

Environmental Action Plan

Sustainable Design Group



GGLO

architecture | interior design
landscape architecture
planning & urban design

1301 First Ave. Suite 301
Seattle, WA 98101
206.467.5828
www.gglo.com

February 2010
v2.0

Table of Contents

Introduction	2
Core Values	
Goals	
Environmental Action Plan	
Sustainable Design Group	
The Environmental Action Plan	4
Chapters:	
1. Consumables	4
2. Indoor Environmental Quality	7
3. Energy Use	9
4. Water Use	12
5. Transportation	13
6. Renovations and New Construction	15
7. Communication	16
8. Carbon Footprint	19
List of Appendices	20

AIA 2030 Commitment

On November 16, 2009, GGLO adopted the AIA 2030 Commitment, which is based on “The 2030 Challenge,” developed by architect Ed Mazria at Architecture 2030. The 2030 logo was added to Commitment items incorporated throughout GGLO’s Environmental Action Plan.



GGLO’s Environmental Action Plan was first released as version 0.9 in June 2008 and has been updated as improvements are made.

Core Values

GGLO’s core values, as listed in our Strategic Plan, include Sustainability, Community, and Workplace. In the GGLO Environmental Policy, we acknowledge that:

“Our business has economic, social, and environmental impact. Recognizing this, we believe in the pursuit of sustainable practices across the spectrum of our work-related activities, including the operations of our workplace.”

- GGLO Employee Manual

Goals

The goals of our Environmental Policy include:

1. Safeguard the Environment
2. Protect Human Health and Safety
3. Enrich our Community

Environmental Action Plan

The Environmental Policy calls for the achievement of these goals through an Environmental Action Plan - a document that describes methods to assess existing conditions, set targets, and measure our progress. The Environmental Action Plan objectives include:

1. Identify, measure, and manage the effects of GGLO’s office operations and project activities;
2. Target specific areas of improvement, with higher priority placed on areas where significant impact is possible;
3. Provide information to staff to support the application of these principles to our work and internal practices.

¹ See Appendix I for AIA 2030 Commitment operational actions.

The Environmental Action Plan

As noted in each Chapter:

“Objective” is defined as the desired outcome related to each itemized sub chapter topic;

“Assessment” refers to the actions taken to analyze and quantify the metrics of each sub chapter topic;

“Current Action / Improvement” indicates policies currently in place to reduce our impact and improve our carbon footprint;

“Under Consideration” refers to action items that require more detailed study and approval from the Executive Committee as office policy. They may include longer-range goals that pursue zero tolerance of particular behaviors.

Sustainable Design Group

The Environmental Action Plan was prepared by the GGLO Sustainable Design Group (SDG). The SDG’s purpose is to promote sustainable design in GGLO’s projects and internal operations by sharing expertise, knowledge, and resources, and to be active in the sustainable design community.

The Environmental Action Plan (EAP) focuses on GGLO’s internal office operations. It is intended to be a “living” document that is regularly reviewed and revised as operating conditions, environmental priorities, and technologies change.

In a 2007 workshop process, GGLO staff identified the topics below as prioritized areas of concern that could benefit from a close inspection of current practices and implementation of proposed improvements. These topics have become the titles of the EAP chapters. Each chapter provides objectives, assessment criteria, current action items, and items under consideration.

1. Consumables
2. Indoor Environmental Quality
3. Energy Use
4. Water Use
5. Transportation
6. Renovations and New Construction
7. Communication
8. Carbon Footprint

The Sustainable Design Group solicited staff input with blank posters displayed throughout the office inviting staff to share their ‘Eco-Peeves’ and ‘Eco-Dreams’ followed by an office-wide workshop to identify EAP topics.

Knowing that progress is only measurable through an assessment of existing conditions, GGLO worked with Seattle Public Utilities and Cascadia Consulting Group to quantify our waste production, energy use, and transportation habits in order to calculate its carbon footprint. The results of this research were presented to GGLO in the Fall of 2007.



