



Date: Feb 26<sup>th</sup>, 2015

Verified by Craig Sorochan

Actions completed: 29

Certification level achieved: Green

New action  Previous action

### 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 (e.g. washrooms, hallways, storage spaces) and/or "Lights Off" signage posted at light switches
- ✓  All thermostats set lower when space is unoccupied
- ✓  Energy assessment completed by a recognized provider (Fortis BC, BC Hydro, LiveSmart, City Green etc.)
- ✓  All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
- ✓  ≥ 75% of *office equipment* such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- ✓  ≥ 50% of bulb lights are LED and all fluorescent tube lighting is T5 or T8
- ✓  All hot water tanks and piping are insulated
- ✓  Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

### TRANSPORTATION

- ✓  Bicycle parking provided for staff and clients
- ✓  Video or voice conferencing technology used to minimize travelling to/from meetings

### WATER

- ✓  Tap water consumed rather than bottled water
- ✓  All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

### PURCHASING & PRODUCTS

- ✓  ≥ 75% of cleaning products are *eco-friendly*
- ✓  At least three major office stationary supplies have ≥ 50% post consumer recycled content
- ✓  Purchasing policy that all new office equipment and appliances are to be ENERGY STAR® Certified
- ✓  Purchasing used office equipment, such as printers, photocopiers, and office furniture, instead of new products

### 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
- ✓  Paperless systems are in place (eg. files are stored digitally, invoices/receipts/newsletters/memos delivered electronically)
- ✓  All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- ✓  All food waste and soiled paper are composted
- ✓  At least one other hard-to-recycle item is being recycled (foil-lined bags, Styrofoam™, light bulbs, electronics, appliances, etc.)

### SOCIAL

- ✓  ≥ 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 and non-profit's, at an amount of ≥ \$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.
- ✓  Environmental values and actions are posted publically (either online or on premises)