



## Sustainable Nosara Certification Office Checklist

### ENERGY

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- Energy use is measured and reduction plans and targets are set. Provide: Kilowatts (kWh) for a high season month or annual total
- >75% of major appliances are ENERGY STAR Certified (e.g., AC unit, refrigerator, office equipment)
- >75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- Solar water heater OR No hot water
- Solar panels
- Computers & monitors are turned off when not in use
- Motion sensors or smart features used for outdoor lighting
- Motion sensors or smart features installed in indoor areas or energy-saving signage posted at light switches
- Smart features for AC units or signage to encourage employees to use it efficiently
- Regular maintenance of major appliances (e.g., clean AC air filters and refrigerator coil)

### WATER

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- Water use is measured and reduction plans and targets are set. Provide: volume of water consumed in a high season month or annual total
- Low flow faucets (< 6 L per min aerators)
- Low flow toilets or urinals (< 6 L per flush), dual flush, or incinerator/composting toilets
- >75% of cleaning products eco-friendly**
- No noticeable water leaks
- Filtered tap water provided for employees; signage to encourage the use of reusable water bottle

### WATER

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- No irrigation OR water catchment and/or greywater recycling system used for irrigation
- Adequate wastewater treatment; one point if meet one of the following:**
  - a. Wastewater treatment system (e.g., Bionest, Ecosistemas Norweco)**
  - b. Incinerator/composting toilets**
  - c. A regularly maintained septic tank with adequate size capacity; details will be verified during the onsite review**
- Appropriate grease traps are installed which are cleaned every 1-3 months as necessary**

### WASTE

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- Up to date with payment to recycling center and recycle all plastic bottles and containers (PET1, HDPE2, LDPE4), metal (aluminum), tetrapack, cardboard, and glass. Appropriate recycling collection bins available and labeled**
- Separate and compost organic waste. Appropriate compost collection bins labeled**
- Up to date with trash collection payment to municipality and place trash inside a closed (wildlife-proof) metal or cement container for curbside pickup**
- Customer receipts are emailed to customers or printed by request only
- Hand towels or air dryers provided rather than disposable paper towels at sinks
- No trash is burned
- No trash is sent to illegal dump sites



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## Sustainable Nosara Certification Office Checklist

### PURCHASING & PRODUCTS

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- No single-use plastic bags, straws, stirrers, cups or lids provided to customers. No plastics PVC3, LDPE4, PP5, PS6, 7 (which are not recyclable in Nosara) provided to customers and employees**
- Beverages are not provided or sold in plastic bottles to customers and employees
- Only reusable foodware (e.g., silverware, containers) is used for onsite dining

### BUILDING & LAND USE

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- < 70% percentage coverage of property (i.e., 30% or more of total property consists of permeable landscape and at least 25% of that space consists of green space/vegetation)
- Green Building Certifications (e.g., LEED, Bandera Azul, EDGE). Specify (one point per certification)
- Insulated transformer & power lines adjacent to property
- Monkey bridges installed or sufficient arboreal corridor for passage through property (i.e., canopy intact)
- Native plant species planted as forage for wildlife
- Fencing allows animals to pass and provides wildlife corridor
- Limit light pollution. Outdoor lights directed downward or shielded and red or amber bulbs used.
- No standing water on property (no mosquito breeding sites)

### BUILDING & LAND USE

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- Use natural, eco-friendly pesticides
- Use natural, eco-friendly herbicides and fungicides
- Use natural, eco-friendly fertilizers

### LEADERSHIP & SOCIAL

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- Pay at least minimum wage to employees, social security, vacation and bonus
- Promote sustainability up the supply chain
- Environmental values and actions are posted publicly online and on the premises
- Environmental sustainability is incorporated into the hiring process, employee orientations and training programs
- Support local NGO's with in-kind or monetary donations (one point for each)
- Organize or participate in "green" events (e.g., beach clean-ups, tree planting)
- Promote health and happiness in the workplace. If so, please explain how.
- Tell us what you are doing above and beyond...

**One point per item or as otherwise specified.**  
**Items in bold are required for all levels.**  
**Bronze = 7-12 POINTS (25%) | Silver = 13-24 POINTS (50%) | Gold = 25+ POINTS (75%)**



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