

## METROPOL

Completed Actions: 32



Verified: June 26<sup>th</sup>, 2018  
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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
- ☒ Windows are double paned or draft-proofed and outdoor entrances and exits have been draft-sealed

## 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 food waste and soiled paper are composted
- ☒ *All soft plastics (shrink wrap, plastic bags, etc.) 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
- ☒ ≥ 50% of staff commute to work by bike, transit, carpooling or walking
- ☒ Subsidized bus passes or tickets available for staff
- ☒ Video or voice conferencing technology used to minimize travelling to/from meetings
- ☒ ≥ 50% of local couriering/deliveries made by low or zero-emission transport OR deliveries have been reduced by ≥ 50%
- ☒ ≥ 50% of company-owned vehicles are low or zero-emission models (e.g. bicycle, EV, hybrid, smart car)

## PURCHASING & PRODUCTS

- ☒ *No single use products purchased for staff and client use (e.g. coffee cartridges, sugar packages, stir sticks)* 
- ☒ Select caterers that are actively committed to sustainability (for meeting and work functions)
- ☒ Purchasing used/repurposed office furniture and decor instead of new products for minimum of 10% of items

## SOCIAL

- ☒ Annual donations made to local environmental or community-related charities of ≥ \$50 per full-time employee
- ☒ 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 (either online or on premises)

# OFFICE CHECKLIST

- ☒ Employee Health and Wellness Program in place
- ☒ Employee traditional benefits package in place that contains one or more benefits (health/dental insurance, RRSP plan, short-term disability coverage, etc.)

## ADDITIONAL ACTION

- ☒ Additional action – potato paste used as an alternative to tape when applying posters around town