

GREEN BUSINESS GUIDE

BY: OKC BEAUTIFUL

*This guide is a **free** resource for businesses and organizations interested in upping their sustainability habits around the office.*

BENEFITS

Long-Term Cost Savings • Improved Image
Reduce Footprint & Benefit the Environment
Employee Benefit • Attract Customers

FOCUS AREAS



**Energy
Productivity**



Water Conservation



Clean Air



Waste Reduction

*For more information, questions, or to recommend additions to the guide:
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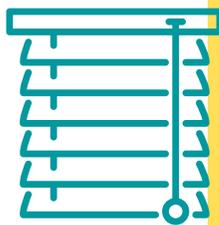
energy ⚡ productivity

Leading to long-term cost savings for businesses by preventing higher electric bills.

Conduct an **energy audit** each year to measure improvements.

If you are an OG&E customer, use **Energy Insights**, a free tool that helps you track and manage electricity usage.

Install energy-efficient windows and use of window treatments to increase energy efficiency. (Blinds, shades, drapes, etc.)



Add reminders in shared spaces to unplug equipment when not in use. (coffee makers, desktop printers, radios, etc.)

Explore policies and incentives that could help fund these improvements. **[Click here.](#)**

Set hours of operations for running building systems. (ie. HVAC system automated shut-off times)

Enroll in clean energy usage from OG&E or other utility company. If you are an OG&E customer, **[click here to learn more.](#)**

Switch to energy-reducing and efficient lighting options, like LEDs.



Add a sticker or tape a reminder next to light switches asking staff to "turn off the switch" so lights are off when rooms are not in use.

When needing to replace appliances, select ones that are EPA ENERGY STAR certified. **[Click here to learn more.](#)**

If possible, install solar panels. Contact City of OKC Development Plan Review staff to learn more. **[Click here.](#)**

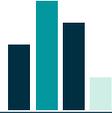


Own residential property in OKC? See if you are eligible for a Green Home Loan. **[Click here.](#)**

Use weather stripping (tape/caulking) to seal any air gaps on doors and windows.

water conservation

Monitor water usage and set goals to reduce use.



Regularly check for and repair any leaks on faucets, toilets, and water heaters.

If you have an irrigation system, only water in non-peak hours (early morning and evenings).

Or, reduce or stop irrigation altogether. Consider xeriscaping!

Switch to high efficiency water-use models of toilets.

Find a water meter leak? Report it to okcutilities.com. If you see a major leak anywhere in the city, it should be reported to the City of OKC's emergency line at 405.297.3334.

Protect stormwater and lessen use of water by switching to drought-tolerant, native plants in any landscaping. Visit [OSU Extension's Resources page](#) to learn about native and drought-tolerant plants.



Install control valves in faucet or low-flow aerators.



Incorporate water, chemical, and energy-efficient requirements or performance standards into landscape, irrigation service, and maintenance agreements.

Collect rainwater for small-scale outdoor watering needs. For information about purchasing a rain barrel, contact OKC Stormwater at 405-297-1797.

Use compost to save water and feed plants - avoid using fertilizer altogether!

Restaurants: See if you qualify as an H2Outstanding Restaurant for practicing water-smart habits. Contact waterconservation@okc.gov.

Visit [EPA's Water Sense program](#) and the [City of OKC's Water Conservation program](#) for additional tips.

waste reduction

Have readily-available recycling options for employees and visitors. Provide individual recycling bins for each employee.



Include signage and regularly share information about what can be recycled to reduce contamination.

Prioritize purchasing goods made from recycled materials.

Add a composting option for staff. A vermicompost bin is an effective option for a smaller amount of waste, or you can explore a commercial composting service like Fertile Ground.

Evaluate where packaging can be reduced or eliminated. If you operate a retail location, consider eliminating use of bags except on request, or offering discounts for customers that bring their own.



Operate a restaurant or coffee shop? Switch to compostable items for to-go orders and only provide items like straws, bags, lids, etc. on request. Provide discounts to customers who bring their own to-go beverage containers.

Commercial recycling contractors in Oklahoma City include Fertile Ground, Waste Management, Waste Connections, and Republic. See which one meets your recycling needs.

Set default printer settings to print double-sided to reduce paper use.

Evaluate what is currently being printed (brochures, info packets, etc.) that could be digital instead.

Switch to reusable or compostable options for cutlery, dishes, etc.



On a monthly, quarterly, or annual basis, conduct a waste audit. See how many bags of trash are being tossed, how much is being recycled, etc. Set goals with staff to reduce the amount of waste.

[Click here for step-by-step waste audit guide.](#)

Eliminate bottled water by providing glasses or reusable bottles and adding faucet filters or fountain refill stations.

clean air

Air pollution can cause difficulties for community health and contribute to climate change. These are recommendations for actions that can be taken on a local level.

Provide options for teleconferencing to avoid driving to meetings and allow options for telework. Every commute avoided helps air quality!

Encourage public transportation or employee carpool options.



Install bike racks at the office, and ensure adequate facilities for bike commuters.

Inform new-hires about nearby public transportation stops. Maps for Oklahoma City's bus routes can be found online, [**click here**](#). Consider an all-employee outing on the bus to show how user-friendly it can be.

Become more bike-friendly for employees and customers.



[Click here for the Association of Central Oklahoma Government's Bicycle Friendly Business Guide.](#)

Prioritize purchasing from local businesses to reduce shipping emissions.

If you have workplace vehicles, share information with employees about reducing idling and engine run-time. Measure, monitor, and manage fuel use and set targets to reduce each year.

Install an electric vehicle charging station. For information about EV incentives and opportunities, contact the Central OK Clean Cities Coordinator at 405-778-6175.



Ensure regular maintenance of air filters to improve indoor air quality. Live indoor plants can help as well! **[Click here to learn more about improving indoor air quality.](#)**

Sign up for Ozone Alert Day notifications and encourage teleworking or transit on those days. Text OZONE to 74121 to Get Ozone Alerts. **[Click here to learn more about Central Oklahoma air quality.](#)**