Sustainability at Work

Have questions or need help along the way?

Contact us:
sustainabilityatwork@portlandoregon.gov
or call 503-823-7037

SUSTAINABILITY AT WORK CERTIFICATION
RESTAURANT APPLICATION

Save this form to your computer and open with the most recent version of Adobe Reader.

Complete and email to sustainabilityatwork@portlandoregon.gov.

We will review your application and schedule an on-site verification visit. Please be prepared to show evidence or documentation for all practices.

Organization name _____ Date of application _____

Street address _____

City _____ State _____ Zip _____

Contact person _____ Title _____

Phone number _____ Email _____

_____ # of employees in organization Our business ☐ owns our workspace. ☐ leases our workspace.

ELIGIBILITY REQUIREMENTS

Our workplace is located in Multnomah County, within Portland city limits.	☐
Our workplace has two or more employees and is not a home-based business.	☐
Our garbage and recycling containers are not stored on public sidewalks or streets.	☐
Our organization recycles paper, metal, plastic and glass.	☐
Our workplace does not distribute single-use plastic bags to customers.	☐
Our workplace does not serve or package food in polystyrene foam containers.	☐

CERTIFIED SUSTAINABILITY AT WORK
COMPLETE 12 ACTIONS

SILVER SUSTAINABILITY AT WORK
COMPLETE 30 ACTIONS

GOLD SUSTAINABILITY AT WORK
COMPLETE 45 ACTIONS

Bolded actions — 12 or more bolded actions must be completed for all certification levels.

Indicates you may need to ask your property manager if the action is in place or can be implemented.

INFORMATION & EDUCATION	COMPLETED
An employee or green team is supported by management and staff in implementing sustainability efforts.	☐
Sustainability accomplishments are communicated internally and externally.	☐
Sustainability best practices, including internal operations and commuting options, are communicated to new employees.	☐
A written sustainability plan or policy guides decision making (including purchasing).	☐
Sustainability-related information, including actions that employees can take at work, is regularly provided to all employees.	☐

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MATERIALS & WASTE	COMPLETED
Two major supplies have 30% or greater post-consumer recycled content.	☐
Food is composted.	☐
Excess edible food is donated to a food donation program.	☐
Fats, oil or grease management devices are installed and maintained.	☐
Garbage, recycling and composting are measured and monitored.	☐
Green cleaning products are used in non-food prep areas.	☐
Organic ingredients are used in beverages.	☐
Organic ingredients are used in food.	☐
Seafood is purchased from sustainable sources.	☐
Sustainable catering practices are offered to customers for in-house orders.	☐
Recycle one additional material beyond basic mixed recycling.	☐
Durable service ware is provided for customers and employees.	☐
Restaurant supplies are delivered in reusable containers.	☐
Specials are listed on a chalk or white board.	☐
Fluorescent light bulbs are properly handled as hazardous waste.	☐
Hazardous waste is stored safely and disposed of properly.	☐
Electric hand dryers are used in restrooms.	☐
Paperless systems are used for payroll and vendors.	☐

ENERGY	COMPLETED
HVAC system is regularly tuned and maintained.	☐
Programmable thermostats are set back when space is typically unoccupied.	☐
Doors, closers, strip curtains and gaskets on coolers, freezers and cases are in good working order.	☐
Refrigeration equipment is regularly maintained.	☐
Energy use is measured and monitored.	☐
Roof is a certified Cool Roof.	☐
Windows and doors are weather-sealed.	☐
Windows are double-pane or better.	☐
Cooking equipment has a start up and shut down schedule posted.	☐
Cooking equipment is ENERGY STAR® qualified.	☐
Cooking equipment is regularly cleaned and maintained.	☐
Refrigeration appliances are ENERGY STAR® qualified.	☐
Staff is trained to ensure optimal airflow in refrigerated cases.	☐
Emergency EXIT signs use LED bulbs.	☐
Linear fluorescent lighting uses LEDs, or T8s (or better) with electronic ballasts.	☐
Non-emergency indoor lights are turned off each night.	☐
Occupancy sensors are installed in common areas.	☐
Building generates solar or wind power.	☐
Renewable energy is purchased for at least 50% of energy use.	☐

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TRANSPORTATION	COMPLETED
Employees' commute methods are measured and monitored.	☐
15% of employees or more walk or bike as their primary commute method.	☐
Alternative transportation options are displayed on website for customers.	☐
Bicycle tire repair kit, lock and air pump are available for employees and visitors to use.	☐
Electric vehicle charging station is available for employees or customers.	☐
Emergency rides home are available to all employees.	☐
Entry and participation in a bike commute challenge.	☐
Transit pass program is available to all employees.	☐
Deliveries to customers are made by bike or electric vehicle.	☐
Restaurant supplies and ingredients are delivered with highly efficient vehicles.	☐
Regional ingredients are used in beverages.	☐
Regional ingredients are used in food.	☐

WATER	COMPLETED
Restroom faucet aerator has flow rate of 0.5 gallons per minute.	☐
Tap water is consumed at workplace rather than bottled water.	☐
Water use is measured and monitored.	☐
Exterior hoses have auto-shutoff nozzles that don't leak.	☐
Pre-rinse sprayer has flow rate of 1.15 gallons per minute or less.	☐
Toilets are WaterSense-approved or use 1.28 gallons per flush or less.	☐
Urinals are WaterSense-approved or use 0.5 gallons per flush or less.	☐
Property has a bioswale or ecoroof.	☐
Landscaping is designed to use water efficiently.	☐
Landscaping, trees and/or pervious pavement are used to replace paved surfaces.	☐
Mature tree canopy is adjacent to paved areas and/or adjacent to the street.	☐
Water run-off from washing stations and waste containers flows into the sanitary sewer.	☐

ADDITIONAL ACTIONS	COMPLETED
We understand every business is different. You are welcome to describe additional actions your business has taken to reduce its environmental impact and/or positively impact its community. Your Sustainability Advisor may be able to award credit for one or more of the actions, depending on its comparability to the actions listed above.	
Additional Action	☐
Additional Action	☐
Additional Action	☐

Bolded actions: _____ **(a minimum of 12 must be completed for all certification levels.)**

Total actions: 0

Our workplace has completed enough actions to achieve:

☐ **Certified** (12 or more bolded actions) ☐ **Silver** (30 total actions) ☐ **Gold** (45 total actions)