



2017 Culver City Sustainable Business Certification Program (CCSBCP)

RESTAURANT

KEY MEASURES SELF-CHECKLIST

NOTE: This is not the official CCSBCP Restaurant checklist!

This Key Measures Self-Checklist was created to serve as a guide to help you get started on the path towards achieving [CCSBCP certification](#).

GENERAL

- Inform your customers about what you are doing to be green. Examples: Post a list of your green accomplishments, train your staff to talk about sustainability, highlight your green efforts on your website, and/or offer tours that highlight sustainability.
- Promote the use of organic produce from health department approved commercial producers.
- Consult with the Monterey Bay Aquariums Seafood Watch advisory material to make sure that seafood is purchased from sustainable sources.
- Business is permitted by or registered with Environmental Health and has not had any SIGNIFICANT health violations that have not been corrected (confirm with Environmental Health Services/Consumer Protection Agency).
- Business has achieved compliance with all storm water and wastewater-related regulatory requirements.
- Owner and Management Commitment: Have a mission statement and/or environmental policy that is publicly available outlining company commitment to sustainability
- Establish a 'green team' that can help guide your business through employee orientations and trainings, employee evaluations, staff meeting discussions, company newsletters, brochures or other materials, and/or by incentive or reward programs.

ENERGY

- Use energy efficient exit signs, such as LEDs.
- Use a 365 day programmable thermostat to control heating and air conditioning. Recommended thermostat settings are 76 degrees F for cooling, 68 degrees F for heating.
- Assign staff to track energy bills over time, looking for sudden rises in use.
- Complete regularly scheduled maintenance on your HVAC (heating, ventilation and air conditioning) system at least twice a year which includes: Cleaning or replacing filters on heating and air-conditioning units; Performing maintenance at least twice a year; Cleaning air-conditioning condenser coils four times a year. Maintaining proper function of economizers on air conditioning units.
- Replace all inefficient lighting.
- Install plastic strip curtains on walk-in refrigerator/freezer doors.
- Set refrigerator temperature to meet minimum health requirements (typically between 38F and 41F for refrigerators and between 10 F and 20F for freezers).
- Set hot water heaters to meet minimum sanitation requirements (typically 140-150 F).

- Maintain refrigerators by keeping evaporator coils free of excessive frost and by keeping condenser coils free of dust and lint.
- Purchase ENERGY STAR electrical equipment and Food Service appliances. See fishnick.com in PG&E territory and the Irwindale Energy Education Center in SCE territory.
- Use a water-conserving dishwasher to save both heating and water costs. (A door-type dishwasher should use 1.2 gallons/rack or less).
- Replace multiple or package A/C units with a single unit with a Seasonal Energy Efficiency Rating (SEER) > 13 for most common size equipment.
- Use a low-flow pre-rinse nozzle for dish scraping/pre-cleaning (uses 1.2 gallon per min or less)
- Reduce dishwasher hot water temperature to lowest temperature allowed by health regulations and consistent with the type of sanitizing system you are using (high heat or chemical/heat).

WATER

- Assign a person to monitor water bills for sudden rises in use, and to track use over time. Call your water company should sudden rises occur.
- Check for and repair all leaks, including in toilets (tablets to detect tank leaks can be obtained from your water company).
- Replace all urinals flushing at 1.0 gallons or greater with high efficiency urinals, flushing at less than 0.5 gallons, or waterless urinals. Or replace all diaphragms in the flush valve, so that they flush 1.0 gallon.
- Retrofit toilets flushing at higher than 1.6 gallons with high efficiency toilets (1.28 gallons or less per flush). Your water utility may have a rebate program for high efficiency toilets.
- Repair all broken or defective sprinkler heads/nozzles, drip meters, water pipelines and valves.
- Replace all existing faucet aerators and showerheads with low flow fixtures. Showerheads should not exceed 1.7GPM; bathroom aerators should not exceed 0.5GPM; kitchen sinks should not exceed 1.5GPM.
- Operate dishwashers only when fully loaded.
- Set irrigation controller start time during non-daylight hours (before 7 am or after 9 pm).

