



Greening Our Buildings & Offices 2008

Quicklist

☑ CHOOSE TO BE ENERGY EFFICIENT

- ☞ Purchase only equipment and appliances with ENERGY STAR™ logo
- ☞ Implement/use LEED* recommendations even if not going for LEED* rating
- ☞ Build new facilities using LEED* recommendations even if not going for LEED* rating

☑ OPERATE EQUIPMENT FOR ENERGY & PAPER SAVINGS

- ☞ Set computer, monitors, printers and copiers to sleep; IT set 10-minute minimum
- ☞ Use both sides of every sheet of paper when possible
- ☞ Many types of office equipment use a trickle of electricity even when turned off; use power bars to shut them off completely, where possible

☑ CHOOSE EARTH-FRIENDLY SUPPLIES

- ☞ Use city tap water instead of bottled water and real dishes instead of plastic or paper
- ☞ Install wall-mounted drinking fountains at all city facilities
- ☞ Implement Healthy High Performance Cleaning Program via Johnson & Johnson with environmentally friendly, water-based cleaning products
- ☞ Buy recycled/remanufactured when possible
- ☞ Limit harmful product access to trained, authorized staff
- ☞ Implement a “just-in-time” purchasing policy and a “first-in/first-out” chemical usage policy
- ☞ Buy paper products (towels, napkins, etc.) that are unbleached (no chlorine/PFC)

☑ CHOOSE ENVIRONMENTALLY CORRECT DISPOSAL PRACTICES

- ☞ Gather, store and dispose of burnt out fluorescent tubes and compact fluorescent bulbs two times per year at hazardous waste collection days

☑ WATER & AIR CONDITION EFFICIENTLY

- ☞ Keep heating and air conditioning systems well maintained; make sure coils are cleaned, filters changed and ducts cleaned regularly
- ☞ Install programmable thermostats that set temperatures at 65 degrees in winter; 78 degrees in summer when building unoccupied
- ☞ Install ceiling fans to help with circulation where feasible
- ☞ Use blinds and drapes to keep heat in or out

*The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.



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LIGHT THE OFFICE WITH LESS ENERGY

- ☞ Upgrade to high-efficiency, compact fluorescent bulbs (CFLs) and T8 tubes
- ☞ Turn off lights when not needed; use natural daylight as much as possible
- ☞ Light the work station (task lighting) rather than entire building when possible
- ☞ Evaluate need/install motion sensing light switches in rooms not used all of the time (break room, storage rooms, etc.)

PARTNER WITH YOUR WORK ENVIRONMENT

- ☞ Give energy-saving repairs top priority
- ☞ Set water heater thermostats lower in all facilities
- ☞ As outside cleaning contracts come up for renewal, incorporate requirement for "green" products/services
- ☞ Install power save mode/misers on vending machines

REDUCE - REUSE - RECYCLE

- ☞ Install conveniently located recycling bins for glass, plastic and cans
- ☞ Investigate paper recycling opportunities to create city-wide standard
- ☞ Go paperless whenever possible; print only what's essential. Specifically, implement paperless:
 - Purchase Orders
 - Travel Requests
 - Payroll (direct deposit or debit card)
 - Timecards
 - Inner Office Correspondence
- ☞ Share magazines and other publications

THINK GREEN

- ☞ Communicate, train and set an example
- ☞ Support carpooling, public transit, bicycling and walking
- ☞ Show progress and celebrate success