City of Coral Gables

Green Business Certification

PROGRAM APPLICATION

Name of Business: _____

Business Address: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____ Email _____

Type of Business:

- ☐ Retail
- ☐ Office/Co-Working Space
- ☐ Catering
- ☐ Medical Office/Hospital/Urgent Care/Out-Patient Center
- ☐ Garment Cleaning
- ☐ Restaurant
- ☐ Hotel
- ☐ Multi-Family Home
- ☐ Other (Please specify)

Number of employees

- ☐ Less than 5
- ☐ 6-10
- ☐ 11-25
- ☐ 26-50
- ☐ 51-100
- ☐ 101+

* For multifamily properties that apply, this program does not substitute for, nor does it count toward, the City's Green Building requirement.

Please describe below what your business/organization is doing to be environmentally friendly. Please feel free to include photos, honors/recognitions, etc.
(250 words or less)

Photo 1 | Photo 2 | Photo 3

Alternative Green Certifications:

Does your business already have any of these green certifications?

The following certifications are not required, but if you have any of them, you can gain an automatic 30-points on your certification (Proof of certification is required at time of application submittal).	
EnergyStar Certification (Annual) - Example Criteria Below: • Set a target for energy use • Track energy for entire building • Property has accurate water and energy meters	☐
Leadership in Energy and Environmental Design Certification (LEED) - Example Criteria Below: • Water and Energy efficiency • Indoor air quality • Building efficiency	☐
National Green Building Standard Certification - Example Criteria Below: • Water and Energy efficiency • Indoor air quality • Construction Impact reduction	☐
Green Globes Certification - Example Criteria Below: • Water and Energy efficiency • Indoor air quality • Construction Impact reduction	☐
Florida Green Building Certification - Example Criteria Below: • Water and Energy efficiency • Indoor air quality • Building efficiency	☐

SUSTAINABILITY CHECKLIST ①

GENERAL SUSTAINABILITY PRACTICES (17 Points)	
Sustainability Staff Member • Company has a sustainability professional on staff (3 points)	☐
Signage Within Business: (1 point) • Post signs to encourage conservation. Ex: turning off computers, lights and faucets, limiting use of paper towels and water, recycle etc.	☐
Employee Training: (2 points) • Incorporate sustainable/environmental education into employee training. • Provide incentives for employees to attend trainings on green practices. • Host a speaker to inform employees about environmental initiatives at work/home.	☐
Environmental Policy: (1 points) • Incorporate a statement of commitment to environmental protection into the mission/goals of your business.	☐
Inform Your Customers: (1 points) • Advertise green initiatives on products/around the organization/business and highlight it on marketing materials, social media, etc.	☐
Carbon Footprint Calculator: (1 point) • Calculate business' carbon footprint and discuss with employees. Then recalculate once business has made progress in becoming more sustainable to show improvements. • Carbon Footprint Calculator.	☐
Property Manager and Tenants: (2 points) • Connect with the property manager or fellow tenants to get others on board or to make changes pertaining to waste, recycling, water & energy conservation, pollution prevention, and/or transportation that are out of the business's/tenant's control.	☐
Celebrate Earth Day (April 22) or Earth Month (April): (1 point) • Earth Day Network • Participate in Coral Gables Earth Month and/or sustainability events throughout the year (i.e.: Parking Day, Bike to Work Day, Electronic Recycling Events, Arbor Day, Coral Gables Chamber Events, etc.)	☐
Miami Dade County BE305: (1 point) • Building Efficiency 305 • Participate in the BE305 Challenge.	☐

GENERAL SUSTAINABILITY PRACTICES (Continued)	
Monthly Sustainability Advisory Board: (2 points) • Participate in the city's **Sustainability Advisory Board**.	☐
Keep Coral Gables Beautiful: (2 points) • Host a free employee clean-up or beautification event through the KCGB program. • **Event Application form**.	☐
Other (list other initiatives taken toward community/employee engagement surrounding sustainability).	☐

