

“Green” Office Checklist

One Boston Place

Recent data from the US Green Building Council has shown that buildings are responsible for 40% of global energy consumption, 33% of global carbon-dioxide emissions, and 17% of global fresh water consumption.

As an active member of the US Green Building Council, CB Richard Ellis is a key player in the “green building” movement and is actively committed to carbon neutrality by 2010. In 2007, One Boston Place was recognized with the Environmental Protection Agency’s ENERGY STAR designation and in 2008 One Boston Place will continue to pursue the US Green Building Council’s LEED designation.

CB Richard Ellis is also committed to helping our tenants meet their internal sustainability goals and has created the following internal office checklist:

REDUCE ELECTRIC CONSUMPTION

- **Turn Off Overhead Lighting When Offices Are Unoccupied**

On average, lighting accounts for 29% of total building energy consumption. While the One Boston Place Cleaning Team turns all building lights off at 11 PM, most offices can conserve additional electricity by asking employees to turn lights off as they leave for the day. By eliminating even one hour of lighting on each floor of the building, One Boston Place could reduce annual electric consumption by 165,000 kWh or 1.3%.



- **Install Energy Efficient Light Bulbs In Proprietary Fixtures**

One Boston Place recently completed a building-wide lighting retrofit to reduce the energy consumption of overhead light fixtures by as much as 65%. If your office has additional fixtures, such as small desktop lamps, we encourage you to explore energy efficient alternatives.



- **Minimize Direct Sunlight by Closing Blinds**

Although natural light brightens an office, direct sunlight can quickly raise the internal temperature of an office or conference room and force the HVAC system to consume more energy to achieve a comfortable temperature. By closing the blinds during peak sun load hours, energy consumption is reduced and employees remain more comfortable.



- **Allow Window Induction Units To “Breathe Freely”**

Induction units provide fresh air to One Boston Place, but the fans work extremely inefficiently when the air flow is blocked with paperwork or plants. By keeping induction units clear, energy consumption is reduced and employees remain more comfortable.



- **Keep Space Heaters Out of the Building**

A \$15 space heater – pictured to the right – uses approximately 1500 kWh of electricity – the equivalent of approximately fifteen computers! Space heaters also pose a serious fire hazard and are thus not allowed at One Boston Place. When your workspace is cold, you are encouraged to contact building management.



- **Seasonally Modify Your Internal “Comfort Zone”**

Studies have shown that a personal indoor “comfort zone” exists between 69 and 78 degrees. To remain comfortable while also saving energy, an office can simply set thermostats at the top of this zone in summer or at the bottom of the zone in winter.



- **Position Workstations to Receive Natural Light**

When workstations receive natural light, overhead lighting requirements are reduced. In some instances, energy can be conserved by simply repositioning a desk, moving a partition wall or lowering cubicle walls.



- **Program Computers and Copiers For Low Power “Sleep Mode”**

Most computers, computer monitors and photocopiers can be programmed to switch to automatically switch to a low power mode after a set period of idle time. “Sleep mode” decreases the consumption of the average 100 Watt monitor to only 15 Watts, while “hibernate mode” decreases consumption to an average of 8 Watts.



- **Turn Off Computers/Equipment When Not in Use**
Some tenants have taken energy conservation a step further by requiring employees to turn off computers and copiers on nights and weekends rather than placing the computers into stand-by mode.



- **Purchase ENERGY STAR Office Equipment**
Visit www.energystar.gov to explore a variety of computers, copiers, fax machines, mail machines and water coolers that all feature the ENERGY STAR label. Equipment that has been certified with the ENERGY STAR represents the most energy efficient equipment that is currently available.



REDUCE WATER CONSUMPTION

- **Ensure That Your Data Room Is On the Tenant Condenser Water Loop**
The air conditioners that serve the tenant data rooms account for approximately 15% of the building's total electricity load and prior to 2004 consumed over 10,000,000 gallons of water per year. In 2004 the building installed a closed water loop that allowed tenants to use recycled water for this purpose.
- **Limit Water Flow on Kitchen Sinks and Bathroom Fixtures**
One Boston Place has set most of the building's lavatory sinks to a flow rating of 0.5 gallons per minute and most of the building's toilets to 1.1 - 1.6 gallons per flush. If your office has a private bathroom or shower, CBRE can also limit the flow of these fixtures at your request.



ADMINISTRATIVE OPERATIONS

- **Replace Fax Machines with Fax Modem Technology**
Relatively inexpensive technology allows faxes to be directly delivered to your email and then printed only as needed. The cost of these services is often directly offset by savings on copy paper and toner.



