

Please complete all information below:

Name (signed) \_\_\_\_\_ Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Total number of employees at this location (in-house and field): \_\_\_\_\_

Total number of field service employees: \_\_\_\_\_

Please return completed application form with all supporting information required for submission to:

**MSCA GreenStar Contractor Program**

1385 Piccard Drive  
Rockville, MD 20850

Phone: 301.869.5800  
Fax: 301.990.9690



## MSCA GreenStar Contractor Application Form

I verify that our company satisfies all the criteria listed below in order to qualify for the MSCA GreenStar designation:

1. MSCA STAR Qualified Contractor

As an MSCA STAR Qualified Contractor your company has proven its commitment to excellence and the high value placed on education, safety, customer service, training and operations.

Date received MSCA STAR Qualification: \_\_\_\_\_

2. Employ at least one LEED Accredited Professional

Employing a LEED AP on staff indicates an understanding of the LEED process and all criteria needed for LEED certification. This can be a valuable asset to your company by providing added value to your customers as part of a LEED project team.

**INFORMATION REQUIRED FOR SUBMISSION: Name of employee(s) who have successfully passed the LEED AP exam and the date certification was received**

3. Company is a member of U.S. Green Building Council – Either local chapter or national organization

The USGBC is the leading organization today in the green and LEED movement. Membership provides access to excellent resources and information and indicates your company's commitment to the LEED process.

**INFORMATION REQUIRED FOR SUBMISSION: Proof of local or national USGBC membership**

4. Twenty-five percent of total employees (both in-house and field personnel) have participated in a recognized "green" training or educational program

Enhanced training for all employees in this emerging field is essential. Your employees should demonstrate an understanding of the new products, services, techniques, equipment and terminology associated with sustainable services and energy-saving technologies and be able to provide customers with the understanding and knowledge they need to make informed decisions.

**INFORMATION REQUIRED FOR SUBMISSION: List of employees who have participated in specific green training programs and the specific program attended (Examples of training programs include: UA's Green Awareness Training and Certification Program; GreenBuild; LEED AP training classes, company-sponsored training program; MCAA Green Wave conference, local USGBC programs)**



5. Demonstrate commitment to customers that your company promotes environmental responsibility by offering specific sustainable services and recommending “green” procedures and equipment.

Contractors can play a vital role in assisting building owners and managers in making informed decisions about their facility’s impact on the environment while maintaining occupant comfort, health and safety. By offering a variety of services geared towards enhancing the environmental and economic performance of mechanical systems, contractors can significantly grow their maintenance base while contributing to our earth’s well-being.

Services offered to customers could include:

- i. Services specifically geared towards high performance buildings and sustainability and/or green preventative maintenance contracts – offerings can include such items as laser alignment of belts and shafts; motor surveys, use of MERV 13 filters, regasketing, leak tests, enhanced metering, adding additional VAV boxes; installing CO2 sensors and other energy saving or environmentally beneficial services
  - ii. Promote/utilize/recommend the most energy efficient equipment (Energy STAR products/products that exceed ASHRAE 90.1-2004) when feasible for retrofits or replacements
  - iii. Company listed as an Energy Star Ally/Partner with the EPA
  - vi. Conduct energy audits, energy simulation modeling or energy use profiles
  - v. Offer RetroCommissioning services
  - vi. Promote equipment monitoring through a building automation system or enhanced metering
  - vii. Provide cost/benefit analysis services which include calculating payback schedules for utilizing more energy efficient equipment
  - viii. Promote the use of low flush toilets; waterless urinals; motion sensor faucets
  - ix. Whenever possible, utilize environmentally friendly solutions/products/chemicals/cleaners – examples include low VOC products, Green Seal GS-11 products, etc.
  - x. Encourage the use of renewable energy systems – if feasible, enter into a Green-E accredited utility program for twenty-five percent of a building’s annual electrical power
  - xi. Implement a documented refrigerant management program/recommend use of non-ozone depleting refrigerants
  - xii. Conduct training programs for a building’s in-house maintenance personnel on mechanical system operations and monitoring for maximum energy efficiency
  - xiii. Conduct education programs for customers on benefits of energy efficiency, value of proper preventative maintenance programs, equipment options, etc.
  - xiv. Active involvement with local/state government officials and agencies promoting sustainable policies, regulations and programs
  - xv. Implement a marketing program describing your company’s commitment to green and sustainability
  - xvi. Become an advocate for “green” in your community through participation in community events and educational programs
  - xvii. Demonstrate additional innovative ideas and practices that generate increased environmental benefits
- INFORMATION REQUIRED FOR SUBMISSION: Detailed description of “green services” which your company provides to your customers including, at a minimum, fifty percent of the services listed above. In lieu of a description, company brochures, proposals, sales kits, etc. can be submitted if they adequately describe your company’s activities in any of the above items.**

6. Demonstrate internal commitment to “Green”

In addition to providing “green” services to your customers, the best way to exhibit your true conviction to the sustainable movement is to adopt an internal company philosophy. By demonstrating environmental responsibility within your company, you are proving your commitment to this issue, establishing yourself as a leader within your community and setting a positive example for your employees and your customers.

- a. Attain LEED Certification, of any type, for your building  
OR

- b. Develop an internal “green policy” which includes the following points:

- i. In-house recycling program
- ii. Lighting - encourage turning off lights/timers on outdoor lights/dimmers on indoor lights
- iii. Limit in-house printed material – encourage “electronic” communications
- iv. Use recycled paper containing postconsumer waste
- v. Utilize programmable thermostats
- vi. Promote alternative forms of transportation and offer incentives
- vii. Promote the use of green cleaning products
- viii. Implement water conservation measures
- ix. Specify the use of light bulbs with low mercury content
- x. Develop a policy which includes a preference for the use of salvaged, recycled, renewable materials when purchasing office paper, furniture/furnishings and building materials
- xi. Demonstrate additional innovative company procedures which reinforce your commitment to sustainability

**INFORMATION REQUIRED FOR SUBMISSION: If your building has attained LEED certification, provide information on type of certification, when received and detailed description of your building**

OR

**Provide detailed description or a copy of your corporate “green” policy which should include a minimum of fifty percent of the items listed above**

7. Involvement as part of a project team with a LEED EB or LEED NC registered project within the past three years  
By actively participating on a LEED project team, your company is demonstrating its understanding of the LEED process and the challenges and requirements needed for LEED certification.

**INFORMATION REQUIRED FOR SUBMISSION: Detailed explanation of the specific project, your company’s involvement with the project, who specifically participated on the project team and in what capacity, and information on the project outcome (i.e., type of certification attained, project still underway, etc.)**