



Date: March 4th, 2015



33 Actions Completed
Level Certified: Green

○ = new action □ previously implemented

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
- Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations
- All hot water tanks and piping are insulated
- Server systems are ENERGY STAR® Certified or effective energy efficiency program for servers is in place

TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of local couriering/deliveries made by low or zero-emission transport (e.g. bicycle, EV, hybrid, smart car) OR deliveries/courier services have been reduced by ≥ 50%
- Video or voice conferencing technology used to minimize travelling to/from meetings
- ≥ 50% of company-owned vehicles are *low or zero-emission models* (e.g. bicycle, EV, hybrid, smart car)

WATER

- Tap water consumed rather than bottled water
- All faucets employ ≤ 6.0 LpM aerators

CLIMATE ACTION

- Emissions are measured and, along with reduction plans and targets, are communicated to staff and public

PURCHASING & PRODUCTS

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks)
- ≥ 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

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



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- 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
- 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™, light bulbs, electronics, appliances, etc.)

SOCIAL

- 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
- Environmental values and actions are posted publically (either online or on premises)

Additional Action

- Additional action- (Equivalent 5% of insurance purchases go to the Sierra Club for special conservation projects)

= Action implemented due to certification.
 = Action implemented prior to certification.
LED = Light Emitting Diode, high-efficiency lighting
T5/T8 = High-efficiency models of Fluorescent lighting
EV = Electric Vehicle
LpM = Litres per Minute
LpF = Litres per Flush
(Bold) = (Point requires documentation)
(Italics) = (See reverse for more information)



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