SUSTAINABILITY CHECKLIST ②

SOLID WASTE REDUCTION AND RECYCLING (22 Points)	
Recycling Program: (1 points) • **Currently have or establish a recycling program/regularly scheduled pick up.** Recycling is mandatory as per Chapter 15 of the **Miami-Dade County Code** (Daily fines from $300 to $950).	☐
Expanded Polystyrene: (1 point) • Follow the City's recommendations on elimination of Expanded Polystyrene. • **Coral Gables Information on Expanded Polystyrene**.	☐
Single Use Plastic Bags: (1 point) • Follow the City's recommendations on elimination of Single Use Carryout Plastic Bags. • **Coral Gables Information on Single Use Plastic Bags**.	☐
Single-Use Plastic Straws: (1 point) • Follow the city's recommendations on elimination of single-use plastic straws. Use sustainable alternatives from non-plastic materials such as paper, sugar cane, bamboo straws, or other similar materials. Make straws available only upon request. • **Coral Gables Information on Single Use Plastic Straws**.	☐
Eliminate bottled water: (2 points) • Switch from providing single-use plastic bottled water or from using bottled water coolers to bottle-less water coolers (filtered and connected directly to the water line). • Provide refillable water bottles to employees and encourage employees and customers to bring their own reusable bottles.	☐

SOLID WASTE REDUCTION AND RECYCLING (Continued)	
Office Supplies: (1 points) • Purchase office products such as copy paper, pens, toilet tissue, printer cartridges, etc. made out of recycled content.	☐
Have a company composting program: **Guide to creating a composting program.** (2 points)	☐
Set printers and copiers to default to print double-sided. (1 point)	☐
Recycle ink cartridges. (1 point)	☐
Go paperless. (1 point)	☐
Reuse packaging materials. (1 point)	☐
Provide an incentive for employees to bring their own reusable bags/containers/mugs/etc. (1 point)	☐
Provide a discount for customers to bring their own reusable bags/containers/mugs/etc. (1 point)	☐
Create a **sustainable catering program.** (2 points)	☐
Reduce junk mail: **Ecocycle.** (1 point)	☐
Designate an employee in the office as the recycling coordinator. (1 point)	☐
Place Recycling bins next to trash cans and copiers with **signs** of what can/cannot be recycled. (1 point)	☐
Donate, sell or exchange unwanted, but usable items. Do not just throw away. (1 point)	☐
Have permanent dishware in kitchen or breakroom versus disposable. (1 point)	☐
Other (please include any additional related items not mentioned above).	☐

SUSTAINABILITY CHECKLIST ③

ENERGY CONSERVATION (14 Points)	
Complete a **FPL Online or Onsite Business Energy Evaluation** which will help identify cost-beneficial improvements for your facility. (1 points)	☐
Have power strips that can be turned on/off at each work station. (1 point)	☐
Replace incandescent bulbs and T12 fluorescent lamps with LEDs. (1 points)	☐
Have a majority of the office equipment/appliances be **Energy Star** certified. (2 points)	☐
Set all **office** and/or **restaurant** equipment (printers, refrigerators, thermostats, etc.) to **optimum energy efficiency settings**. (1 point)	☐
Install **lighting controls** - occupancy sensors/ delay timers. (1 point)	☐
Install **window film**/tinting or solar screens. (1 points)	☐
Use renewable energy onsite (solar, wind, etc.). Coral Gables has implemented Property Assessed Clean Energy (PACE) to allow businesses and residents upfront financing to install energy efficient upgrades. (3 points) • **PACE**	☐
HVAC meets energy efficient rating **standards**. (2 points)	☐
Ensure/conduct regular maintenance of HVAC and refrigeration system. (1 point)	☐
Other (please include any additional related items not mentioned above).	☐