WASTEWATER

- Send Waste oil and grease from fryers and other grease generating operations to a tallow company or pumping service for recycling. Store and transfer tallow containers in watertight covered containers labeled tallow only. Store or place tallow containers away from floor drains and storm drains unless secured and stored within secondary containment.
- Keep dumpsters covered and impermeable to rainwater. Keep them from overflowing and keep dumpster/parking areas clean.
- Never hose down or wash floor mats, equipment, or vehicles in an area where the wastewater may flow to a storm drain.
- Store all hazardous materials and waste (including batteries) away from storm and sanitary sewer drains. Ensure storage area is earthquake safe, use secondary containment and keep containers and area covered and protected from the weather.
- Clean outdoor paved areas by sweeping (or other dry methods such as an electric vacuum) or using equipment that collects dirty water (which must be disposed of to sanitary sewer).
- Ensure that no wastewater enters a storm drain. Only rain down the storm drain.

POLLUTION PREVENTION

- Use low toxic cleaning products in non-aerosol containers such as Green Seal certified (greenseal.org), EWG.org/skindeep, Safer Choice (epa.gov/saferchoice), SF Approved (sfapproved.org), or those with a GoodGuide rating of 8.1 or higher (goodguide.com).
- Buy recycled paint and low VOC products when available (paint, paint removal products, etc.).
- When recycling electronic equipment, take to a certified "e-Steward" for responsible recycling (www.e-stewards.org).
- Properly store and recycle Universal Wastes as required by law. Designate a storage area for spent E-waste items ensuring they are recycled (and not put into the garbage). U-wastes are: Spent fluorescent light tubes & bulbs, Electronic equipment (computers, cell phones, pagers, etc.) and Batteries (RBRC recycles rechargeables for free! www.call2recycle.org).
- Eliminate the use of chemical and aerosolized air fresheners and deodorizers. To freshen air, open windows or adjust fan speed in restrooms and kitchens.
- If contracting with a pest control operator, specify in contracts the use of Integrated Pest Management (including non-chemical pest prevention with no perimeter spraying), or choose a contractor that is certified in IPM, such as those listed at EcoWiseCertified.com.
- Train all staff on the proper disposal of food, fats, oil & grease. Provide staff training on regular and ongoing basis. Reminder / awareness training for existing staff, full training for new staff.
- Use no products with added antibacterial agents, such as triclosan. This includes products used for hand washing, dishwashing and cleaning.

SOLID WASTE

- Use reusable dishware in break room.
- Eliminate the use of polystyrene, such as Styrofoam, in beverages and food service ware.
- Provide recycling containers at convenient and appropriate locations (i.e., lobbies, guest rooms, vending machines, kitchens, next to garbage containers, desks, etc.).
- Use a coffee machine that doesn't require single-use pods made from aluminum or plastic.
- Donate excess food to shelters, food banks, or an organizations such as FoodRunners.org.
- Recycle all paper, glass, metal, cardboard and plastics accepted in your area.
- Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post-consumer waste, or BPI certified compostable bags are acceptable).
- When reusables are not feasible, use only compostable or recyclable to-go food service ware. For more information contact your Green Business Program Coordinator.
- Eliminate individually wrapped items. Use bulk straws, condiments, to-go cutlery, salt, sugar, etc.
- Offer an incentive to customers who bring their own reusable coffee mugs, to-go dishes, or bags.
- Purchase menus made with minimum 50% post-consumer waste recycled, or tree-free paper.
- Compost or recycle pre-consumer vegetable & fruit trimmings or participate in food waste program, where available.
- Divert a minimum of 50% of discarded materials from garbage/landfill.
- Replace disposable flatware and tableware with reusable items.
- Purchase bathroom and kitchen papers with the highest feasible post-consumer content.
- For take out food orders, always ask before giving out disposable items such as bags, receipts, utensils, napkins and condiment packets.
- Purchase office paper with recycled content, specific % post-consumer waste specified by your region (30, 50 or 100%).

TRANSPORTATION

- Offer employee commuting options such as:
 - Offer telecommuting opportunities and/or flexible schedules to avoid heavy traffic.
 - Include information about walking, biking, skateboarding, carpooling, and public transit in your employee manual and provide information to employee upon hire.
 - Use bicycles, low emission, biodiesel or alternative fuel vehicles for business errands.
 - Encourage walking, biking, skateboarding, carpooling, and public transit via prize incentives or small bonus
- Shop at local businesses by foot within close proximity.
- Provide tire air pump and flat tire repair kit for on-site use

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