



ROYAL LEPAGE (SAANICH)

Completed Actions: 23

Verified: June 29th, 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 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
- 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

TRANSPORTATION

- Bicycle parking provided for staff and clients
- ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- Subsidized bus passes or tickets available for staff
- Video or voice conferencing technology used to minimize travelling to/from meetings

WATER

- All faucets employ ≤ 6.0 LpM aerators

PURCHASING & PRODUCTS

- ≥ 75% of cleaning products are eco-friendly
- Select caterers that are actively committed to sustainability

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

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 values and actions are posted publically (either online or on premises)