

10 EASY STEPS

to Green Certify your Arts / Cultural business:

1. Read through this information and fill out the "Sign Up" application form.
2. Receive checklist
3. Review checklist with relevant staff to determine steps already taken.
4. Select "elective measures" in each category.
5. Schedule the FREE* and confidential ENVIRONMENTAL ASSESSMENT with AEP.
6. Meet with our Assessor and go over checklist / answer questions.
7. Walk the site with assessor.
8. Within 2-4 weeks you will receive the detailed Assessment report.
*This report will detail all the measures you are currently in compliance with and outline all the measures still required for certification.



9. Contact us for any assistance needed to complete outstanding measures.
10. Once all measures needed have been met contact us and our assessor will return for a compliance check.

DONE!

Once we confirm changes have been made your business will receive:

- Official Los Angeles Green Business Certification.
- Window and box office decals.
- Information packets for staff and visitors.
- Instructions and password for AEP website.

*Due to our new 3 year contract with the City of Los Angeles, initial environmental assessments for facilities under 15,000 sq. ft will be FREE of charge. For larger properties we can apply a significant discount.

IMPORTANT TERMS:

AEP CERTIFICATION CHECKLIST:

An easy to understand 12 page checklist broken into 8 categories of business operations from "Energy" to "Water" to "Operations and Culture" to "Landscape" etc...

Each of the 8 sections have REQUIRED measures and ELECTIVE measures. Each organization will choose the elective measures that work best for them in each category.

INITIAL ASSESSMENT VISIT:

This is an extremely informative and educational visit by a trained sustainability professional with years of experience working with Arts & Cultural facilities. It is an informal, confidential and focused visit at which we will help you:

- a) Understand the checklist and all of the measures.
- b) Select the elective measures that are best for your business.
- c) Explain issues and answer any questions about the process.
- d) Walk the site with your representative.

ASSESSMENT REPORT:

Shortly after the assessment visit you will receive a detailed report from AEP outlining all the measures you are currently in compliance with and more importantly, those which you have agreed to implement in order to achieve Green Business Certification.

Our Vendors Resource guide (available to all members) has specific resources to help you achieve each measure and we are always available, along with our

partners (DWP, LA Better Buildings Challenge, LA Sanitation) to help you achieve them.

Nothing is legally binding. If nothing else the assessment report is a wonderful opportunity to educate you and your staff about safe, healthy and environmentally friendly business practices.

CERTIFICATION VISIT / FOLLOW-UP:

Once you feel you have met all the elective and required measures we will send the assessor back to verify. This requires a very brief walk through to the specific areas outlined in the assessment report.