A. Paper

1. Objective: Reduce consumption of paper products; re-use and recycle as much paper as feasible. Specify and purchase environmentally-friendly paper products.
2. Assessment:
 - a. Quantify approximate annual paper use to establish a baseline for future reduction comparison.
 - b. Review current paper procurement, re-use, and recycling policies.
 - c. Research software programs that reduce printed paper consumption. To date, GGLO has reviewed the GreenPrint option (<http://www.printgreener.com/>) but determined that it was not a worthwhile alternative.
3. Current Action / Improvement:
 - a. Use a Preferred Products List that includes paper products, their specifications, and purchasing criteria.^{1, 2}
 - b. Reduce paper consumption by implementing printing policies (ie double sided printing).
 - c. Purchase new printers and copiers with double-sided printing capabilities.
 - d. Encourage paper re-use before recycling.
 - e. Maintain business relationships with paper suppliers, including reprographic vendors, that use recycled paper and/or paper which is manufactured regionally.
 - f. GGLO templates and email signatures have been revised to use paper efficiently.
 - g. The Accounting Department utilizes paperless financial file management.
 - h. Continue using an office-wide system of paperless project and construction document management for RFIs, submittal logs, email management, etc.
 - i. Reduce paper consumption by using electronic documents and forms.
4. Under Consideration:
 - a. Implement digital archiving of drawings, no hard copies.

¹ See Preferred Products List, Appendix A.7.

² Additional paper specifications may be found in Appendix A.

B. Office, Kitchen, Restroom, Food, and Cleaning Supplies

1. Objective: Use environmentally-friendly office, kitchen, restroom, and cleaning supplies and food products.
2. Assessment: Review existing purchasing guidelines for supplies.
3. Current Action / Improvement:



- a. Use a Preferred Products List for all supplies.³ Extend a preference for certifiably “green” products and those using minimal packaging.⁴
 - b. Use organically grown, socially responsible, and/or local food products.
 - c. Utilize a catering policy with list of caterers that are socially and environmentally responsible and that offer family-style service with minimal packaging.⁵
 - 1) Acquaint the GGLO Librarian and lunch presentation coordinator with the catering policy so that they may pass those standards along to potential presenters.
 - d. Discuss more environmentally friendly housekeeping products with landlord’s contracted maintenance company.
4. Under Consideration:
 - a. Provide a Green Housekeeping Plan to contracted maintenance company to provide guidelines for cleaning and paper products.
 - b. Adopt a beverage-related “no plastic bottle” policy for office events and catering.
 - c. Maintain one storage area within the office where cleaning supplies are stocked and inventoried. Streamline inventoried items so that there are only a few acceptable products. Post information nearby as to distributor of these products for future order placement.

³ See Preferred Products List, Appendix A.7.

⁴ Additional office supply specifications may be found in Appendix A.

⁵ See Appendix C and D for GGLO Catering Policy and Business Partner Survey / Vendor Sustainability Questionnaire.



C. Waste Management

1. Objective: Achieve significant reduction in solid waste generation and maximize recycling and composting opportunities.
2. Assessment:
 - a. Annually measure our waste stream through waste audits to assess overall waste composition, weight, and degree of proper trash sorting by staff.
3. Current Action / Improvement:
 - a. Provide sorting bins to facilitate collection and recycling of paper and mixed waste.
 - b. Participate in compostable material collection program (Cleanscapes).
 - c. Utilize proper disposal and/or recycling techniques for electronic waste.⁶
 - d. Track quantities of materials disposed for overall waste stream calculations.
 - e. Return material and product samples to vendors or advertise them on an online exchange (Craig's List, FreeCycle, or King County's IMEX program).
 - f. Provide clear, understandable signage at kitchen compost, waste, and recycling stations to aid with trash sorting.
 - g. Use "Ecolights" drop-off box at local Bartell Drugs for proper disposal of CFL tubes and bulbs, and batteries.
 - h. Label bins at workstations with "Recycle", "Compost", and "Landfill" stickers for better identification of waste stream items.
4. Under Consideration:
 - a. Provide compost bins at workstations to encourage proper disposal of compostable paper waste.
 - b. Include staff waste handling responsibilities and procedures with EAP overview for all staff and as part of new hire orientation.
 - c. Monitor janitorial staff handling of recycling, compostables, and waste.
 - d. Implement a pilot worm bin program.
 - e. Confirm that maintenance company, contracted to perform garbage collection, does not replace plastic bags every night, regardless of quantity of garbage.

⁶ See Appendix B, GGLO Waste Management Policy.

