



## COLWOOD FIRE DEPARTMENT

Completed Actions: 29

Verified: November 1<sup>st</sup>, 2017

Verified By: Elizabeth Maze  
Program Lead



### 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
- ≥ 75% of kitchen appliances are ENERGY STAR® Certified
- ≥ 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
- All hot water tanks and piping are insulated
- 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
- Building generates solar, wind, geothermal, micro hydro power and/or solar hot water

### TRANSPORTATION

- Bicycle parking provided for staff and clients
- Video or voice conferencing technology used to minimize travelling to/from meetings

### WATER

- All faucets employ ≤ 6.0 LpM aerators
- All toilets are ≤ 6.0 LpF, urinals are ≤ 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 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.
- 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
- All soft plastics (shrink wrap, plastic bags, etc.) are recycled
- At least one other hard-to-recycle item is being recycled (e.g. 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
- Environmental values and actions are posted publicly (either online or on premises)