

ENGAGING CO-WORKERS IN “GREENING” THE OFFICE

University of Chicago Graham School
Leadership in Sustainability Management Certificate Class
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APPENDIX:

Example Quarterly Milestones for Round 2 of the Chicago Green Office Challenge

Quarterly Milestones Overview

	2011 Q1		2011 Q2	2011 Q3	2011 Q4
“Theme”	Kick-off Green Office Challenge	Energy Use Reduction	Waste Reduction (and conduct transport survey)	Transportation, Water, others	Submit Scorecard and Celebrate
Brief Description	<ol style="list-style-type: none"> 1. Establish Green Team, and communicate GOC participation to employees 2. Submit baselline scorecard and tier goal 3. Create internal sustainability policy 4. Set up series of meetings with Property Manager for next 12 months 5. Have a kick-off meeting with Property Management 6. Refer others to GOC 	<ol style="list-style-type: none"> 1. Focus on GOC’s Energy Use Reduction measures (incl. working with Property Manager) 2. Attend GOC monthly training sessions; Give or send presentation on office and residential energy use reduction to staff 	<ol style="list-style-type: none"> 1. Focus on GOC’s Waste Reduction measures (incl. working with Property Manager) 2. Conduct employee transportation survey, in preparation for achieving Q3's transportation milestones 3. Attend GOC monthly training sessions; Give or send presentation on waste reduction to staff 	<ol style="list-style-type: none"> 1. Focus on GOC’s Transportation, Water and other measures (incl. working with Property Manager) 2. Attend GOC monthly training sessions; Give or send presentations to staff on (a) climate impacts of commuting & transportation choices, and (b) water conservation and stormwater management 	<ol style="list-style-type: none"> 1. Complete scorecard 2. Submit final scorecard and data 3. Host celebration events with staff on the GOC successes!
2011 Q1 through 2012 Q1: <ul style="list-style-type: none"> • Engage in any building-wide green efforts • Keep staff engaged through celebrations/ friendly competitions/ other means (e.g., celebrate Earth Day, create “Green Week”, hold friendly competitions between groups, etc.) 					

2011 Q1 Milestones (1/2)

Kick-off Green Office Challenge	GOC Category	GOC Strategy Description	Pts.
1. Establish Green Team; communicate GOC participation to staff	<ul style="list-style-type: none"> • Outreach • Outreach 	<ul style="list-style-type: none"> • Establish Green Team • Host session to inform staff of GOC 	<ul style="list-style-type: none"> • 3 • 1
2. Submit baseline scorecard/ tier goal	<ul style="list-style-type: none"> • Across all strategies 		
3. Create internal sustainability policy (see examples)	<ul style="list-style-type: none"> • Outreach • Energy • Waste • PME* 	<ul style="list-style-type: none"> • Create sustainability policy and communicate to staff • Ensure policy requires ENERGY STAR rating for new/ replaced equipment • Ensure policy requires purchase of 30%-100% recycled-content & PCF-free products • Ensure policy requires low/ no VOC paint used for any remodeling 	<ul style="list-style-type: none"> • 2 • 2 • 1-2 • 2
4. Set up bi-monthly/ quarterly meetings with Property Manager	<ul style="list-style-type: none"> • Across all applicable strategies 		
5. Conduct “kick-off meeting” with Property Manager, to ascertain data availability, data collection needs, which party owns what data, who pays for which bills, etc. – so as to inform the rest of the GOC	<ul style="list-style-type: none"> • Energy • Waste • PME* • PME* • PME* • PME* • PME* • PME* 	<p>In meeting, gain an understanding on current status, and what are needed, to complete GOC strategies, such as:</p> <ul style="list-style-type: none"> • Energy use baseline and lighting audit • Building’s recycling policy • Water flow rates of toilets and faucets • Lighting and exit signs’ excess and/or energy efficiency • Temperature settings • Building’s facilities for bicycle commuters • Potential in entering into a Green Lease • Building’s ENERGY STAR or LEED certification, if any 	
6. Refer other tenant(s) to take GOC	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • Refer others to take the challenge 	<ul style="list-style-type: none"> • 1-3
7. Engage in building-wide green efforts	<ul style="list-style-type: none"> • PME* 	<ul style="list-style-type: none"> • Be an active member of a building-wide green team 	<ul style="list-style-type: none"> • 1-3
8. Keep staff engaged	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • For example, celebrate Earth Day 	<ul style="list-style-type: none"> • 1

