

Greenrealestate™ Leaders Affiliation Level Checklist

Upon completion please fax to: 416.535.3106 or email to info@nagab.org



Please check off each initiative your Company has implemented and return to info@nagab.org or by fax to 416 535 3106. Your Corporate Greenrealestate™ Leaders affiliation level will be based upon your submission. Communication services to promote your Greenrealestate™ orientation will vary somewhat depending upon your affiliation level. Corporate Greenrealestate™ Leaders fall into one of three categories:

1. Emerald-Implemented 20 or more initiatives,
2. Jade-Implemented 15 to 19 initiatives,
3. Turquoise-Implemented 10 to 15 initiatives,

Recycling & Waste Reduction

- 1. Initiate a Corporate recycling program for paper, metals, plastic, ink and laser cartridges. Provide recycling bins for all recyclables
- 2. Purchase unbleached recycled paper products, toilet paper, preferably FSC certified.
- 3. Print marketing materials on recycled paper preferably FSC certified,
- 4. Make two sided printing and copying standard practice in office environment (set copier to default to duplex printing or manually feed to duplex),
- 5. Use electronic files rather than paper ones
- 6. Replace memos with e mail messages & discourage the printing of messages.
- 7. Identify and eliminate unnecessary forms. Double side or redesign forms to use less space,
- 8. Buy paper that is produced by a company with a stated commitment to environmental stewardship and to minimizing ecological impacts,
- 9. Practice efficient copying. Use the size reduction feature (e.g. two pages of a book or magazine can often be printed on one page) and set word processing defaults for smaller fonts and margins,
- 10. Keep a stack of previously used paper near printers. Use it for drafts, scratch paper or internal memos or designate a draft tray on printers with multiple trays.
- 11. Use flexible interior features, such as reversible walls, to reduce waste associated with renovation.
- 12. Rearrange workspace to take advantage of areas with natural sunlight, and design for increased natural lighting when remodeling,
- 13. Set up an ongoing system to recycle. Make it easy for employees to recycle by placing clearly marked collection bins in convenient locations.
- 14. Maintain a written policy to clean lighting fixtures, diffusers and lamps so that they are lighting as effectively as possible (dirt can reduce lighting efficiency by up to 50%).

Total initiatives implemented page one: _____

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Water Conservation

- 1. Regularly check for and repair all leaks in your facility (toilet leaks can be detected in tank toilets with leak detecting tablets).
- 2. Install low flow aerators with flow rates not to exceed 2.2 gpm for sink faucets and 2.5 gpm for kitchen sinks
- 3. Practice water conservation by checking and repairing leaks in taps, toilets and deploying water saving devices in your office,
- 4. Replace all pre 1992 toilets with 1.6 gpf toilets. Provide urinals for men if possible with models that flush at no more than 1.0 gpf, or install waterless urinals,

Landscaping

- 1. Mulch all non turf areas,
- 2. Modify your existing irrigation system to include drip irrigation, where possible,
- 3. Plant water efficient shrubs or ground cover in place of grass,
- 4. Renovate existing landscape to include drought tolerant plants,

Energy Conservation

- 1. Perform regular maintenance on your HVAC (heating, ventilation and air conditioning) and refrigeration systems,
- 2. Maintain a written policy that inspects and replaces furnace filters every three months especially during the heating season,
- 3. New purchases are of electrical equipment with energy saving features and ensure that energy saving features are enabled (Energy Star),
- 4. Use hardware programs that save energy by automatically turning off idle monitors and printers,
- 5. Replace inefficient refrigerators (usually older than 10 years) with a new efficient model labeled Energy Star,
- 6. Insulate all hot water pipes, hot water tanks,
- 7. Use occupancy sensors to adjust set points for the air conditioning, and heating equipment and to control other electrical devices and appliances,
- 8. Replace non dimming incandescent bulbs with compact fluorescents. Replace low wattage dimming and non dimming incandescent light bulbs with cold cathodes,
- 9. Reduce fixtures and the number of lamps and increase lighting efficiency by installing optical reflectors or diffusers,

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Energy Conservation continued...

- 10. Replace magnetic ballasts with electronic ballasts. Install T-8 or T-5 lamps,
- 11. Install lighting controls such as occupancy sensors in spaces of variable occupancy such as bathrooms, private offices. Photocells for exterior lighting.
- 12. Install dimmable ballasts to dim lights to take advantage of daylight. Use daylight dimmers that turn off automatically when there is sufficient light,
- 13. Use ceiling fans to promote air circulation and reduce the need for air conditioning,
- 14. Apply window film to reduce solar heat gain. Shade sun exposed windows and walls to mitigate the effect of direct sunlight during the summer. Use awnings, shade trees or shrubbery.
- 15. Replace inefficient central air conditioning unit with a new Energy Star unit with a seasonal energy efficient rating over 13 (SEER + 13),
- 16. Replace inefficient single pane windows with double or triple pane energy efficient windows,
- 17. Set thermostat at 25 centigrade for cooling and 20 centigrade for heating
- 18. Install or use plug load controllers for office equipment that switches equipment off after working hours,
- 19. Use task lighting with energy efficient bulbs where extra light is needed, rather than lighting an entire area,
- 20. Replace standard incandescent lighting with CFL's or LED's in your office environment. Replace old F-12 fluorescents with T-8 fluorescents,
- 21. Install programmable thermostats and heat and cool office spaces only when occupied,
- 22. Eliminate all phantom electrical loads by plugging all machines into power bars that are turned off when not in use,
- 23. Set computer monitors to sleep or turn off after 5 minutes of non use,
- 24. Purchase green electric power through a local supplier,
- 25. Calculate your offices carbon footprint by going to Carbon Zero.com and carbon offsetting your office or car,

Total initiatives implemented page three: _____

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Pollution Prevention

1. Assess your facility to identify all hazardous materials at the worksite,
2. Facility maintenance-purchase recycled paint and low VOC products when available,
3. Use low toxic cleaners and properly dispose of leftover and expired materials,
4. Use unbleached and or chlorine free paper products,
5. Use recycled or remanufactured laser and copier toner cartridges,
6. Buy rechargeable batteries and appliances such as hand held vacuum cleaners and flashlights
7. Print promotional materials with soy or other low VOC inks,
8. Use natural or low emissions building materials, carpets or furniture,
9. Patronize services. businesses close to your office and encourage employees to do the same,

Total Initiatives implemented count: _____

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