

# CLIMATE WISE COMPANY PRE-ASSESSMENT FORM

## General Information

Date:

Your Name:

Title:

Work Phone:

E-mail address:

Company Name:

Company Website:

Company Physical Address:

Zip Code:

Company Mailing Address (if different):

Zip Code:

Corporate office location:

General Business Phone:

Other Sites in Fort Collins:

# of Employees at Fort Collins site(s):

### Business Hours/Schedules:

Area	Monday – Friday Hours per day	Saturday Hours per day	Sunday Hours per day	Weeks per year
Office				
Other (production, warehouse, operations, etc.)				

**Contacts - Other Departments or Groups, As Applicable** (for example, persons responsible for custodial/maintenance, facilities, marketing, human resources, etc or employee groups such as Green Teams, Energy Teams within the company . Information that you would be willing to share with us for future activity. Information will be routed through you first. )

Program:

Contact:

Title:

Phone:

---

Program:

Contact:

Title:

Phone:

**Brief Business Description:**

**Operating Information:**

Number of buildings?      How many square feet?      Total:      Operations:

Do you own the building(s)?      If no, how long is your lease?

How old is the building (if you have multiple additions, please list additions and years):

Have you remodeled any area(s)? If yes, please specify area and year(s):

**Please provide two or more copies of a map of your facilities if possible.**

**Comments:**

**THANK YOU!!**

# Climate Wise Self Assessment Checklist

The Self-Assessment checklist helps partners establish a baseline, track progress towards goals and prioritize future efficiency projects. Please take some time and fill out this checklist for your business. Once completed, Climate Wise staff can assist you with project prioritization and development.

**If you have questions please contact John Armstrong at (970) 416-2230 or [jarmstrong@fcgov.com](mailto:jarmstrong@fcgov.com)**

## Energy

### Utility bills

Who is your service provider? (circle)

City of Fort Collins          Excel          Other:

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Do you purchase Green Energy from Fort Collins Utilities?						
Have you had a lighting audit done by the City of Fort Collins Utilities?						
Have you installed compact fluorescent lamps for incandescent bulbs?						
Have you installed T-8 or T-5 lamps in overhead fluorescent fixtures?						
Are lights and equipment typically turned off in areas where no one is working?						
Are switches located conveniently so that employees can turn them off easily?						
Are outside lights on timers or lights sensors?						
Are all outside walls adequately insulated?						
Have you installed occupancy sensors or light timers in appropriate areas?						
Are windows insulated and/or coated to reduce heat gain or loss?						
Are all doors and windows closed during cold seasons to maintain inner temperatures?						
Are drafts and gaps caulked, sealed, and insulated to reduce heat loss (e.g., around doors and windows, outlets, chimneys, vents, pipes etc.)?						
Are furnaces, boilers etc., maintained on a regular basis? (Annual maintenance in fall).						
Are thermostats kept low when buildings are not occupied?						
Are thermostats set on timers?						
Are all computers set to sleep when not used for 15 minutes or more?						
Do you have efficient process equipment?						
Have you identified and researched efficient operations/process equipment?						

Comments:

**Recycling/Solid Waste**

Do you currently recycle?

If yes, who is your hauler (or indicate if you “self-haul”)?

Do you currently pay for trash hauling service?

If yes, who is you hauler (or indicate if you “self-haul”)?

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Commingled containers (plastic and glass bottles and jars, aluminum and steel cans)						
Office paper						
Mixed paper (office paper, newspaper, magazines, junk mail, and catalogs)						
Corrugated cardboard and paperboard						
Newspaper						
Magazines						
Cans: __aluminum __steel						
Plastic film (plastic bags, shipping stretch film)						
Scrap metal						
Yard waste						
Food waste (composting)						
Toner cartridges (return to vendors to recycle)						
Do you donate any materials?						
Furniture						
Office supplies						
Do you reduce paper use?						
Double-sided copying						
Double-sided printing						
Printing or scanning to PDF						
Scrap paper/one-sided printed paper for notes						
Email for memos						
Electronic drafts or drafts on scrap paper						
Scrap paper faxes						
Letterhead or forms on demand only						
Erasable boards/Power Point instead of flip charts						
Do you provide reusable / recycleable / compostable serviceware?						

Comments:

## WATER

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Do you have low-flow end-use fixtures (e.g., toilets, urinals, faucets, showerheads, kitchen pre-rinse spray valves?)						
Do you use raw water for irrigation?						
Do you have efficient sprinkler systems and practices?						
Do you xeriscape?						
Are sprinkler heads, faucets, pipes, and plumbing checked regularly for leaks?						
Have you eliminated once-through cooling (e.g., compressors, pumps, etc.)?						
Do you use organic fertilizers?						
Do you use environmentally friendly de-icing materials?						

