

## RETAIL CHECKLIST

CASCADIA UPTOWN **Completed Actions: 32**  Verified: November 16, 2019 Verified By: Jen Fraser **VIGBC** Verifier

### **BUILDING & OPERATIONS**

- ☑ All non-emergency lights are turned off at night, or window lights put on a timer and shut off 11pm to 7am
- ✓ Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light
- ☑ All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- ✓ ≥ 75% of office equipment and kitchen appliances are ENERGY STAR® Certified
- ✓ ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- ✓ All hot water pipes are insulated
- ☑ Windows are double paned or draft-proofed and entrances and exits have been draft-sealed

#### WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- ☑ Receipts are emailed or printed on request only
- ☑ All food waste and soiled paper are composted AND all electronics, batteries and lightbulbs are recycled
- ☑ All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- ✓ All Styrofoam™ packing is reused or recycled
- At least one other hard-to-recycle item is being recycled (pallets, foil-lined bags, pens, etc.)

#### WATER

- ☑ Tap water consumed rather than bottled water
- ✓ All faucets employ ≤ 6.0 LpM aerators
- ✓ All toilets are ≤ 6.0 LpF and any urinals are ≤ 1.9 LpF

## **TRANSPORTATION**

- ☑ Bicycle parking is provided for staff and customers

### **PURCHASING & PRODUCTS**

- ✓ At least three major paper products have ≥ 50% post consumer recycled content
- ✓ ≥ 75% of cleaning supplies are eco-friendly
- ☑ Store does not distribute single-use plastic bags to customers
- ✓ Store uses reused/recycled material to wrap fragile items sold to customers.
- 🗹 No single-use products purchased for refreshments for staff & customers (e.g. coffee cartridges, stir sticks, sampling, straws) 🧑

- Stock ≥ 3 products that are Carbon Neutral, EcoLogo<sup>™</sup> Certified, FSC, or Certified Organic
- Products sold and their associated packaging can be returned by customers for recycling/upcycling at no additional cost

#### SOCIAL

- ✓ Annual donations made to local environmental or community-related charities of ≥ \$50 per full-time employee
- Environmental sustainability is incorporated into the hiring process, employee orientations and training programs
- Environmental values and actions are posted publicly (either online or on premises)





# **RETAIL CHECKLIST**

- ☑ Employee Health and Wellness Program in place
- ☑ Employee traditional benefits package in place that contains one or more benefits (health/dental insurance, RRSP plan, short-term disability coverage, etc.)

## **ADDITIONAL ACTION**

☑ Additional action – use reusable cloths instead of paper towel for cleaning