Indoor Environmental Quality

Chapter 2



A. Indoor Air Quality

1. Objective: Improve indoor air quality within GGLO's office space.
2. Assessment:
 - a. Test office air quality by means of an industrial hygienist.
 - b. Assess flooring and carpet cleaning practices and intervals.
 - c. Assess the building maintenance HVAC filter exchange schedule.
 - d. Survey staff on air quality satisfaction.
3. Current Action / Improvement:
 - a. Use approved Green Seal Standard GS-37 products for kitchen cleaning supplies. ¹
 - b. Use walk-off mats at all entrances.
4. Under Consideration:
 - a. Facilities to track air and water filter replacements via SharePoint based on actual replacement schedule by HVAC subcontractor to ensure that replacements occur.
 - b. Negotiate HVAC settings with landlord.
 - c. Designate an Annual Cleaning Day when all surfaces are thoroughly cleaned and excess papers, etc. are disposed.
 - d. Have the office carpet deep-cleaned at least once per year to reduce allergen content.
 - e. Incorporate plants into the office to improve air quality and staff comfort.
 - f. Provide a Green Housekeeping Plan to contracted maintenance company to provide guidelines for cleaning and paper products.
 - g. For future remodels or office space, consider incorporating operable windows.

B. Daylighting

1. Objective: Improve daylighting in occupied spaces.
2. Assessment: Perform daylighting study to determine current and potential daylighting of spaces.
3. Current Action / Improvement:
4. Under Consideration:
 - a. Consider office modifications to further increase natural light in existing work spaces.
 - b. Maximize daylighting opportunities when designing future office space or renovations.

- c. Survey staff on daylighting satisfaction and issues.
- d. Add light shelves or similar devices to reduce glare and increase extent and quality of natural light at workstations on Level 3.

C. Acoustics

1. Objective: Create a more comfortable acoustical work environment.
2. Assessment: Study current office acoustics. Measure sound levels in sampling of work spaces.
3. Current Action / Improvement:
 - a. Encouragement of office practices that minimize disturbance to surrounding co-workers.
 - b. Quiet room available for staff to make personal phone calls.
4. Under Consideration:
 - a. Review measures for mechanical equipment noise mitigation and provide recommendations to maintenance staff.
 - b. Annually survey staff on acoustical satisfaction.
 - c. Study possible acoustical treatments for problem locations.

D. Thermal comfort

1. Objective: Provide a thermally-comfortable working environment that supports productivity and employee well-being.
2. Assessment:
 - a. Survey staff on thermal satisfaction.
 - b. Measure air temperatures at various locations around office space.
 - c. Review operations of tenant space equipment (ie, 'commissioning') to uncover potential HVAC remedies.
3. Current Action / Improvement:
 - a.
4. Under Consideration:
 - a. Keep staff informed of HVAC improvements and maintenance schedules by posting this information on SharePoint.
 - b. Consider localized control of HVAC for future office space.
 - c. Educate staff on HVAC capabilities and controls.
 - d. Address HVAC issues with building maintenance. Develop a corrective plan with maintenance staff.
 - e. Negotiate HVAC settings with landlord and adjust according to seasonal variances.

Energy Use

Chapter 3






A. Energy Utility

1. Objective: To reduce energy consumption and encourage development of alternate energy sources.
2. Assessment:
 - a. Track energy use by reviewing metering and utility bills to determine approximate energy use in GGLO's leased space; report this information in GGLO's annual carbon footprint calculations.
 - a. Determine what percentage of existing energy supply is renewable.
 - b. Investigate options for renewable energy sources and comparative costs.
3. Current Action / Improvement:
 - a. Green power purchased as part of Level A's LEED certification.
 - b. Track utility bills yearly to determine energy and cost savings associated with energy-efficient office policies.
4. Under Consideration:
 - a. Talk to building landlord about Seattle City Light's Green-Up program (see <http://www.seattle.gov/light/Green/greenPower/greenupC.asp>)
 - b. Purchase green power via a third party if landlord will not purchase for multi-tenant house meter.
 - c. Purchase Green Tags as a way of mitigating office air travel (see Chapter 5.B).
 - d. Negotiate lease based on estimated energy savings.
 - e. Establish a timeline for ultimately purchasing 100% green power.

B. Lighting

1. Objective: Reduce energy consumption for lighting.
2. Assessment:
 - a. Determine approximate office energy consumption dedicated to lighting in GGLO's leased space.
 - b. Survey office lighting to determine associated loads and usage patterns.
 - c. Used results of a "Lighting Taste Test" to assess which bulbs staff preferred when incandescent lamps were replaced with compact fluorescents in non-dimmer controlled areas (pre-



