

Waymark Architecture

Completed Actions: Green, 38 points, Ocean Friendly Business

Verified on: September 15, 2020

Verified by: Georgia Lavender



BUILDING & OPERATIONS

- ☒ All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- ☒ Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ☒ ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- ☒ Computers and monitors are turned off in the evenings and on weekends (when not in use)
- ☒ ≥ 75% of workstations have laptops or ENERGY STAR®/TCO Certified computers and monitors
- ☒ ≥ 75% of office equipment such as printers and photocopiers are ENERGY STAR® Certified
- ☒ All sink stations have hand towels or efficient hand dryers in place of conventional dryers or paper towel
- ☒ All hot water pipes are insulated

WASTE

- ☒ At least 4/6 paperless systems are in place: invoices, client files, pay stubs, memos, utility bills, bank statements
- ☒ All printers set to default double-sided and/or both sides of paper is used before being recycled
- ☒ Reusable dishware is provided in place of disposable cups, plates, cutlery, etc.
- ☒ All food waste and soiled paper are composted
- ☒ Efforts made to reduce soft plastics AND all soft plastics (shrink wrap, plastic bags, etc.) are recycled
- ☒ All electronics, batteries, and lightbulbs are recycled
- ☒ ≥ 1 other hard-to-recycle item is being recycled (foil-lined bags, pens, appliances, etc.)

WATER

- ☒ Tap water consumed rather than bottled water
- ☒ All faucets employ ≤ 6.0 LpM aerators
- ☒ All toilets and urinals are ≤ 6.0 LpF

TRANSPORTATION

- ☒ Designated bicycle parking provided for staff and clients
- ☒ ≥ 50% of staff commute to work by bike, transit, carpooling, EV or walking
- ☒ Fulltime staff can work from home one day per month to reduce travel emissions OR are offered a flexible schedule to avoid traffic
- ☒ Video or voice conferencing technology used to minimize travelling to/from meetings
- ☒ Deliveries/courier services from ≥ 1 supplier have been reduced by ≥ 50% in the last 12 months OR ≥ 50% of local couriering/deliveries made by low or zero emission transport

PURCHASING & PRODUCT

- ☒ ≥ 3 major paper products are made with ≥ 50% post consumer recycled content or 100% recycled content
- ☒ ≥ 75% of cleaning products are eco-friendly (including cleaning products used by commercial cleaners)
- ☒ Select caterers that are actively committed to sustainability (for meeting and work functions)
- ☒ No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packs, stir sticks, straws)
- ☒ Sustainable Purchasing Policy in place for all new office equipment, appliances, furniture, paper products and cleaning supplies
- ☒ ≥ 10% of office furniture and décor is purchased used/repurposed

SOCIAL

- ☒ ≥ 50% employees volunteer in a community event or charitable activity on company time (≥ 1 day per year)
- ☒ Annual donations made to local environmental or community related charities and non-profits, at an amount of ≥ \$50 per full-time employee
- ☒ Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- ☒ Employees engage in pro bono services to the local community (environmental groups, non-profits/charities or others in need)
- ☒ Environmental values and actions are posted publicly online and on the premises
- ☒ Staff actively educate clients on relevant environmental and sustainability initiatives
- ☒ Employee Health and Wellness Program in place
- ☒ Traditional employee benefits package in place

ADDITIONAL

- ☒ Additional Action - Facilitates conversations about Passive Housing and pushes all new builds to Passive House levels of performance