



Colwood, Public Works Office

Completed Actions: 24

Verified: January 13th, 2016

Verified By: Tina Stokvis,
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
- $\geq 50\%$ 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
- 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)
- 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
- 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.)

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

SOCIAL

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