

# Sustainability Improvements: Checklist for Cafes

Task	Subtask / Detail	Doing	Would like to do	Not doing	Not relevant	Other Comments
<b>Coffee &amp; Food Products</b>	Choosing Coffee Beans Know the Source: Research where your coffee comes from. Ask About Sustainability: Check with your supplier about their eco-friendly practices. Support Sustainable Farming: Choose beans from farms that prioritise the environment, fair wages and human rights. Check with coffee supplier if coffee sacks or grain pro bags are available for reuse					
	Choose to use fruits and vegetables that are in season as much as possible.					
	Join food rescue programs – FOODPRINT allow cafes to sell surplus food for a discount to prevent it from going to waste. Donate surplus food to foodbanks					
	Buying local ingredients from NZ owned companies: Supporting the local economy, reducing carbon footprint, Improving food quality: Fresher and more flavourful ingredients.					
<b>Recycling / Reuse</b>	Packaging boxes are returned to suppliers to reuse/ collected by cardboard recycling businesses					
	Return food & milk crates to the suppliers					
	Donate coffee grounds for reuse as fertilizer					
	Purchase sustainable items like recycled paper towels and toilet paper, tissue paper etc					
	Ensure your Recyclable materials are separated. Follow your council guidelines					
	Reduce the number of garbage bin liners by reusing bags and having unlined bins (recycle bin should not have liner bags) Use corrugated or recyclable board in place of foam core board or biodegradable foam					
	Investigate using food grade containers for deliveries that can be returned cleaned and reused.					
	Check with coffee supplier if coffee sacks or grain pro bags are available for reuse					
<b>Water</b>	Water leaks are repaired immediately.					
	Install sensors or mechanical push timers for Toilet and taps					
	Dishwashers are operated only at full loading capacity.					
	Implementing energy-efficient dishwashers					
	The water pressure of kitchen taps, washbasins, and bathrooms is regulated and limited to allow water savings (e.g., use of water blades)					



# Sustainability Improvements: Checklist for Cafes

Task	Subtask / Detail	Doing	Would like to do	Not doing	Not relevant	Other Comments
	Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks					
	Use reclaimed water or harvested rainwater for plant irrigation					
	Check with local council for any initiatives on water saving/storage/waste					
<b>Energy /Electricity</b>	Review converting lights to LED Install movement sensor lighting, and ensure external security lights are on a sensor					
	Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficiency lighting					
	Make sure your espresso machines, grinders, fridges are maintained and in good working order					
	When procuring or selecting espresso machines and grinders on the market, check that are leading the way in energy efficiency.					
	Air conditioning or heating or cooling are only used when necessary, rather than from habit.					
	The temperature of refrigerators, cooling chambers, and freezers are monitored and recorded.					
	document targets for reducing or replacing the use of natural gas.					
	The refrigerator and freezer doors have audible alarms for open doors or automatic locks.					
	maintain appliances as recommended by the manufacturers in order to ensure levels of energy efficiency.					
	Minus 18 degrees is the standard for deep-freeze storage. Approximately 4 to 6 percent more electricity is required for each degree below this.					
	Use power management software/plug load to save energy					
	Regularly clean and inspect HVAC and refrigerator systems					
<b>Food Waste</b>	Coffee grounds are given to customers or composted.					
	By composting your food scraps and compostable packaging, you can successfully divert waste from landfills and produce nutrient-rich compost					
	To avoid food waste smart ordering systems, inventory monitoring, inventory rotation and/or other inventory management strategies					

# Sustainability Improvements: Checklist for Cafes

Task	Subtask / Detail	Doing	Would like to do	Not doing	Not relevant	Other Comments
<b>General Waste Reduction</b>	Train employees to avoid food waste during all stages of meal production, from the receipt of food to distribution.					
	donate surplus ingredients to charities					
	Eliminate use of disposable wares by using only permanent wares and use refillable containers for condiments					
	Use filtered tap water instead of bottled water					
	Collect hazardous waste (batteries, electronics, or fluorescent light bulbs) and create a procedure for proper disposal					
	Make two-sided printing or copying the default practice					
	Donate, sell, or exchange unwanted but useable items instead of throwing them away					
	Minimise packaging (e.g. individually wrapped items)					
	Use fewer disposable items with signs by the trash bin					
	Eco-friendly cleaning products are not only effective but also safe for the environment, reducing the use of harmful chemicals.					
	Reduce/eliminate the use of disposable to-go food service ware					
<b>Pollution Prevention</b>	Periodically evaluate actual and potential sources of pollution					
	Reduce or eliminate the use of toxic cleaning products -Use Environmentally Friendly Cleaning Products					
	Replace all aerosols with pump dispensers, if available					
	Have adequate absorbent material to contain all possible spills					
	Keep outside garbage or containers covered and away from storm drains					
	Keep and maintain products MSDS readily available for employees					
	Arrange a single vendor to make deliveries for several items					
<b>Encouraging Employee Feedback on Sustainability</b>  By valuing employee input, you can enhance your Cafes sustainability efforts.	Foster a Welcoming Environment: Highlight the importance of sustainability and encourage open communication.					
	Appoint a Point Person or Green Team: Designate someone to collect and review suggestions.					
	Set Up Feedback Channels: Use suggestion boxes, digital forms, or team meetings for idea submissions.					
	Acknowledge and Act: Review and implement feasible suggestions and recognise contributors.					



# Sustainability Improvements: Checklist for Cafes

Task	Subtask / Detail	Doing	Would like to do	Not doing	Not relevant	Other Comments
<b>Customer Engagement</b>	Promote Ongoing Dialogue: Hold regular sessions to discuss and generate new sustainability ideas					
	Adopt an environmental policy statement as a business consultant					
	Market your green business efforts to existing and potential customers					
	Ensure your customers are aware of your Cafes sustainability practices. Spread the word and invite them to join your sustainability journey					
	Discuss your green solutions with other business owners					
<b>Useful Links</b>	Incentivise use of Re-usable Cups/Containers					
	<a href="#">WasteMINZ</a>					
	<a href="#">Sustainable Business Council</a>					
	<a href="https://www.lgnz.co.nz/local-government-in-nz/councils-in-aotearoa/council-websites-and-maps/Local-Government-NZ">https://www.lgnz.co.nz/local-government-in-nz/councils-in-aotearoa/council-websites-and-maps/Local Government NZ</a>					
	<a href="#">Ministry for the Environment</a>					