



Thanks for supporting green efforts in Mid-Michigan! Please take a minute to check off the environmental actions incorporated and let us know why your business should win this prestigious award. FOX 66 Green Team board members may request a site visit as part of their winner selection process. Winners will be highlighted on FOX 66 and wsmh.com for an entire month! Fax completed form to FOX 66 at 810-785-8963 or they can be sent via email to promotions@wsmh.com. Please make sure to send company web logo and/or link with your submission. Good luck!

Name of business:

Number of employees:

Your name:

Phone:

Email:

RECYCLING

- Office paper
- Cardboard
- Deposit cans
- Non-deposit cans
- Glass bottles
- Batteries
- Compact fluorescent lights
- Tube fluorescent lights
- Carpet
- Reconstruction waste
- Workers bring items from home
- Items accepted from public
- Compost coffee grounds/food waste
- Bins are located by copiers
- Bins are located in office areas
- Bins are located in break rooms
- E-Waste – computers, copiers, TV, cell phones
- Hazardous waste - unused chemicals
- Hazardous waste - compact fluorescent lights
- Hazardous waste - tube fluorescent lights
- Other: Please attach letter of explanation

RECYCLED PURCHASES

- Copy paper (10% content)
- Copy paper (30% content)
- Copy paper (100% content)
- Copy paper is chlorine-free
- Paper is Green Seal or Forest Stewardship Council (FSC) certified
- Envelopes/letterhead
- Business cards
- Paper for brochures/flyers
- File folders
- Plastic garbage bags
- Paper towels
- Toilet paper
- Napkins
- Paper/plastic bags for customers
- Furnishings/fixtures
- Computers
- Carpeting
- Other: Please attach letter of explanation

REUSE

- Binders
- File folders
- Shipping boxes
- Packing material
- Donate/sell used computers
- Donate/sell used office furnishings
- Donate/cell phones
- Donate used binders
- Refill toner/ink cartridges
- Use rechargeable batteries
- Purchase refurbished furnishings/fixtures
- Purchase refurbished computers
- Other: Please attach letter of explanation

PAPER REDUCTION

- Buy in bulk or items with reduced/recyclable packaging
- Coreless toilet paper
- Send memos to employees by email
- Send bills by email
- Copiers set to print on both sides
- Printer set to print on both sides
- Paper printed 1 side used for scrap paper
- Paper printed on one side used in fax machine
- Newsletters are emailed or put on website
- Other: Please attach letter of explanation

COMPUTERS AND COPIERS

- Most/all computers are laptops, not desktops
- Computers and copiers have power strips
- Computers and monitors are turned off at night
- Computers and monitors are turned off on weekends
- Computer screen savers are turned off
- Energy saving features activated on computers
- Energy saving features are activated on copiers
- Copier is turned off at night
- Copier is turned off on weekends
- Centralized print/copy location
- Other: Please attach letter of explanation

BREAK ROOM

- No disposable plates, cups or utensils
- Bottled water is not offered
- Real cutlery, plates and cups
- Washable towels and cloth napkins
- Disposable kitchen is biodegradable
- Most/all employees use refillable coffee mugs
- Most/all employees use refillable water bottles
- Most/all employees bring reusable lunch bags
- Other: Please attach letter of explanation

HEATING AND COOLING

- Heat lowered during the day to degrees
- Heat is lowered at night to degrees
- Heat is lowered on weekends to degrees
- AC raised during the day to degrees
- AC is raised at night to degrees
- AC raised on weekends to degrees
- Ceiling fans are used to reduce AC use
- Heating season - blinds on sun facing windows are open
- Cooling season - blinds on sun facing windows are closed
- Programmable thermostats installed
- Water heater set to 115
- Other: Please attach letter of explanation

LIGHTING

- Lights are kept off if daylighting is adequate
- Lights off in unoccupied office spaces
- Lights off when restrooms unoccupied
- Lights off when break room unoccupied
- Lights off at night (except safety lights)
- Lights off on weekends (except safety lights)
- Motion sensors or timers in restrooms
- Compact fluorescent lighting - %
- LED lighting - %
- Other: Please attach letter of explanation

WATER

- Low flow toilets (1.6 gallons per flush)
- Waterless urinals
- Faucet aerators
- Water motion sensors
- Tankless/on-demand water heater
- Solar hot water heater
- Rain water catchment device
- Early morning or evening outdoor watering rather than during the day
- Company vehicles washed at car wash rather than on premises
- Other: Please attach letter of explanation

BUILDING AND MAINTENANCE

- Low VOC paint
- Low VOC stain
- Low VOC carpet
- Non-petroleum based/green cleaning products
- Low phosphorus fertilizer
- Organic or no fertilizer
- Lawn clippings left on grass for fertilizer
- Limit use of pesticides and use less-toxic control methods
- Calcium magnesium acetate used not salt (chloride) de-icers
- Native plants in landscaping
- Drought tolerant plants
- Chemicals stored away from work areas
- Anti-bacterial soap is *not* used
- Radon monitors
- Carbon dioxide monitors
- Water audit has been conducted
- Energy audit has been conducted
- Purchase renewable energy from utility service provider
- Air fresheners are not used
- Energy Star or energy efficient appliances
- Wood purchased is FSC certified
- Other: Please attach letter of explanation

TRANSPORTATION

- Informal carpools arranged by employees
- Formal carpool posted to all employees
- Option to work from home at least once week
- Option to work full time in 4 rather than 5 days
- Conference calls utilized rather than out-of-office meetings
- Other: Please attach letter of explanation

EDUCATION

- "think before you print" posted on emails
- "printed on recycled paper" posted on your publications
- Suggestion box for green ideas
- Employee recognition for green actions
- Employees have formed Green Committee
- Green Team meets regularly
- Newsletter has regular green column
- Offer reusable bags for sale to customers
- Other: Please attach letter of explanation

