



## TOFINO PUBLIC WORKS

Completed Actions: 13

Verified: October 7th, 2016

Verified By: Tina Stokvis,  
Program Manager



## BUILDING & OPERATIONS

- All non-emergency lights are turned off at night
- Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

## WATER

- Tap water consumed rather than bottled water
- All toilets are  $\leq 6.0$  LpF, urinals are  $\leq 1.9$  LpF

## 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 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
- All paper, cardboard, glass, tin and rigid plastic are reused or recycled by standards means
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- At least one other hard-to-recycle item is being recycled (ie. foil-lined bags, Styrofoam™, light bulbs, electronics, appliances)

## SOCIAL

- $\geq 50\%$  employees volunteer in a community event or charitable activity (at least one day per year)