

Carbon Footprint Reduction Commitments

Tier 1 Commitments

1. Change traditional bulbs to CFL's.
2. Reduce thermostat settings by 1-2 degrees for heating and increase settings 1-2 degrees for cooling. Use night setback features.
3. Switch night janitorial services to daylight/dusk enabling building lighting to be shut down sooner.
4. Challenge your IT director to reduce electrical consumption in the server room or rack by 10%
5. Purchases Energy Star Rated Equipment (Energy Star products can save up to 50% over competing products, at a comparable cost and equal or better performance.)
http://www.energystar.gov/index.cfm?fuseaction=find_a_product.
6. Computer Energy Savings
Set all computers on power saving mode and encourage following steps:
 - Monitor/display sleep: Turn off after 15 minutes or less
 - Turn off hard drives/hard disk sleep: 15 minutes or less
 - System standby/sleep: After 30 minutes or less

Criteria courtesy of Climate Savers:

http://www.climatesaverscomputing.org/tools/pwr_mgmt.html

7. Reduce Paper Usage
 - Use paper products containing recycled content (not recommended for some copiers) for the following purchases: memo pads, toilet paper, paper towels, printed materials, encourage e-filing for records.
 - Set default printer settings for double sided printing and reduce margins.
 - Make our next printer purchase a double sided printer and reduce margins.
8. Implement a recycling program and be prepared to educate and enforce. Begin with **at least 2** of the items listed below:
Newspaper - Corrugated Cardboard - Toner Cartridges - Clear Glass - Electronic Equipment – Mixed Paper - Aluminum and steel cans - Plastics #1 & #2 - Batteries

TIER 2 COMMITMENTS

1. Reduce Water Usage
 - Add aerators to faucets that not currently low flow, replacing toilets with low flow, replacing toilets with low flow models/devices or waterless urinals.
 - Monitor and reduce landscape watering demands, plan to change plantings to those requiring less water.
2. Monitor Heating/Cooling and Lighting
 - Add programmable thermostats or re-calibrate zones to work more efficiently
 - Consider motion sensors in rooms that are infrequently occupied or adopt a "Lights Off" plan encouraging employees to turn off lights, unplug equipment and turn-off power surge protectors.

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3. Use Green Cleaning Products
4. Reduce disposables and use durable goods.
5. Plant trees on your business property.
6. Give preferential parking rights to employees that drive hybrids or carpool

TIER 3 COMMITMENTS

1. Critically Evaluate Lighting Systems for Energy Efficiency
 - Evaluate lighting effectiveness and eliminate redundancy
 - Make a plan to change out magnetic ballasts with electronic ballasts and use T-5 fluorescent bulbs
2. Conduct a Formal IT audit to improve energy efficiency
 - Assign an employee to be responsible for tracking energy usage by month and display the results.
3. Offer Employees Alternate Transportation Incentive
 - Carpools/Public transportation
 - High efficiency vehicles
 - Establish a telecommuting policy where appropriate
 - Cash bonus incentives for Employees who purchase 45mpg Hybrids
4. Upgrade HVAC systems to high efficiency units
5. When replacing carpets insist on “Green Label” designation and recycled content
6. Reduce corporate storm water runoff.

TIER 4 COMMITMENTS

1. Measure Your Carbon Footprint and join EPA Climate Leaders GHG
2. Develop a Corporate Sustainability Plan (Determine company goals and objectives. Set short, medium and long term goals, measure and report progress on a regular basis.)
3. Develop a Corporate Vehicle Fleet Plan
 - Replace inefficient fuel vehicles with hybrids, biodiesels and alternative energy efficient vehicles.
 - Convert a hybrid to a Plug-in hybrid!
4. Commit to Future Capital Planning
 - Make your next construction project LEED certified
 - Locate in urban centers promoting live work concepts.
 - Install Photo-Voltaic systems. Install solar hot water systems
 - Commit to a net zero building energy use goal.