

# Green Initiative Compliance Checklist

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Green Initiative Compliance Checklist

## Checklist Items

- 1. Energy Efficiency Measures Implemented:
  - -  LED Lighting
  - -  Energy Star Appliances
  - -  HVAC System Upgrades
- 2. Waste Reduction Strategies:
  - -  Recycling Program
  - -  Composting Initiatives
  - -  Minimal Packaging Use
- 3. Water Conservation Practices:
  - -  Low-flow Fixtures
  - -  Rainwater Harvesting System
- 4. Sustainable Transportation Options:
  - -  Bicycle Storage Facilities
  - -  Public Transit Incentives

Please review and confirm the completion of the items above by [Insert Deadline]. Feel free to reach out if you have any questions or need further clarification.

Thank you for your commitment to our green initiatives!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]