



Annette Quan Financial

Completed Actions: 28

Verified: October 20<sup>th</sup>, 2014

Verified By: Craig Sorochan,  
Program Manager



## BUILDING & OPERATIONS

- All non-emergency lights are turned off at night.
- Computers and monitors set to sleep when not in use
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches*
- All thermostats set lower when space is unoccupied
- $\geq 75\%$  of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR<sup>®</sup> Certified
- Laptops and/or ENERGY STAR<sup>®</sup> Certified computers and monitors are used at  $\geq 75\%$  of work stations
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

## TRANSPORTATION

- Bicycle parking provided for staff and clients
- $\geq 50\%$  of staff commute to work by bike, transit, carpooling or walking
- Subsidized bus passes or tickets available for staff*
- Video or voice conferencing technology used to minimize travelling to/from meetings*
- $\geq 50\%$  of local couriering/deliveries made by low or zero-emission transport OR deliveries have been reduced by  $\geq 50\%$

## PURCHASING & PRODUCTS

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
- $\geq 75\%$  of cleaning products are eco-friendly
- Select caterers that are actively committed to sustainability*
- At least three major office stationary supplies have  $\geq 30\%$  post-consumer recycled content
- Purchasing policy that all new office equipment and appliances are to be ENERGY STAR<sup>®</sup> Certified*

## WASTE

- Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- All printers set to double-sided and/or both sides of paper is used before being recycled
- All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- All food waste and soiled paper are composted
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- At least one other hard-to-recycle item is being recycled (foil-lined bags, Styrofoam<sup>™</sup>, light bulbs, electronics, appliances, etc.)

## SOCIAL

- Employees are provided with clean, healthy, and safe working conditions which are outlined in an employee manual
- $\geq 50\%$  employees volunteer in a community event or charitable activity (at least one day per year)
- Annual donations made to local environmental or community-related charities of  $\geq \$50$  per full-time employee
- Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- Employees engage in pro bono services to the local community: environmental groups, non profits/charities or others in need.