous monitoring that regulate indoor discomfort and the conditions (temperature, humidity and CO2) delivered in occupied spaces (EQ Credit 1)			
Provide for long-term continuous measurement of energy use within the facility (EA Credit 5)			
Create more skylights			
Install motion sensor on-off switches to limit lighting needs			
Provide individual temperature & ventilation controls for at least 50% of building occupants (IEQ Credit 2)			
Replace damaged weather-stripping on doors and windows			
Seal cracks around windows, doors and ducts with caulk			
Provide lighting controls for at least 50% of building occupants (EQ Credit 2)			

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Landscaping/Exterior Maintenance			
Create a storm water management plan to limit disruption and pollution of natural water flows from runoff (SS Credit 6)			
Install energy efficient window systems			
Create an erosion and sedimentation control policy to reduce negative impacts on water and air quality(SS Credit 6)			
Protect and restore open spaces (SS Credit 5)			
Plant shade trees (SS Credit 7)			
Use Energy Star compliant high-reflective roofing materials (SS Credit 7)			
Miscellaneous "Green Practices"			
Provide hybrid and alternative fueled company vehicles			
Develop and implement an ongoing IAQ management program based on the EPA document "Building Air Quality: A Guide for Building Owners and Facility Managers"			
Install permanent monitoring systems that monitor CO2 concentrations in densely occupied spaces (EQ Credit 1)			
Increase outdoor air ventilation to improve indoor air quality (EQ Credit 1)			
Use filters with particle removal effectiveness for all outside air intakes and for the returns for the re-circulation of inside air (EQ Credit 1)			
Have deck-to-deck partitions with separate outside exhausting, nor air re-circulation and negative pressure to contain the isolate high volume copying/printing rooms/fax stations and janitorial closets (IEQ Credit 5.2)			

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IMPLEMENTATION ACTION	RESPONSIBLE PERSON(S)	NEEDED ACTIONS	DATE COMPLETED
Provide a connection between indoor spaces and the outdoor environment through the use of daylight and views into the occupied areas of the building (EQ Credit PR 1)			
Specify HVAC systems, control systems and other large electrical products that are free of mercury switches and mercury relays (MR Credit 4)			
NOTE: Items in () reference LEED Certification prerequisite/credit requirements or Green Seal GS 42 requirements			
The following web sites are available for more information:			
usgbc.org			
greenseal.org			
epa.gov/epp			
epa.gov/dfe			
energystar.gov			
h2e-online.org			
healthyschoolscampaign.org			
carpet-rug.com			