



Prosperity Planning
 Completed Actions: 21

Verified: January 15th, 2016
 Verified By: Tina Stokvis,
 Program Manager



BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
- ≥ 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

- ≥ 50% of staff commute to work by bike, transit, carpooling or walking

PURCHASING & PRODUCTS

- ≥ 75% of cleaning products are eco-friendly
- At least three major office stationary supplies have ≥ 50% post-consumer recycled content

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 (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

- ≥ 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
- Employees engage in probono 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)