



The McMinn County Energy and Sustainability Initiative
Energy and Waste Audit
Audit Data Collection Form for Area Business and Industry

Business Name: _____

Address: _____

Contact Information: _____

Type of Establishment: _____

The McMinn County Energy and Sustainability Initiative is a program committed to making our community a greener and more sustainable one. The Energy and Waste Audit was established to award businesses and industry that currently take action to reduce their carbon footprint. It also helps those just starting a "Green Program" to identify, prioritize and implement steps to becoming a more environmental conscience company. The award system is based on points, one point for each item you qualify for. Gold is 50-65 points, Silver is 35-50, and Bronze is 20-35. If you are below qualifying for bronze a new evaluation can be done 6 months to a year after the first evaluation to re-qualify.

Energy Use: Energy Conservation

The energy evaluation illustrates how small changes can make a real difference. We have seen as much as a 13% reduction in their electricity use through behavioral and no-cost changes such as turning off bathroom lights when not in use, turning off vending machine lights (a \$200 a year savings!), and consolidating office space onto one floor. Recommendations are provided for energy efficient upgrades to existing lighting that will save an additional \$2,000 a year.

Water Use: Water Conservation and Stormwater Management

The water evaluation shows that low-flow toilets may be an option, however, water-saving opportunities suggestions include installing .5 gal aerators on bathroom/kitchen faucets and shutting off water to unused areas. A broken irrigation system that remained turned off resulted in a 39% reduction in water use. Drought tolerant landscaping remains without irrigation.

Waste Reduction and Recycling: Waste Prevention and Purchasing

Through the waste evaluation, we learn that approximately 58% of the waste they generate is recyclable. Commercial recycling is cheaper than commercial waste service. Each business is unique in terms of the waste it generates. This is an opportunity to asses and streamlines your business' waste. Once categorized, we can target areas of reusing, reducing,

and recycling.

Pollution Prevention: Landscaping and Transportation/Quality

The pollution prevention evaluation ensures businesses properly store all chemicals and hazardous substances in a secure location. Additional steps to use less toxic substances where feasible are recommended.

General:

- Train employees from day one to follow environmental practices
- Provide employees with written materials (via email)
- Advertise accomplishments through press releases
- Encourage other area businesses to Go Green
- Participate in local green events: i.e. tree plantings, cleanups, etc.

Waste Prevention:

- Do waste audit attached to this form to find problems or ways to recycle
- Reduce copying through use of electronic communication
- Have your printers default to 2 sided copying
- Use marketing materials that require no envelope
- Collect email addresses as an alternative to "snail mail"
- Recycle food waste either by composting, pig farmers or special collection
- Use concentrated cleaning products
- Use reusable towels, napkins, table cloths
- Use large soap dispensers instead of individual ones
- Use bulk condiments instead of individual (sugar packets, creamers, etc.)
- Collect ink jet cartridges and cell phones for recycling
- Repurpose office furniture and supplies
- Donate unneeded, good usable items to non-profit organizations

Purchasing:

- Purchase paper that is at least 30% post-consumer
- Use 100% recycled paper whenever possible
- Buy in bulk whenever possible
- Purchase locally or American made whenever possible
- Purchase green, safe cleaning supplies
- Purchase toilet tissue and paper towels made from 100% recycled paper
- Purchase reusable rather than disposable products

Energy Conservation:

- Had an Energy Audit of your building by TVA
- Turn off lights and electronic equipment when not in use
- Installed motion sensors and lighting controls
- Installed programmable thermostats to control heating and cooling
- Insulated hot water heaters and water pipes
- Purchase Energy Star equipment and appliances
- Check and repair leaks around windows and doors

- _ Replaced fluorescent tubes with energy efficient fixtures
- _ Replaced incandescent bulbs with CFLs or better yet, LEDs
- _ Installed energy efficient windows
- _ Installed solar panels
- _ External Shading

Water Conservation:

- _ Check water bill for indications of leaks
- _ Check for plumbing leaks and repair immediately
- _ Clean outdoor areas with a broom, not water to avoid runoff
- _ Do not allow litter to accumulate
- _ Install energy efficient toilets
- _ Install waterless urinals
- _ Install high efficiency faucet aerators
- _ Install reminder signs in restrooms to conserve water
- _ Change window cleaning schedule to "as needed"

Stormwater Management:

- _ Check company vehicles for oil leaks
- _ Distribute educational material on stormwater pollution prevention to employees
- _ Keep dumpster area clean
- _ If there is an outdoor smoking area, provide butt containers
- _ Inspect Detention/Retention ponds regularly and maintain

Landscaping:

- _ Test irrigation system regularly to ensure proper coverage
- _ Installed a smart metering system
- _ Replace grass areas with water-efficient Native shrubs
- _ Use natural mulches to increase water retention and prevent erosion
- _ Remove weeds by hand....do not use herbicides
- _ Use permeable paving
- _ Installed a rain barrel or cistern to collect water for supplemental irrigation
- _ Installed a rain garden in an area where runoff occurs
- _ Do not use chemical fertilizers

Transportation/Air Quality:

- _ Replace company vehicles with energy efficient vehicles
- _ Maintain fleet efficiency through regular maintenance schedules
- _ Institute a no idling policy on your business property
- _ Utilize email, teleconferencing, and video conferencing to avoid unnecessary travel

