



## METROPOL

Completed Actions: 35

Verified: May 11<sup>th</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
- All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
- ≥ 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
- Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations
- 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


## TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- 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%
- ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)



## 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

- No single use products purchased for staff kitchen supplies (e.g. coffee cartridges, sugar packages, stir sticks) 
- ≥ 75% of cleaning products are eco-friendly
- Select caterers that are actively committed to sustainability
- At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- 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
- 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
- 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)
- 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 publically (either online or on premises)

## **ADDITIONAL ACTIONS**

- Additional action – potato paste used to apply posters (as an alternative to tape)