



# OFFICE CHECKLIST

## COLWOOD MUNICIPAL HALL

**Completed Actions: 31**

Verified: Sept 8, 2016  
Verified by: Jessica Sorrell,  
Program Verifier




### 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
- Energy assessment completed by a recognized provider (Fortis BC, BC Hydro, LiveSmart, City Green, etc.)
- ≥ 50% of bulb lights are LED and all fluorescent tube lighting is T5 or T8
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed
- Server systems are ENERGY STAR® Certified or effective energy efficiency program for servers is in place

### TRANSPORTATION

- Bicycle parking provided for staff and clients
- Subsidized bus passes or tickets available for staff
- Video or voice conferencing technology used to minimize travelling to/from meetings
- ≥ 50% of local couriering/deliveries made by low or zero-emission transport OR deliveries have been reduced by ≥ 50%


### WATER

- Tap water consumed rather than bottled water 
- All faucets employ ≤ 6.0 LpM aerators
- All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF


### 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) 
- Select caterers that are actively committed to sustainability
- 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. 
- 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 (ie. foil-lined bags, Styrofoam™, light bulbs, electronics, appliances)




## **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 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)

## **ADDITIONAL ACTIONS**

- Additional action – based on comparability to the actions listed above - Wood chip collection for city and public use

 = "Surfrider Approved" points for plastic reduction. Three out of the potential Four Surfrider points (must include mandatory points) will result in an additional "Surfrider Approved Business" Certification