SUSTAINABILITY CHECKLIST ④

WATER CONSERVATION (14 points)	
Track Water Use- track monthly water use and monitor bills for leaks. Set water reduction targets (i.e.: Reduce water consumption by 20% baseline year level) and measure progress. (2 points)	☐
Replace older toilets and water faucets with higher efficiency models or **WaterSense** - certified High-Efficiency toilets and faucets. (2 points)	☐
Install **low flow aerators** for faucets and showers. Install motion activated faucets. (1 points)	☐
Leak Detection and Repair - Use leak detection tablets, food coloring or equipment. (1 point)	☐
Restaurants: Serve water only upon request (also saves energy from fewer glasses to wash). (1 point)	☐
Install **Water efficient irrigation** systems. **Alliance for water efficiency** (2 points)	☐
Complete an **integrated pest management** plan. (2 points)	☐
Use environmentally friendly insecticide/pesticides. (1 points)	☐
Keep loading docks, dumpsters and parking areas free of chemicals/contaminants/debris. (1 point)	☐
Celebrate **World Water Day** March 22 every year with an event. (1 points)	☐
Other (please include any additional related items not mentioned above).	☐

SUSTAINABILITY CHECKLIST 5

POLLUTION PREVENTION (16 Points)	
Company/Business has an official **green purchasing policy**. (2 points)	☐
Offset your company's CO2 emissions through purchase of **renewable energy credits** or installation of renewable energy sources. (3 points)	☐
Avoid washing activities where runoff can go straight into a storm drain. (1 point)	☐
Reduce fuel use - Lessen the use of company cars. (1 points)	☐
Safe E-Waste Disposal - Collect electronic waste and dispose of it in an environmentally friendly manner. Coral Gables hosts **one Business Recycling Drive-Thru Events each year**. (2 points)	☐
Use vegetable or **low VOC** commercial printer ink. (1 point)	☐
Use refillable or reused ink cartridges for in-house printing. (1 point)	☐
Buy **EPEAT** Certified electronic products: (1 points) • **Sustainable Marketplace: Greener Products and Services**.	☐
Use bleach and chlorine-free paper. (1 point)	☐
Offer Environmentally Preferable Products - organic/local produce. (1 points)	☐
Dispose of chemicals **safely** (**Miami-Dade County Guidelines**). (1 points)	☐
Use **Safe Cleaning Products** - low toxicity/chemicals that are safe for the environment. (1 point)	☐
Other (please include any additional related items not mentioned above).	☐

SUSTAINABILITY CHECKLIST ⑥

TRANSPORTATION (16 Points)	
Encourage employees/visitors to use alternative transportation (take the **Bus**, **Miami-Dade Transit**, **MetroConnect**, **Trolley**, **Bike**, **Walk**, **Freebee** or **Carpool**). (1 point)	☐
Group or business vouchers for public transit. Provide discount vouchers for employees to use alternative transit. (2 points) • **Miami-Dade County Corporate Discount Program**	☐
Install Bicycle Infrastructure (Bike Racks, etc.) (1 point) • Coral Gables provides **FREE** bike racks & free installation to businesses upon request.	☐
Offer bike maintenance services (air for tires or minor repairs). (1 point)	☐
Install Electric Vehicle Charging Stations. (3 points)	☐
Have preferred parking for Hybrid, Alternative Fuel, and/or Electric Vehicles. (1 points)	☐
Have a work from home/hybrid work policy. (1 point)	☐
Track how employees get to work and create a commuter plan to reduce car trips. (1 point)	☐
At least 1 Electric vehicle in your fleet. (3 points)	☐
Provide showers and lockers or subsidize nearby gym use for bike commuters. (1 point)	☐
Explore regular use of virtual meetings instead of travelling. (1 point)	☐
Provide a list of local Coral Gables restaurants in walking distance from your business to encourage employees to eat local for lunch. (1 point)	☐
Other (please include any additional related items not mentioned above).	☐

Coral Gables Green Business Certification Program Application

APPLICATION AGREEMENT

I hereby acknowledge the information I have provided in this application is truthful. By submitting this application, you agree to allow City of Coral Gables/Coral Gables Chamber of Commerce staff to schedule a site visit to verify information is accurate. For any questions and to submit this application contact sustainability@coralgables.com.

Signature: _____ Date: _____

Tiered Certification System (Out of a total of 100 potential points)



BRONZE
Complete at at least
20-39 Points



GOLD
Complete at at least
60-79 Points



SILVER
Complete at at least
40-59 Points



PLATINUM
Complete at at least
80-100 Points

Disclaimer: The companies referenced on this checklist are in no way affiliated with the City of Coral Gables. They are examples and businesses are not required to use these companies or organizations to receive green certification.