



Colwood, Public Works Office

Completed Actions: 25

Verified: March 7th, 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
- ≥ 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
- ≥ 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

PURCHASING & PRODUCTS

- At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- 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
- 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

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