*PME = Property Manager Engagement

2011 Q1 Milestones (2/2)

Energy Use Reduction, and others	GOC Category	GOC Strategy Description	Pts.
1. Focus on GOC's Energy Use Reduction measures (incl. working with Property Manager on this theme)	<ul style="list-style-type: none"> • Energy • Energy • Energy • Energy • Energy • Energy • Energy • PME* • PME* • PME* • PME* • Outreach 	<ul style="list-style-type: none"> • Calculate 12 months of avg. energy use baseline • Conduct a lighting audit • Use energy efficient vending machines/ misers • Eliminate personal fans/ space heaters; use blinds to regulate heat • Verify new/ replaced equipments are ENERGY STAR rated • Use power-saving mode for office equipments (computers, printers, copiers); use power strips; power off at end of day; educate staff on all these measures • Purchase emissions offset credits • Request energy efficient light bulbs and reduction in excess bulbs • Request timers or occupancy sensors for lights in all areas • Request energy-efficient exit signs • Request temperature changes by $\pm 3^{\circ}\text{F}$ (+ in summer, - in winter) • Perform any innovative green practices in energy use reduction above and beyond those listed by the GOC 	<ul style="list-style-type: none"> • 2-4 • 1-2 • 2 • 1-2 • 2 • 1-5 • 1-2 • 1-2 • 2-4 • 1-2 • 1 • 1-4
2. Green Team to attend monthly GOC training sessions, then give or send presentation on office and residential energy use reduction to staff	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • Green Team (i) attend monthly GOC tenant training sessions, and (ii) Host in-office educational session on <u>energy use reduction</u>, to help staff "go green" both in the office and at home 	<ul style="list-style-type: none"> • 1
3. Engage in building-wide green efforts	<ul style="list-style-type: none"> • PME* 	<ul style="list-style-type: none"> • Be an active member of a building-wide green team 	<ul style="list-style-type: none"> • 1-3
4. Keep staff engaged through celebrations/ competitions/ other means	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • For example, celebrate Earth Day or a "Green Week" during the year, hold friendly competitions between groups 	<ul style="list-style-type: none"> • 1

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2011 Q2 Milestones

Waste Reduction, Conduct Transportation Survey, and others	GOC Category	GOC Strategy Description	Pts.
1. Focus on GOC's Waste Reduction measures (incl. working with Property Manager on this theme)	<ul style="list-style-type: none"> • Waste • Waste • Waste • Waste • Waste • Waste • Waste • Waste • Waste • Waste • Outreach 	<ul style="list-style-type: none"> • Provide recycling bins (including for electronics) in office; ensure cleaning staff follow through • Coordinate office recycling policy with building recycling policy • Verify office supply purchasing agents are in compliance with green purchasing policy • Measure paper use and aim to reduce • Verify purchase of 30%-100% recycled-content and PCF-free paper products • Replace paper statements/ memos/ faxes with electronic ones • Print double-sided • Donate/ recycle unused electronics • Purchase reusable kitchen supplies; request same to caterers • Eliminate single-served water bottles; provide refillable water • Perform any innovative green practices in waste reduction above and beyond those listed by the GOC 	<ul style="list-style-type: none"> • 1-7 • 2 • 2 • 2 • 1-2 • 1-4 • 2 • 1 • 1-3 • 1-2 • 1-4
2. Conduct employee transit survey	<ul style="list-style-type: none"> • Transportation 	<ul style="list-style-type: none"> • Email survey to employees to find out how they get to work; analyze results to inform remaining GOC transportation items 	<ul style="list-style-type: none"> • 1-2
3. Green Team to attend monthly GOC training sessions, then give or send presentation on waste reduction to staff	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • Green Team (i) attend monthly GOC tenant training sessions, and (ii) Host in-office educational session on <u>waste reduction</u>, to help staff "go green" both in the office and at home 	<ul style="list-style-type: none"> • 1
4. Engage in building-wide green efforts	<ul style="list-style-type: none"> • PME* 	<ul style="list-style-type: none"> • Be an active member of a building-wide green team 	<ul style="list-style-type: none"> • 1-3
5. Keep staff engaged	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • For example, celebrate a "Green Week" 	<ul style="list-style-type: none"> • 1

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2011 Q3 Milestones

Transportation, Water, and others	GOC Category	GOC Strategy Description	Pts.
1. Focus on GOC's Transportation, Water and other measures (incl. working with Property Manager on these themes)	<ul style="list-style-type: none"> • Transportation • Transportation • Transportation • Transportation • Transportation • Transportation • PME* • PME* • PME* • Outreach 	<ul style="list-style-type: none"> • Permit flextime and/or telecommuting • Eliminate free or subsidized parking for employees • Provide transit benefit program to encourage use of public transit and/ or biking by employees • Use teleconferencing and webinars for meetings • Join a car-sharing program; request employees to use fuel-efficient vehicles for business travel • Calculate and offset carbon emissions from employee travel • Request Property Manger to lower flow rates of toilets and faucets, and provide other water conserving devices • Request Property Manger to provide facilities for bicycle commuters • Request use of Green Seal certified (or equivalent) paints/ cleaners • Perform any innovative green practices in reducing climate impact of employee commute and water usage above and beyond those listed by the GOC 	<ul style="list-style-type: none"> • 1 • 3 • 3 • 1 • 1-2 • 1 • 2-5 • 1-3 • 2-4 • 1-4
2. Green Team to attend monthly GOC training sessions, then give or send presentation to staff on (a) climate impacts of commuting & transportation choices, and (b) water conservation and stormwater management	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • Green Team (i) attend monthly GOC tenant training sessions, and (ii) Host in-office educational sessions on (a) <u>transportation/ commuting</u> and (b) <u>water/ stormwater</u> topics, to help staff “go green” both in the office and at home 	<ul style="list-style-type: none"> • 1
3. Engage in building-wide green efforts	<ul style="list-style-type: none"> • PME* 	<ul style="list-style-type: none"> • Be an active member of a building-wide green team 	<ul style="list-style-type: none"> • 1-3
4. Keep staff engaged	<ul style="list-style-type: none"> • Outreach 	<ul style="list-style-type: none"> • For example, hold friendly competitions between groups 	<ul style="list-style-type: none"> • 1

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2011 Q4 Milestones

Complete Scorecard and Celebrate!

1. Complete scorecard to record results and tier achieved, in the Green Office Challenge
2. Submit final scorecard and data to GOC to receive recognition by the Mayor and City of Chicago
3. Celebrate achievements with staff!