

Use this Self-Audit Checklist if you would like to encourage sustainable practices within your facility. Return the completed form to the Division of Safety and Compliance (S&C), we will review your answers and provide follow-up compliance assistance as necessary.

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

Room: \_\_\_\_\_

Reviewer: \_\_\_\_\_

**Conservation Practices:**

Yes	No	Not Sure	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I posted water conservation signs near sinks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I posted electricity conservation signs near light switches and computers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are recycling receptacles provided on every building floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are trash receptacles provided outside of the building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are windows properly caulked to prevent drafts?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can windows be opened as necessary and appropriate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are native plants incorporated into the landscape design?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I posted signs near printers encouraging the use of the “double sided” option?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I grow plants in the building?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I arranged for dye testing of internal building floor drains, including those located in janitor closets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I posted “anti-idling” signs near loading docks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I promptly report leaky faucets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have I begun recycling programs for batteries and ink-jet cartridges?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compact fluorescent light bulbs being used instead of incandescent bulbs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I buy products with recycled components?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do I use biodegradable cleansers?

