

AGPOM Green Building Plan

For Building Owners and Managers:
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Industry data shows that behavior, not technology, has the greatest impact on utility costs and carbon footprint. Therefore, behavioral guidance, rather than capital investments drive the bulk of AGPOM's plan. As an owner or manager, you can only mandate behavioral changes among the employees and space for which you are responsible. Thus, as you work through this plan, be aware that it applies only to employees and space for which you directly control. Tenant behavior can however be improved through repeated suggestions and reminders, which are addressed on page 3.

General Business Practices

- Designate a "responsible party" to document and promote Green efforts at the member location. This individual should work with other staff and any tenants to implement the guidelines listed here and record suggestions, actions and progress related to going Green.
- Educate and encourage employees to be energy-conscious and to offer ideas and suggestions about how energy can be saved. Employee buy-in and involvement can make or break your company's efforts to conserve energy.
- Support vendors and business partners who have Green policies in place. Align your building with at least one new Green-oriented vendor within the next 60 days. Add more as time progresses.
- Assuming your waste service provider offers recycling, make recycling of paper, plastic and glass required of all employees. Provide a separate recycling container and mandate it be used accordingly.
- Donate unused electronics such as old computers, printers and copiers. Donation locations can be found at: <http://earth911.com>.
- Distribute memos and announcements electronically instead of in hard copy.

Kitchen/Break Room/Bathrooms

- Purchase recycled napkins, toilet paper, facial tissues, and paper towels. Most stores offer a variety of paper products that use recycled materials.
- Only run the dishwasher with full capacity loads. Post instructions on the dishwasher. Feel free to affix your AGPOM Member Seal.
- Discontinue and/or avoid use of bottled drinking water. There are 14 million tons of plastic containers, such as those used for bottled water which are discarded into landfills every year and only a small fraction of which are recycled. Instead, use a water cooler with washable cups that will cut down on cost of refreshments and help the environment.
- Perform scheduled maintenance on all refrigeration units. Keep evaporator coils clean.
- Remind employees to minimize water flow when using faucets (washing dishes, brushing teeth, cleaning hands, etc.)
- Purchase only reusable dishes, mugs and glasses.
- Clean Green by using biodegradable, non-toxic cleaning products. These are available at your local grocery store.

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Air Flow, Heating and Cooling

- Keep air vents clear of paper, files and office supplies. It takes as much as 25% more energy to pump air into workspace if the vents are blocked.
- In winter, set office thermostats between 65 and 68 degrees during the day/business hours, and 60 to 65 during unoccupied times.
- In summer, set thermostats between 74 and 77 degrees during the day/business hours, and above 78 during unoccupied hours.
- Adopt a preventative maintenance policy for your heating, venting and air conditioning (HVAC) equipment and systems. It should outline that you will regularly:
 - Change or clean all air filters, preferably every month.
 - Clean all heat exchanger surfaces, water and refrigerant coils.
- Prohibit use of portable heaters as they typically rank among the most expensive methods for heat space; also for the significant fire and shock hazards they represent.
- During cold weather, taking advantage of the sun's warmth by keeping blinds (if present) open during daylight hours. To keep out the heat of the summer sun, close blinds in warm weather.

Office Equipment Use

- When purchasing new equipment and appliances, purchase Energy Star-qualified products. In 2006, American saved almost 5% of the nation's annual electricity demand and \$14 billion on their energy bills through the Energy Star program. Use the Energy Star store locator to find the nearest retailer: www.energystar.gov/index.cfm?fuseaction=store.store_locator.
- Use equipment power management features to reduce electricity use (average savings: \$50-\$75 per year per machine). These features are now standard in Windows and Macintosh operating systems. Use the "control panel" to put computers into a low-power "sleep mode" after a period of inactivity. Simply touching the mouse or keyboard "wakes" the computer and monitor in seconds. AGPOM recommends setting for sleep mode or hibernate after 30 to 60 minutes of inactivity. To save even more, set monitors to enter sleep mode after 5 to 20 minutes of inactivity. The lower the setting, the more energy and money you save.
- Turn off computers, monitors, printers and copiers during non-business hours.
- Use laptop computers where possible. They consume 90% less energy than desktop computers.
- Unplug cell phone battery chargers when fully charged or disconnected from the charger.

Documentation

- Document this Green Plan by making it a part of your employee manual or written company policy. Make all employees familiar with your commitment. Maintain a written copy of this plan on file for employee viewing.

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Lighting

The average commercial building uses 30% of its electrical energy costs for lighting. Simple behavioral changes can result in direct reductions to electricity expense.

- When needed, replace any traditional, incandescent light bulbs with high-efficiency, compact fluorescent light bulbs (CFLs). CFLs use 65-75% less energy than regular incandescent light bulbs. Although CFLs may cost as much as 50% more than regular bulbs, they last 10 times longer and can save you \$77 off your energy bill during the life of the bulb. They also create 75% less heat, which reduces the risk of fire at your building, thereby reducing insurance premiums through AGPOM.
- Turn off lights when not in use.
- Ensure outdoor lighting, if any, is off during daytime.
- If present, open blinds and direct sunlight to the ceiling to make use of the resulting diffused lighting.

For Tenants

Tenants can have a major impact on reducing the carbon footprint of a building. While their participation cannot be required, it can be encouraged as follows:

- Urge tenants to participate in the AGPOM Green Plan by posting the plan in the mail room or other common area.
- Utilize the co-branding capability of AGPOM's quarterly newsletter. This newsletter specifies easy, cost-effective ways to reduce their individual carbon footprint while keeping them in tune with the most current trends and news stories.
- Support AGPOM's "Green Week" where for one week a year we release a Green tip for each day of the week. Pass along or make these tips available to tenants. Green Week begins on April 22 of every year to coincide with Earth Day.

I hereby commit this location to meeting the guidelines set forth in the AGPOM Green Plan. I am aware that this commitment will be verified annually. I am aware that member benefits, including discounted insurance and consulting costs, are contingent upon my annual commitment. I understand that should this location fail to maintain compliance with the guidelines herein, "Level II" membership benefits including insurance premium credits will be revoked.

Signature

Title

Date

Company

Applicable Location