VANCOUVER ISLAND GREEN BUSINESS COLLECTIVE

OFFICE CHECKLIST

PRISYM RENEWABLE DEVELOPMENTS INC.
Completed Actions: 28

Verified: October 18th, 2018
Verified By: Elizabeth Maze
Program Lead

BUILDING & OPERATIONS

- ☑ Computers and monitors are turned off in the evenings and on weekends (when not in use)
- ☑ Motion sensors installed in less busy areas and/or "Lights Off" signage posted at light switches
- ☑ All thermostats set to 16°C when space is typically unoccupied (manual or automated)
- ☑ All sink stations have hand towels or *efficient hand dryers* in place of conventional dryers or paper towel
- ☑ ≥ 75% of office equipment such as printers, fax machines, and photocopiers are ENERGY STAR® Certified
- ☑ Laptops and/or ENERGY STAR® or TCO Certified computers and monitors are used at ≥ 75% of work stations
- ☑ ≥ 75% of bulb lighting is LED and 100% of tube lighting is T5/T8 fluorescent or LED
- ☑ 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 double-sided and/or both sides of paper is used before being recycled
- ☑ Reusable dishware is provided for staff use in place of disposable cups, plates, cutlery, etc.
- ☑ All electronics, batteries, and lightbulbs are recycled
- ☑ At least one other hard-to-recycle item is being recycled (e.g. foil-lined bags, Styrofoam™, etc.)

WATER

- ☑ Tap water consumed rather than bottled water
- ☑ All faucets employ ≤ 6.0 LpM aerators
- ☑ All toilets are ≤ 6.0 LpF, urinals are ≤ 1.9 LpF

TRANSPORTATION

- ☑ Bicycle parking provided for staff and clients
- ☑ Fulltime staff can work from home one day per month to reduce travel to/from the office
- ☑ Video or voice conferencing technology used to minimize travelling to/from meetings

PURCHASING & PRODUCTS

- ☑ No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packages, stir sticks)
- ☑ ≥ 75% of cleaning products are eco-friendly
- ☑ At least three major office stationary supplies have ≥ 50% post-consumer recycled content
- ☑ Purchasing used/repurposed office furniture and decor instead of new products for minimum of 10% of items

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 of ≥ $50 per full-time employee
- ☑ Environmental sustainability is incorporated into the hiring process, employee orientations, and training programs
- ☑ Environmental values and actions are posted publicly (either online or on premises)

ADDITIONAL ACTION

- ☑ Additional action – Provides free educational workshops on solar energy