



# BRING

reduce | reuse | recycle | rethink

**Office and Retail checklist**

Please indicate which sustainability actions you are currently taking at your business. Measures **highlighted in red** are required for **Rethink Certified** recognition, if applicable. Remaining measures are elective measures. Businesses must also comply with a minimum of 50% of all applicable elective measures for recognition.

Once completed, a **Rethink coordinator** will review your checklist, answer questions, and schedule an onsite visit to walk through your business. Please be prepared to show evidence or documentation for all practices.

## energy

### Equipment

	Yes	No	N/A
<b>Do you: Set computer and laptops to go into hibernate/sleep mode after 15 minutes?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Checked for vampire appliances that draw power when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Conducted an energy audit with your local utilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed energy-efficient windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase the 100% renewable option from your energy provider or utility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use ENERGY STAR-qualified refrigerators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track energy costs and monitor consumption history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced (or commit to replace) outdated printers, monitors, and desktop computers with ENERGY STAR or EPEAT-registered products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Heating & Cooling Controls

	Yes	No	N/A
Do you: Ensure that unoccupied rooms aren't heated or cooled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use a 365-day programmable thermostat to control heating and air conditioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Hot Water

	Yes	No	N/A
Have you: Set hot water heaters to 120 degrees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced your gas or electric water heater with an electric heat pump water heater, or obtained a quote for future replacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Insulated all exposed hot water pipes and refrigeration system cold suction lines in unconditioned spaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## HVAC Systems

	Yes	No	N/A
Do you: Clean and/or replace air filters regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Perform regular maintenance on all heating and cooling equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed window awnings, shades, blinds, or film to prevent heat gain or loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Lighting

	Yes	No	N/A
Do you: Use energy-efficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use lighting controls, such as dual technology occupancy sensors, bypass/delay timers, photocells, or time clocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed LED exit signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use daylighting wherever appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# pollution prevention

## Operations

	Yes	No	N/A
Do you: Give employees specific roles and responsibilities to prevent waste and encourage efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Introduced employee training protocols to improve recycling, waste prevention, energy conservation, water conservation, water quality, and/or transportation efficiency practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed stormwater protection procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Instituted a no-idling policy for employees and visitors, including deliveries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Purchasing

	Yes	No	N/A
<b>Do you: Purchase office paper with a minimum of 30% post-consumer recycled content?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed Environmentally Preferred Purchasing procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Require contracts with suppliers and contractors to address waste prevention and efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase paper products (such as office paper, envelopes, paper towels, and toilet paper) made from at least 30% post-consumer recycled content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use remanufactured copier toner cartridges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# solid waste

## Food and Organics

	Yes	No	N/A
Do you: Reduce the use of prepared food (e.g. Boxed lunches) that contains excessive packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase foods and beverages in bulk form, rather than in single-serving containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Monitor left-over food to prevent over-ordering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Participate in a commercial food waste collection program through your waste hauler?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Collect landscaping waste and yard debris to be composted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Paper

	Yes	No	N/A
<b>Have you: Made two-sided printing and copying standard practice in your business (set printers and copiers to default to duplex printing)?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Collect and reuse paper with blank sides to use for draft and less important documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Reduced the number of periodical subscriptions and/or opted out of incoming mailing lists to reduce the amount of junk mail received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Switched paper communication (brochures, newsletters, etc.) to electronic versions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Switched paper ordering, invoicing, and reservations systems to electronic forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Recycling

	Yes	No	N/A
<b>Do you: Provide on-site recycling of cardboard, paper, bottles, cans, and rigid plastic containers?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Do you: Clearly label recycling bins?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Pair garbage and recycling bins in every location where waste collection is offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track waste disposal costs and monitor disposal history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle polystyrene foam (Styrofoam™)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle electronics (computers, monitors, printers, cell phones)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle printer cartridges (toner and inkjet)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle fluorescent bulbs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Recycle batteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Supplies and Equipment