- **Institute a Paperless Record-Keeping System**

If your office routinely photocopies invoices or receipts, consider transitioning to a paperless record-keeping system that incorporates a scanner or photocopier to create digital copies. The One Boston Place Management Office has saved an estimated 7,000 pages/year since transitioning to a paperless invoice system in 2005.



- **Default Photocopiers and Printers to Double-Sided Copying**

Although many office copiers and printers can print double-sided copies, staff members may be unsure how to print double-sided copies or may not remember to do so. By adjusting the copier or printer default settings to double-sided copies, an office may reduce copy paper purchases by as much as 50%.



- **Reduce Handouts at Meetings**

Rather than printing handouts for meetings, many offices have begun to distribute electronic handouts as email attachments. Although some attendees may invariably print important handouts, electronic handouts will still result in a significant conservation effort.



- **Create a “Reuse” Area for Office Supplies**

Eliminate the need to purchase new office supplies, office organizers and computer peripherals by creating an office supply cabinet for lightly used office supplies. When purchases need to be made, the “reuse” area will be the first stop for “no cost” supplies.



- **Reuse Office Supplies or Purchase Recycled Supplies**

A number of ideas exist for reusing office supplies such as the use of inter-office envelopes for internal memos or the use of old company letterhead for note-taking. A wide variety of office supplies are also now made from recycled materials – dramatically increasing your purchase options.



- **Support Local Office Supply and Furniture Manufacturers**
By showing support for local office supply and furniture manufacturers, your company shows support for the environment, as local supplies require far less shipping aboard gas-guzzling tractor-trailers. In many cases, the reduced fuel expense is passed on in the form of supply savings.



- **Minimize Newspaper and Magazine Subscriptions**
While many employees cannot seem to function without their daily Wall Street Journal or Boston Globe, both newspapers are available online at little or no cost. Some offices have also established a central reading area for these publications to reduce the need for multiple subscriptions.



- **Remove Your Company's Name From Catalog or "Junk Mail" Lists**
Each year, nearly 100 Million trees are ground up to create junk mail while the increased mail dramatically increases USPS fuel consumption. To remove yourself from unwanted junk mail lists, inform the senders that your company's sustainability policy prohibits you from purchasing from any company that sends unwanted or unsolicited mail.



- **Ask CBRE to Perform A Free Waste Stream Audit**
At no charge, CB Richard Ellis will visit your office at night and present you with a confidential report to tell you which offices are recycling and which offices could use a reminder.



CATERING

- **Eliminate Paper Plates and Plastic Forks, Spoons, and Knives**
If your office has a dishwasher, purchase a set of washable tableware and plates and then ask caterers to stop providing plastic tableware and paper plates.



- **Stop Purchasing Bottled Water**

Only about 20% of U.S. water bottles make it to a recycling bin, and those bottles that are recycled consume a substantial amount of energy in the process. By outfitting your kitchen with a centralized water cooler and reusable cups or bottles, you'll conserve precious resources and save money.



- **Purchase A Coffee Maker With Reusable Mugs**

Eliminate coffee cups from your office waste stream by purchasing enough reusable coffee mugs for your entire office. The best incentive toward eliminating disposable coffee cups is a free cup of coffee just steps away from your desk.



- **Ask Caterers to Hold the Condiment Packets, Sugar Packets, etc.**

Most popular condiments can be purchased through an office supply company in bulk, and then stored in a centralized location such as a kitchen. By providing these items to your staff at no cost, you'll eliminate the need for caterers to provide them.



- **Reject Styrofoam Packaging**

Polystyrene packaging, including coffee cups and takeout boxes, are not recyclable and generally takes centuries to decompose in a landfill. By rejecting styrofoam packaging, your office will pressure your favorite caterer to find an acceptable alternative.



- **Purchase Local Catering**

Most local catering companies either deliver on foot or via push carts, eliminating any carbon emissions associated with delivery vans or delivery trucks.



BUSINESS TRAVEL

- **Use A Bike Courier for Local Deliveries**

The price for a local bike courier delivery is generally cheaper than an in-town FedEx or UPS delivery – and comes at a fraction of the environmental cost. As an added benefit, courier service is faster than overnight service and does not require filling out a packing slip.



- **Establish a Hybrid Rental Car Policy for Business Travel**

Most car rental agencies offer hybrid rentals at only a slight premium to traditional cars. With increased demand for hybrid vehicles, hybrid costs will eventually be competitive with – or fall below traditional vehicles.



- **Encourage Mass Transportation or Carpools**

Many companies either subsidize MBTA passes or offer in-town parking discounts to employees who carpool into work.



- **Plan Air Travel on Large Aircraft With Few Connections**

When planning business travel, consider the carbon emissions of your aircraft and endeavor to choose flights with the lowest possible carbon emissions.

