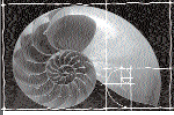


GREEN OFFICE REFERENCE

Re:Vision
ARCHITECTURE



THE FOLLOWING SUGGESTIONS ARE JUST A FEW OF THE OPPORTUNITIES TO 'GREEN' AN OFFICE ENVIRONMENT (AND THE BOTTOM LINE). ALWAYS LOOK FOR OTHER WAYS TO REDUCE, REUSE AND RECYCLE. IF YOU HAVE SUGGESTIONS FOR IMPROVEMENT, PLEASE FORWARD THEM TO: INFO@REVISIONARCH.COM SO THEY CAN BE INCORPORATED INTO FUTURE GUIDELINES.

PAPER USE

Set computer (and copier) defaults to print double-sided. (Be sure to purchase printers that allow this function in the first place).

Set computer defaults to print in black & white, rather than color.

Print only the pages that are needed.

Preview documents before printing.

Route single-copy memos, newsletters, etc. rather than printing copies for each individual. Instead of each person receiving a personal copy of a document, one copy of a document circulated with each person responsible for passing it along to the next person. A checklist with recipients' initials can be added to this master document in order to track the process.

Reuse one-sided paper to print internal drafts. Just make sure that sensitive documents do not end up in the printer for others to see.

Send documents electronically. Technologies such as E-fax (Internet protocol), Adobe PDFs and Wi-Fi LANs make this fast and easy. Doing this will save paper, time and shipping costs.

Use E-Learning for employee training programs, rather than printing hard-copy binders.

RECYCLING

Provide convenient, clearly-marked and appropriately-sized recycling bins to separate paper, cardboard, glass, metal and plastic products.

Include office paper recycling bins at each occupant workstation and conference room.

Provide clearly-marked recycling bins for glass & plastic beverage containers in conference rooms

OFFICE SUPPLY PURCHASING

Buy office paper with recycled content. The higher the percentage, the better - try to find 30% minimum (preferably post-consumer) and made without chlorine. Note that other paper products, such as envelopes and even Post-It notes are also available with recycled content.

Buy environmentally-preferable non-paper office products such as non-toxic markers and correction fluid, binders and notebooks with recycled content, biodegradable garbage bags and coffee filters made with recycled paper or a metal filter insert that does not need to be changed.

Buy paper-based cup products instead of Styrofoam. Promote the use of reusable glasses and coffee mugs, rather than disposable cups.

Buy products in bulk to avoid excess packaging.

OFFICE EQUIPMENT PURCHASING

Buy EnergyStar-rated equipment and electronics. EnergyStar rates computers, copiers, fax machines, printers and scanners as well as vending machines and dishwashers. EnergyStar even rates external power adapters which are often overlooked but problematic energy consumers.

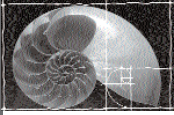
Require that staff NOT use personal fan heaters in the winter. Electric-resistance 'foot-warmers' with fans that blow hot air waste a lot of energy. If personal heaters are necessary, promote use of alternate products such as radiant pads that transfer heat directly to the feet while using less electricity than a typical (incandescent) light bulb.

PLUG LOADS

Install occupancy-based controls for desktop and workstation plug load control.

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CLEANING

Use natural cleaners and air-fresheners such as borax, citric acid, baking soda, vinegar etc. for routine clean-ups.

Review and look for improvements to procedures and cleaners utilized by contract janitorial service. Look for janitors that use 'green' cleaning procedures and products.

Use phosphate-free dishwashing detergent.

Encourage occupants to promptly and thoroughly clean-up food residue and exercise care in personal plant maintenance. Food crumbs, wrappers, dirt from plants, etc. can cause mold, mildew and attract pests. All can have a negative impact on indoor air quality (IAQ).

MISCELLANEOUS

Be sure that occupants do not block HVAC vents or otherwise interfere with the proper operation of the HVAC system.

If there is a gardener in the office, separate and collect used coffee grounds which are a good-quality, free fertilizer.

Some plants such as golden pothos, areca palm and peace lily help to clean the air. Such plants can do double-duty as interior decoration and air purifiers.

Use bait and traps to control pests, rather than poisons.

When hosting a catered event, request that the service provider use reusable (glass, ceramic, etc.) dishware, rather than disposable products.

LIGHTING

Instead of ambient overhead lighting, use task lighting wherever possible. Replace incandescent bulbs with off-the-shelf compact fluorescent lamp (CFL) bulbs with integral ballasts whenever possible.

Install occupancy sensors to automatically shut-off lighting in transiently-occupied spaces such as conference rooms, restrooms, copy rooms and hallways. This is an easy and effective retrofit.

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