

**STANDARD POLICIES AND PROCEDURES FOR SUSTAINABILITY
AND ENERGY EFFICIENCY
AND
GREEN BUILDING PRACTICES**

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I. Sustainability

- A. XXXXXXXX is committed to minimizing the impact of the construction business on the environment and encouraging sustainable practices within the company.
- B. Recycling
 - 1. Programs are to be designed to recycle the following materials frequently used within an office setting: Plastics, Glass, Aluminum, Paper, and Cardboard.
 - 2. Establish collection locations and containers at both main and jobsite offices for collection of the above listed materials. Arrange for the pickup or drop off of these materials on a regularly scheduled basis.
 - 3. Recycle used printer cartridges using the supplied return envelopes.
 - 4. Reuse binders, folders, padded envelopes, boxes, etc whenever possible. Collect and return these products to the main office for reuse when they become available.
 - 5. Turn in all used phones and electronics to the IT department to be recycled or donated.
 - 6. Recycle all used motor oil used in company vehicles and equipment.
- C. Paper Usage
 - 1. XXXX employees shall make efforts to minimize the general use of office paper.
 - 2. Distribute, file, and archive documents electronically. Do not print and file documents or e-mails unless absolutely necessary for legal documentation.
 - 3. Copy both sides of the paper with the two sided copy feature when making copies for internal use whenever possible.
 - 4. Purchase recycled or managed growth forest paper such as that certified through the FSC (Forest Stewardship Council.)

5. Attempt to work with local printing services that use recycled or managed growth paper and soy based inks.

D. Environment

1. Purchase office supplies from local companies whenever possible. Contact main office for list of such companies.
2. Purchase and use washable, recyclable or biodegradable tableware in all offices. Order through main office if necessary.
3. Purchase and use non-toxic biodegradable cleaning products in all offices.
4. Clean or replace HVAC filters per recommended manufactures instructions.
5. Provide safe clean drinking water for all employees.
6. Maintain a reasonably clean workspace for all employees. Offices should be cleaned on a regularly scheduled basis to insure interior air quality, prevent fire hazards and maintain the health of all employees. Jobsite offices are an extension of the home office and should represent XXXX in an appropriate manner.

II. Energy Efficiency

- A. XXXX has an overall goal of conserving energy and promoting efficiency both within main offices and on individual jobsites.

B. Electricity Usage

1. Turn off all lights and electronics when not in use. Use motion sensor lights in commons areas such as bathrooms, meeting rooms and corridors.
2. Install compact fluorescent, LED or other long burning light bulbs throughout offices.
3. Use “Energy Star” rated office equipment or equivalent for all new equipment or appliances leased or purchased.
4. Reuse binders, folders, padded envelops, boxes, etc whenever possible. Collect and return these products to the main office for reuse when they become available.
5. Monitor and track monthly electricity usage for review to assure usage levels are meeting expected amounts.
6. Purchase Green-e certified power credits where available.

C. Water Conservation

1. XXXX employees shall make efforts to minimize the general use of potable water.

2. Install low flow or waterless fixtures and motion sensor faucets when replacing used ones in company bathroom facilities.
3. Install aerators or flow restrictors on all office sinks.
4. Monitor and track monthly water usage for review to assure usage levels are meeting expected amounts.

D. HVAC Systems

1. Turn off or down all HVAC systems when offices are unoccupied. Install and use programmable thermostats whenever possible.
2. Purchase high efficiency HVAC equipment when replacing or upgrading existing systems.
3. Inspect and clean air ducts and both supply and return grilles on a regular basis to minimize dust collection and mildew.
4. Insulate all hot and cold water pipes that are accessible.
5. Monitor and track monthly natural gas usage for review to assure usage levels are meeting expected amounts.

E. Transportation

1. Purchase or lease all future company vehicles with the lowest available emissions standards of vehicles within their particular class.
2. Support and provide incentives for the practice of carpooling, biking or the use of public transportation when commuting to and from work when possible.

III. Green Building Practices

- A. The policies and practices of the XXXX include incorporating into our projects recognized green building practices as set forth by the USGBC, ABC Green Contractors program and local state and federal legislation. This policy includes the following goals: divert 50% of construction waste from landfills, purchase 10% (by cost) of construction materials regionally and purchase 10% (by cost) of construction materials that include recycled materials.

B. Pre-Construction

1. Include subcontractor “boilerplate” language in contracts regarding sustainable jobsite practices. Update current scopes to reflect the company policies and goals.
2. Include allowances for any necessary expenditures required to achieve the goals set forth above.
3. Assure that the education and training benchmarks set forth by the ABC Green Contractors program are achieved.

C. During Construction

1. Post jobsite requirements outlining green initiatives at the jobsite and review company policy with subcontractors during pre-construction meetings.
2. Maintain all sites in accordance with local EPA regulations and LEED 2009 SS: Prerequisite 1 regarding construction activity pollution prevention.
3. Divert construction debris from disposal in landfills and incinerators. Provide separate containers onsite to recycle the following items: cardboard, metal, brick, acoustical tile, concrete, plastic, glass, gypsum wallboard, carpet and insulation.
4. Encourage onsite recycling of consumer products use by subcontractors by setting up basic collection facilities for plastic, glass and aluminum cans.
5. Purchase contractor controlled construction materials that are manufactured within 500 miles of the main office whenever the option is available and cost effective.
6. Purchase contractor controlled construction materials that include recycled content whenever the option is available and cost effective.
7. Reuse contractor controlled construction materials whenever possible and cost effective. Store reusable materials at the XXXX warehouse facility for future use on other projects.

D. Post Construction

1. Conduct a final review of the project with company green building representative to determine feasibility, cost impact/savings, vendor information subcontractor participation and necessary educational requirements related to green building and sustainability.