



**MULTI-FAMILY HOUSING CHECKLIST**  
**Business Resource Champion of Cuyahoga County**

*Checklist for duplex, apartment complex, condominium complex*

For certification, follow the checklist to note the points earned for each category including:

- Best Practices
- Waste Reduction/Reuse
- Recycling
- Organics/Food Donation
- Landscaping

Certification Levels	
Platinum	55-63 points
Gold	45-54 points
Silver	36-44 points
Green	29-35 points

CATEGORY: BEST PRACTICES (Minimum Requirements) <u>ALL</u> items in this section are required.		POINTS	
		Available	Earned
	Have support from management/HOA/owner for waste reduction/recycling/composting initiatives.	1	
	Established staff or resident Green Team.	1	
	Perform a waste audit (where applicable).	3	
	Elicit input from staff and residents regarding waste reduction priorities/strategic planning.	1	
	Identify the metrics for the priorities you have established.	1	
	Have a published waste reduction/recycling/composting plan in place.	1	
	Offer regular waste reduction training for staff and residents.	1	
	Incorporate waste reduction policies into new staff and resident orientations (information/welcome packets) and training.	1	
	Have an incentive program for staff and residents to reduce waste/recycle/compost.	1	
	Have a succession plan for your program – make it sustainable long term.	1	
<b>TOTAL POINTS</b>		<b>12</b>	





CATEGORY: WASTE REDUCTION/REUSE (Management Office)		POINTS	
		Available	Earned
	Paperless policy.	1	
	All copiers/printers set to double sided printing.	1	
	Print only as needed.	1	
	Office supply reuse, share and donation program.	1	
	Office equipment and furniture repair and donation policy.	1	
	Deskside recycling or other recycling bin in office with proper signage.	1	
	Reusable water bottle refill station on property or office.	1	
	Provide reusable water bottles to residents as part of their welcome packet.	1	
	Staff break room use reusable plates, mugs, glasses, cups, cutlery.	1	
	Encourage staff to pack lunches in reusable containers.	1	
	Refillable soap containers at sinks and in bathrooms.	1	
	Refillable soap at sinks.	1	
	High efficiency hand dryers in staff/public restrooms to replace paper towel dispensers.	1	
	Dilution system for cleaning in janitorial closet.	1	
	Clean public spaces with certified Green Seal or other certified green cleaning products.	1	
	Recycling program for K-cups, Nespresso, or Alterra coffee service.	1	
	Provide share table or room for residents to place unwanted but usable items for free exchange with other residents.	1	
	Provide "Pass It On" book for residents to use for donating usable goods, especially with move outs.	1	
	Establish reuse, donate, recycle program for resident move ins and move outs.	1	



Office furniture made from recycled content.	2	
Host one zero or reduced waste event annually in your office or have a resident host one in a party room.	2	
Eliminate use of K-cups, Nespresso, or Alterra coffee service.	3	
<b>TOTAL POINTS</b>	<b>27</b>	

CATEGORY: RECYCLING		POINTS	
		Available	Earned
Provide individual recycling containers or reusable bags to residents to collect recyclables.	1		
Set up recycling stations in laundry and mail rooms.	1		
Recycling provided in pool area for plastic bottles and cans.	1		
Paper	1		
Cardboard	1		
Batteries (office)	1		
Electronics (office)	1		
Ink/toner cartridges (office)	1		
Hazardous waste (where applicable)	1		
Fluorescent light bulbs/tube recycling, recycling of universal waste	1		
Plastic film recycling	1		
Bottle and jug recycling	1		
Carton Recycling	1		
Can recycling	1		
Scrap metal recycling – especially for upgrades and repairs of appliances, furnaces, etc.	1		



	Clear, concise, easy to read compost, landfill, and recycling signage on bins.	1	
	Track waste and recycling over time and communicate success to staff and residents.	2	
<b>TOTAL POINTS</b>		<b>18</b>	

<b>CATEGORY: ORGANICS/FOOD DONATION</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
	If a party room is available on the property, have a food donation/composting program in place, or inform residents of how to contract for event composting services and donate edible food.	1	
	Compost program either on site or commercial or inform residents of drop off sites through Rust Belt Riders.	3	
<b>TOTAL POINTS</b>		<b>4</b>	

<b>CATEGORY: LANDSCAPING</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
	Mulching mower – leave grass clippings on lawn.	1	
	Mulch leaves and leave on grass or compost other leaves and yard waste.	1	
<b>TOTAL POINTS</b>		<b>2</b>	

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**BUSINESS RESOURCE CHAMPION OF CUYAHOGA COUNTY  
CERTIFICATION LEVEL FOR MULTI-FAMILY HOUSING**

<b>[CHECKLIST SUMMARY]</b>		<b>POINTS</b>	
		<b>Available</b>	<b>Earned</b>
	CATEGORY: BEST PRACTICES	12	
	CATEGORY: WASTE REDUCTION/REUSE	27	
	CATEGORY: RECYCLING	18	
	CATEGORY: ORGANICS/FOOD DONATION	4	
	CATEGORY: LANDSCAPING	2	
	CATEGORY: OTHER		
<b>[GRAND TOTAL POINTS]</b>		<b>63</b>	



**Other:** Please list any other metrics you have achieved not previously listed for which you would like to have considered as credits.

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**Vendors:** Name all vendors you are using for waste, recycling, and composting and what they are picking up.

<u>MATERIAL TYPE</u>	<u>VENDOR NAME</u>