Comments:

## Transportation

Do you have company cars? If yes, we may ask for make/model of the car(s).

Do you have employees who use alternative transportation (bus, carpool, vanpool, bike, walk, telework)?

If yes, approximately how many?

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Do you offer bus promotions and provide bus route information?						
Do you offer information on carpool matching promotions?						
Do you offer VanGo® commuter information to employees who live in other Front Range cities?						
Do you provide or sell discount PassFort annual bus passes for your employees?						
Do you promote Bike to Work Day and other commuter bicycling opportunities?						
Do you have internal, secure bicycle parking for employees?						
Do you have on-site showering facilities for employees who commute to work by bicycle?						
Do you offer or encourage teleworking?						
Do you provide a guaranteed taxi ride home or a company car in case of emergencies? (service is available for free if you are a PassFort customer)						
Do you make an effort to reduce the number of company errand trips?						
Can you use a bicycle delivery service for local deliveries?						
Have you purchased a hybrid company car?						
Do your diesel vehicles run on biodiesel?						
Would employees be interested in access to an on-line commuter cost calculator?						

## VEHICLE MAINTENANCE

Are fluid systems installed to transfer oils, antifreeze, and other lubricants to vehicles?						
Are spill cleanup products reusable (e.g., absorbent pads, vacuum systems)?						
Are vehicles tested before motor oil is changed to determine if a change is necessary?						
Are synthetic or re-refined oils used in vehicles?						
Is propylene glycol used in place of ethylene glycol as antifreeze?						

Comments:

## CUSTODIAL AND MAINTENANCE

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Are your cleaning supplies less toxic, such as those certified by Greenseal™?						
Does your cleaning staff use reusable rags and other cleaning items?						
Does your cleaning staff use bulk, concentrate cleaners?						
Do you have policies, procedures, and mixing systems that minimize staff exposure to concentrated cleaning chemicals?						
Do you use disposable janitorial paper products and trash bags that meet the minimum requirements of the U. S. EPA's Comprehensive Procurement Guidelines?						
Do you have a low environmental impact cleaning equipment policy?						
Do entryways have grills/grates or high quality mats?						
Are entryway mats maintained regularly and replaced when they are no longer effective?						
Does your cleaning staff use good dusting and dust mopping practices (e.g., microfiber lint-free clothes and mops, regular replacements, certified vacuums with HEPA filters?).						
Do you employ integrated pest management practices (e.g., monitor pests before they become an issue, use the least toxic, yet effective pesticides, etc.)?						
Have you investigated less hazardous alternatives for regularly used chemicals?						
Have you investigated water-soluble cleaners or substituted them for solvents?						

Comments:

**PURCHASING**

	Not applicable	Not yet implemented	Desire to implement	Early stage efforts	Near completion	Fully implemented
Do you purchase recycled products?						
Do you use paper products that contain post-consumer recycled content (typically ranging from 30 to 100% recycled material)? Some examples of common products that can contain recycled content include folders, mailing envelopes, plastic trays, copy and printing paper, letterhead, stationary, envelopes, and binders.						
Do you purchase products that are produced in or contain raw materials from Fort Collins or other nearby communities in order to reduce transportation costs (as well as support the regional economy)?						
Do you purchase reusable, durable products?						
Do you purchase items in bulk with less packaging?						
Do you purchase concentrates when possible (e.g., cleaning products)?						
Do you purchase ENERGY STAR products when available?						
Do you purchase CO <sub>2</sub> offsets?						
Do you consider corporate responsibility when supporting other companies with your purchases?						

**POLICY/PROGRAMMATIC**

Do you have a resource conservation policy - addressing climate protection issues related to energy, pollution prevention, water, transportation, etc.?						
Do you have an environmental management system (EMS)?						
Do you have a sustainability management system (SMS)?						
Do you have a measurement and/or accounting system to track energy, water, and other resource costs and savings?						
Do you offer employees a Qualified Transportation Benefit (for vanpools and transit use) as a monthly pre-tax deduction?						

**EDUCATION/AWARENESS**

Are employees aware of water conservation practices?						
Are employees aware of energy-efficiency practices?						
Do you provide occupant education and awareness to reinforce participation in recycling programs?						
Are employees aware of travel options available to them (transit, bicycle, carpool, vanpool, walking)?						
Are employees aware of bus stop locations in close proximity to your building(s)?						
Are conservation procedures posted?						
Are employees incentivized to practice conservation?						

Comments:

**THANK YOU!!**