

# Best Practices of Office Building Management

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## Checklist of Best Practices of Office Building Management

### Current Building Management Practices

#### REDUCING WASTE

- Toilet paper and paper towels have at least 50% post-consumer recycled content.
- Janitorial staff has been instructed to allow full use of toilet paper rolls.
- Recycling containers have been provided in copy rooms for newspapers and magazines.
- Containers for glass/plastic bottles and aluminum/tin cans have been provided in kitchens.
- Arrangements have been made with hauler to collect all the items the city requires the hauler to collect if requested by customer, and space is provided for short-term storage.
- Fluorescent lights, batteries, old paint, and scrap metal including wire are recycled.
- All organic materials are composted.

#### AVOIDING TOXIC CHEMICALS AND AIR POLLUTION

- Cleaning supplies are certified by Green Seal or meet US EPA's Design for the Environment standard.
- Janitorial staff have been trained in the benefits of non-toxic cleaners.
- Architectural sealers, primers, and paints meet Green Seal requirements, [www.greenseal.org/certproducts.htm#paints](http://www.greenseal.org/certproducts.htm#paints).
- Interior adhesives and sealants meet Greenguard certification standards for low-emitting products, <http://www.greenguard.org/Default.aspx?tabid=139>.
- At least 50% of paper products used in restrooms have not been bleached with chlorine.
- Soap in bathrooms has no antimicrobial agents.
- If landscaping is present, only organic fertilizers and pesticides are utilized.
- For landscape maintenance, two-stroke engine equipment is not allowed; propane, electric, or manual equipment is used wherever possible.

#### REDUCING ENERGY AND WATER USAGE

- An energy audit that includes lighting systems and HVAC systems has been conducted.
- Interior lights throughout the building, except exit lights, are turned off at night.
- Ambient light levels in office spaces have been adjusted to 1.4 watts per square foot by eliminating bulbs or lowering their wattage.
- Blocks of new wind energy have been purchased for at least 6% of electrical usage.
- All faucets have aerators (1 gpm or less), and showerheads are low-flow (2.5 gpm or less).
- Energy and water consumption is tracked and reported to tenants.
- Air conditioning is turned off after hours.
- If lawn is present, it is not watered.

## **Retrofits**

### **REDUCING ENERGY USAGE**

- Tenant space has been sub-metered for electricity use. Tenants receive monthly reports on usage, and those that use more than a standard amount pay extra.
- Efficiency upgrades identified by energy audit have been carried out.
- Linear fluorescent lighting has been upgraded to T-5s or T-8s with electronic ballasts.
- Compact fluorescent lights have been installed where appropriate.
- Exit signs have been upgraded to LED or cold cathode (neon) lighting.
- Occupancy-based controls have been installed for heating/cooling.
- HVAC system has been tested, adjusted, and balanced to verify that it is functioning as it was designed to function.
- HVAC system has been upgraded to variable air volume system and/or includes an economizer.
- Filters with a MERV(minimum efficiency reporting value) rating of 8 or higher have been selected installed in the HVAC distribution system.
- An individual lighting control system has been installed in office areas to replace sections connected as a unit, and lighting in hallways is on banks of switches so sections of lighting can be turned off as needed.
- Windows and window-shading devices have been upgraded to minimize winter heat loss and summer heat gain.
- Appliances in the kitchen have an EPA Energy Star label or equivalent energy efficiency features.
- For bike commuters, the building provides free showers and a secure bike storage site.
- Turf has been established on roof to provide insulation and reduce storm-water runoff.

### **REDUCING WATER USAGE AND PREVENTING CONTAMINATION**

- Toilets are low-flush (1.6 gallons per flush) or dual flush.
- Waterless urinals or urinals using no more than 1.0 gal/flush have been installed.
- If landscaping is present, plants require no watering, or low-volume drip irrigation is used.
- Rainwater is captured for reuse in irrigation or toilets.
- Storm water is handled on site rather than going into the storm-water system.

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