	Yes	No	N/A
<b>Do you: Use reusable dishware, utensils, and cups throughout the office?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use a hand dryer or hand towels to eliminate paper waste in restrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide durable linens in the communal kitchens and break rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide durable dishware and mugs at meetings and special events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Eliminated individual, single-use bottles of water for employees and guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Eliminated the use of polystyrene (Styrofoam) throughout your facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# transportation

## Company Vehicles

	Yes	No	N/A
Do you: Plan efficient routes for fleet vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Developed transportation efficiency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Promote telecommuting, especially for long-distance meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Reduce use of airplane travel for conferences, meetings, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established routine maintenance schedules for company vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Purchase remanufactured products for vehicles (motor oil, antifreeze, tires, and batteries)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Employee Incentives

	Yes	No	N/A
Do you: Provide bike parking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer employee commuting options and incentives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Provide showers for bike riders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# wastewater

## Cleaning

**Do you: Use certified non-toxic laundry, cleaning and building maintenance products in non-aerosol containers such as Green Seal certified, US EPA Safer Choice, or EcoLogo?**

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Storm Water

**Do you: Have a plan and schedule for maintaining your storm drains?**

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you: Regularly sweep sidewalks and parking lots?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do you: Keep your dumpster lids closed and garbage area clean and isolated away from storm drains?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do you: Use integrated pest management (IPM) practices on landscaped areas?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Have you: Marked storm drains or stenciled on a “dump no waste” message?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## Landscaping

	Yes	No	N/A
Have you: Planted native or water-wise species in your landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed soil moisture sensors in landscaped areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use timers on all irrigation systems to avoid overwatering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Use

	Yes	No	N/A
<b>Have you: Replaced all existing faucet fixtures with low flow aerators?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Retrofitted toilets flushing at higher than 1.6 gallons or replaced with high-efficiency toilets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Replaced all urinals flushing at greater than 1.0 gallon with high-efficiency urinals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Installed low flow shower heads (2.2 gpm or lower)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Track water use and monitor consumption history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## JEDI – Hiring

	Yes	No	N/A
Do you: Share job openings with professional trade groups and organizations that support the advancement of marginalized populations and communities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Post pay ranges for open positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use hiring rubrics or standardized interview questions to evaluate candidates' skills and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Use hiring rubrics or standardized interview questions to evaluate candidates' skills and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have standards for background checks that prevent the exclusion of disenfranchised applicants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## JEDI – Internal Practices

	Yes	No	N/A
Do you: Offer justice, equity, diversity, and inclusion (JEDI) or bias training to management and/or employees on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer equitable professional development opportunities to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have a clear path to promotion and leadership that is transparent, understood, and offered to all employees interested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Appropriately designed all restrooms to be ADA compliant and gender-inclusive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Structured dress and appearance rules to maximize inclusion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer flexible work hours when possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Encourage employees to identify personal pronouns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Justice, Equity, Diversity & Inclusion (JEDI) – Mission

	Yes	No	N/A
Do you: Include justice, equity, diversity, and inclusion (JEDI) initiatives as part of your mission statement and/or have a separate mission statement that addresses JEDI?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer PTO to allow employees to volunteer for community organizations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Intentionally select vendors who support JEDI initiatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established an employee at the management level who owns overall responsibility for JEDI efforts within the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Resilience – Emergency Planning

	Yes	No	N/A
Do you: Subscribe to communications from your local Chamber of Commerce, Business Oregon, or other pertinent organizations for emergency notifications and grant opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established an emergency action plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Reviewed insurance policies to ensure they are adequate and current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Resilience – Operations

	Yes	No	N/A
Have you: Established a process for capturing, reviewing, and evaluating incidents? (i.e., accidents, injuries, theft, HR issues, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Conduct internal meetings and communications at a regular interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Review the latest developments in the industry in which you operate on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Work with a local bank?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Resilience – Personnel

	Yes	No	N/A
Do you: Have an updated employee manual that is distributed to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Established dedicated sustainability and resilience personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Offer cross-training opportunities to maximize team functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Have employees set up to work from home if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Resilience – Supply Chain

	Yes	No	N/A
Do you: Source materials locally as much as possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you: Vet vendors and suppliers to ensure supply chain transparency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you: Identified and established relationships with alternate vendors and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>