



GREEN PRODUCTS FOR YOUR FACILITY

Ten Things Building Managers Can Do to Cut Costs and Help the Environment

1. One of the most important changes you can make is very simple: change from incandescent light bulbs to Energy-Star qualified compact fluorescent lights (CFLs). These bulbs are initially more expensive, but they use about 75% less energy and they last up to 10 times longer. Imagine how many fewer bulb changes that would be. Over the life of the bulb, the total savings can be \$30.¹
2. Turn off unnecessary lighting. More than 35% of the energy used by a typical commercial building is consumed by lighting.²
3. If you haven't set up a recycling program for office paper, doing so can make an important difference. According to the Environmental Protection Agency, if an office building of 7,000 workers recycled all of its office paper waste for a year, it would be the equivalent of taking almost 400 cars off the road.³
4. Keep a list of local recyclers and scavengers for materials. You can recycle metal furniture, aluminum cans, computer equipment, pallets, glass and plastic bottles, waste paper and cardboard, or construction and rehabbing waste. Set up regular pickups or establish working relationships in anticipation of need. Add charitable organizations that may benefit from used office furniture or computer equipment. Offer obsolete or dated office supplies, pens, papers, etc to teachers. Offer free materials on Craigslist.org. It's a good idea to have resources lined up before you need them, and whenever possible, put materials back into use rather than into landfills.⁴
5. Make your building bike friendly. Install a bike rack and give bike riders some extra perks like the best location in the parking lot. Make the bike rack a high-priority security area by putting a camera within range of the bike rack.⁵
6. Replace filters in your HVAC system more frequently to reduce the load on the system and provide cleaner air.⁶
7. Put thermostats under lock and key and use programmed settings to control temperatures. Reduce interior temperatures by a degree or two in the winter and increase them in the summer. Remember, air conditioning is designed to reduce humidity, keep air moving and bring temperatures down to a comfortable level. Avoid chilling the occupants. While there will never be a universal agreement on the perfect ambient temperatures, err on the side of warmer in summer and cooler in winter rather than having people grabbing sweaters during the summer months because one person is too warm. You can easily justify your decisions based on cost and energy savings.⁷
8. Pay attention to product information that suggests "good ventilation." Open windows and use fans to pull air from the interior to the exterior when using solvents or chemicals. Keep in mind that chemicals released into the air will not leave a closed environment and will be breathed by the occupants.⁸ We don't know all the health effects so err on the side of caution.^{9,10}



9. You can save significant amounts of energy by turning off computers when they aren't being used. It's easy to do this. Most computers have energy saving settings that will turn a computer on and off at specific times. Suggest this become company policy. Turn off peripherals when they aren't being used. Encourage cleaning staff to turn off unused monitors.¹¹
10. Buy new products with recycled content. You can make a difference by using recycled materials in everything from mop heads to toweling.

1. http://www.energystar.gov/index.cfm?c=cfls.pr_cfls
2. http://www.energystar.gov/index.cfm?c=business.EPA BUM CH6 Lighting#SS_6_2_1
3. <http://www.epa.gov/climatechange/wycd/waste/measureghg.html#balance>
4. <http://www.epa.gov/osw/conserves/index.htm>
5. <http://www.bikeleague.org/resources/better/commuters.php>
6. http://www.epa.gov/ebtpages/airindoorairpollution.html_1
7. <http://www.srpnet.com/energy/biztips.aspx>
8. http://www.education.com/reference/article/Ref_Commonly_Used_Toxic/
9. http://buildingecology.com/free_article_detail.php?id=13&title=VOC_Concentrations_of_Interest_in_North_American_Offices_and_Homes
10. <http://www.epa.gov/ebtpages/airindoorairpollution.html>
11. <http://www.srpnet.com/energy/biztips.aspx>