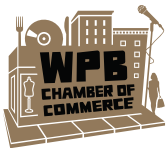


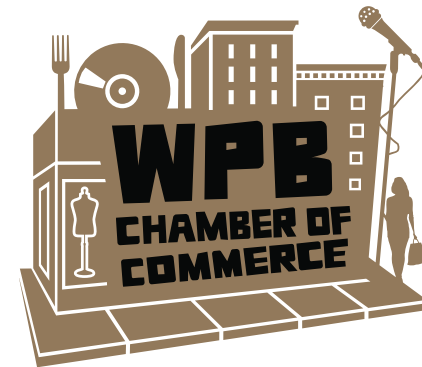
**Waste Reduction:** select at least 1 in this category

- Have a business-wide waste audit to identify materials that can be reused, recycled, or eliminated.
- Start a waste reduction/recycling program.
- Implement an electronics recycling policy, so that all electronic waste is recycled.
- Reduce office supply waste by doing both of these:
  - Use refillable tape dispensers instead of disposables.
  - Use refillable pens instead of disposables.
- Implement a printer cartridge recycling policy.
- Use the lowest quality print setting on your printer to conserve ink and cartridges.
- Reduce printer paper usage by implementing 4 of the 5 suggestions:
  - Go paperless! Use electronic files rather than paper files.
  - Set default print setting to double sided.
  - Reuse single sided, already printed paper for draft print jobs and/or scratch paper.
  - Replace memos with email messages and discourage unnecessary use of paper.
  - Post paper-saving measures near copiers and printers.
- Replace disposable products with permanent ware such as mugs, dishes, silverware, towels/rags, etc.
- Use refillable containers for condiments and food consumption.
- Install air hand dryers in restrooms and eliminate paper hand towels.
- Donate excess food.
- Offer half meal portions.
- Compost food waste.

The Wicker Park Bucktown Green Committee is committed to providing leadership and practical solutions to ensure a prosperous community through ecologically sustainable practices.



For more green business resources, visit:  
[wickerparkbucktown.com/WPB-Green](http://wickerparkbucktown.com/WPB-Green)



## WPB-GREEN

The Wicker Park Bucktown Chamber of Commerce is pleased to provide small businesses with this list of actions to help save money and reduce environmental impact.

### 10 Simple Things Checklist

Take action in each of the categories on the checklist. Complete the minimum requirement per category. By completing ten or more action items, member businesses can earn “WPB-Green” designation.

1. Review the “10 Simple Things” checklist and support information.
2. Decide which action items work for your business.
3. Do it! Put your “10 Simple Things” into action.
4. Contact the WPB Chamber of Commerce to be audited by a Green Committee representative:  
[info@wickerparkbucktown.com](mailto:info@wickerparkbucktown.com) | 773.384.2672

**Education:** select at least 1 in this category

- Plan a strategy for the green initiatives you want to implement.
- Spread the word! Tell customers about your green efforts on your website and through social media.
- Educate employees about your plans to green your workplace. They can be a source of great ideas and can promote the green aspects of your business.

**Water:** select at least 2 in this category

- Repair all drips and leaks.
- When installing new fixtures, buy fixtures with an automatic shut off.
- Post signs in restrooms and kitchen areas encouraging water conservation by turning off water between tasks.
- Install low-flow aerators on existing faucets.
- Replace faucets with WaterSense-approved low flow or metered faucets.
- Replace toilets and urinals with WaterSense-approved low-flow (1.6 and 1.0 gallons/flush or less) or dual-flush appliances.
- Whenever possible use cold water instead of hot and POST REMINDERS.
- Turn off water between tasks and POST REMINDERS.
- Serve water only upon request; have information about water saving efforts available through servers or signage.

**Indoor Environment:** select at least 1 in this category

- Use low- or no-VOC paints.
- Use recycled or environmentally friendly carpeting or flooring.
- Use non-toxic, environmentally friendly cleaning products.
- If you use a cleaning service, hire a green cleaning service.

**Transportation**

- Encourage or incentivize employees to use active transportation as an alternative to driving (biking, walking, public transportation, carpooling or car sharing).
- Encourage or incentivize customers and other visitors to use active transportation as an alternative to driving (biking, walking, public transportation,

carpooling or car sharing).

- Offer safe and secure bicycle parking areas for employees.
- Offer convenient, secure bicycle parking for customers and visitors.
- Use conference calls and video conferencing instead of travel, when possible.

**Energy:** select at least 5 in this category

- Conduct an Energy Audit (SBES Program can assist with this. [www.wickerparkbucktown.com/wpb-green](http://www.wickerparkbucktown.com/wpb-green)).
- Keep your HVAC systems tuned; maintain a regular cleaning and filter replacement schedule. Don't forget to check ducts and pipe insulation!
- Install Energy Star® equipment when you replace appliances.
- Develop a written policy to turn off equipment, appliances, and lights when not in use or when leaving the room or space, and POST REMINDERS!
- Install timers and automatic shut-offs wherever possible.
- Install lighting controls such as automatic light sensors, bypass/delay timers, photocells for exterior lighting and/or areas with significant natural light.
- Install LED EXIT signs.
- Install programmable thermostats.
- When you buy a new computer buy EPEAT certified.
- When buying a new monitor, buy a flat screen LED monitor.
- Use programs that automatically turn off idling monitors.
- Turn off monitors manually when not in use.
- Turn off all computer equipment when your business is closed.
- Switch to laptop computers; they use up to 90 percent less energy than a standard computer.
- Replace T-12 fluorescent tubes with T-8, T-5 tubes, or LED tubes.
- Replace incandescent bulbs with LEDs or CFLs.
- Use a seasonal vestibule.
- Use ceiling fans as an alternative to air conditioning when practical and to promote air circulation.
- Utilize the SBES Program available from ComEd. ([www.wickerparkbucktown.com/wpb-green](http://www.wickerparkbucktown.com/wpb-green))
- Utilize the SBES Program available from Peoples Gas. ([www.wickerparkbucktown.com/wpb-green](http://www.wickerparkbucktown.com/wpb-green))
- Inspect windows and doors; check for proper seals and caulk/repair as needed.
- Set the temperature of refrigerators between 38 and 41 degrees.
- Set the temperatures of freezers between 10 and 20 degrees.

**For Renovation or New Construction**

- 10 to 20% of the project budget should be dedicated to materials with recycled content, rapidly renewing materials (like bamboo), low emission materials, or reused materials.

(continued on back)