

Guide to Filling Out EcoBiz Checklists

General

- Fill out only the sections of the checklist that apply to you. For example if you do not install irrigation, skip to the turf installation section.
- If you do not implement the questions using one of the exact choices, make a notation on what your firm does do to meet the same intent. EcoBiz staff will review the issue with you during certification.

DESIGNERS (and other firms offering design)

Fill out the following checklist sections:

- Certification Options Menu (page 3)
- General Business Practices Section (page 4)
- Design Section (page 9)

Submit the following information:

- Checklist
- Typical/Sample Contract
- Typical plan set – erosion control and/or planting plan.
- Customer Guide / Plan notes if not doing installs.
- Documentation for Certification Options Menu
 - Site Visits to be arranged with EcoBiz staff (usually 2-3 hours)
 - Classes – provide completion certification or marketing materials with your name as teacher
 - SOPs – to be prearranged with EcoBiz staff
 - Case Studies – sample format on web
 - Magazine Articles – link to or copy (PDF) of published article.

INSTALLERS (or other firms doing some installation)

Fill out the following checklist sections:

- Certification Options Menu (page 3)
- General Business Practices Section (page 4)
- Installation Section (page 18)
- Materials Handling (page 30)
- Vehicle(s) and Equipment (page 34)

Submit the following information:

- Checklist
- Typical/Sample Contract
- Documentation for Certification Options Menu
 - Site Visits to be arranged with EcoBiz staff (usually 2-3 hours) – should be on sites with active installation going on
 - Track chemical use – can be another report or preferably a pounds per acre constructed calculation.
 - Classes – provide completion certification or marketing materials with your name as teacher

- SOPs – to be prearranged with EcoBiz staff
- Magazine Articles – link to or copy (PDF) of published article.

MAINTENANCE FIRMS (or other firms doing some site maintenance)

Fill out the following checklist sections:

- Certification Options Menu (page 3)
- General Business Practices Section (page 4)
- Site Maintenance Section (page 24)
- Materials Handling (page 30)
- Vehicle(s) and Equipment (page 34)

Submit the following information:

- Checklist
- Typical/Sample Contract
- Documentation for Certification Options Menu
 - Site Visits to be arranged with EcoBiz staff (usually 2-3 hours) – should be on sites with active maintenance going on
 - Track chemical use – can be another report or preferably a pounds per acre managed calculation.
 - Classes – provide completion certification or marketing materials with your name as teacher
 - SOPs – to be prearranged with EcoBiz staff
 - Magazine Articles – link to or copy (PDF) of published article.

SPECIALITY FIRMS (firms doing very specific tasks)

Fill out the following checklist sections:

- Certification Options Menu (page 3)
- General Business Practices Section (page 4)
- The general sections – such as Site Maintenance and the specific sub-sections that apply to your firm – like just irrigation, or turf maintenance.
- Skip any question you feel does not apply.

Submit the following information:

- Checklist
- Typical/Sample Contract
- Documentation for Certification Options Menu
 - Site Visits to be arranged with EcoBiz staff (usually 2-3 hours) – should be on sites with active maintenance going on
 - Track chemical use – can be another report or preferably a pounds per acre managed calculation.
 - Classes – provide completion certification or marketing materials with your name as teacher
 - SOPs – to be prearranged with EcoBiz staff
 - Magazine Articles – link to or copy (PDF) of published article.