- dominantly task lighting).
 - d. Track and report energy use in the office.
 - e. Review lighting with Seattle City Light / Integrated Design Lab for energy efficiency recommendations.
3. Current Action / Improvement:
- a. Educate Staff on “Lights-Out” policy to reduce hours of light operation and adjust for daylight savings.
 - 1) Link Lighting and Switching Plan to EAP Appendices to describe locations of switches and zones.
 - b. Utilize office recycling station (on Level M) for proper disposal of CFL tubes and bulbs, and alkaline batteries.¹
 - c. Level A LEED CI incorporates motion detectors for better efficiency and control of fixtures.
4. Under Consideration:
-  a. Re-lamp halogen display lighting in lobby with more energy efficient lamps. Start with “pilot-program” in one area.
 - b. Create office policy for “lights off” schedule to reduce hours of light operation. Educate staff on this policy.
 -  c. Install daylighting sensors and/or switches (on Levels M and 3) to allow natural lighting to supplement artificial lighting.
 -  d. Install occupancy sensors in meeting rooms and other common areas.
 - e. Coordinate re-lamping with energy-efficient bulbs with other commercial tenants in the (Harbor Steps) complex. Notify landlord of this effort and propose financial incentives for the energy savings.

C. Equipment





1. Objective: Reduce energy consumption associated with HVAC, computers, office equipment, and appliances.
2. Assessment:
 - a. Determine approximate office energy consumption dedicated to equipment in GGLO’s leased space.
 - b. Survey office electrical equipment to determine associated loads and use patterns.
 - c. Review evening shut-down practices.

¹ See Appendix B, Waste Management Policy.

Energy Use

Chapter 3

3. Current Action / Improvement:

-  a. Consider power usage of equipment when making purchasing decisions to continually increase power use efficiency.
-  b. Maintain office-wide policy of nightly computer shut-downs to conserve energy.
-  c. Replace any existing CRT monitors with LCD monitors.
-  d. Procure Energy Star rated equipment and appliances where possible.
- e. Turn off other office equipment when appropriate.
- f. Use 80 Plus guidelines when purchasing computer equipment.
- g. Replace desktop computers with laptops for all employees when appropriate.

4. Under Consideration:

- a. Implement commissioning of HVAC system to assess efficiency and condition of existing equipment.



A. Plumbing Fixtures

1. Objective: Decrease office water usage.
2. Assessment:
 - a. Identify specifications of existing plumbing fixtures.
 - b. Assess benefits of replacing existing plumbing fixtures with water efficient fixtures (within GGLO tenant space).
 - c. Calculate the approximate office water usage.
3. Current Action / Improvement:
 - a. Installed aerators at restroom lavatories.
4. Under Consideration:
 - a. Install a “demonstration” waterless urinal at Level 3 men’s room and/or a dual flush or high-efficiency flush toilet in each Level 3 restrooms as part of a pilot program.

B. Irrigation



1. Objective: Reduce water consumption for irrigation.
2. Assessment: Measure water use.
3. Current Action / Improvement:
 - a. Planted drought-resistant plants for GGLO patio.
4. Under Consideration:
 - a. Use rain barrels to harvest rain water and use harvested water for plants.
 - b. Create rain water detention planters for exterior plants.

Transportation



Chapter 5



A. Commuting

1. Objective: Decrease the use of single-occupant vehicles by GGLO employees and use more efficient transportation models.
2. Assessment:
 - a. Perform a staff survey to determine transportation habits and assess the environmental impact of staff commuting; include this information in GGLO's annual carbon footprint calculations.
 - b. Review GGLO's transit subsidy policy to confirm it meets employee needs.
3. Current Action / Improvement:
 -  a. Continue offering transit subsidies to encourage public transportation use.
 - b. Encourage carpooling.
 - c. Facilitate bike commuting by providing showers and bike storage.
 - d. Publicize annual "bike to work" month contest; offer incentives for participation.
 - e. Coordinate recording staff commuting habits with annual accounting dept. required report.
4. Under Consideration:
 - a. Refurbish existing bike storage room on Level A to better accommodate bike commuters' needs.
 - b. Increase frequency of recording staff commuting habits through monthly Sharepoint surveys (in lieu of annual survey).
 -  c. Encourage telecommuting options for employees.

B. Business Travel

1. Objective: Reduce environmental impacts produced by business travel by reducing miles traveled (both air and ground), purchasing carbon credits, and/or planting trees.
2. Assessment: Track business ground and air travel between projects.
3. Current Action / Improvement:
 -  a. For ground travel, encourage carpooling and the rental of fuel-efficient vehicles.
 -  b. Decrease project travel by using video-conferencing and data-sharing software for virtual meetings when possible.



c. Utilize a tracking system that allows individual staff to log their business travel ground and air mileage.¹

C d. Encourage meeting participants to coordinate travel plans and share rides from the airport.

4. Under Consideration:

C a. Purchase carbon credits or plant trees to offset our air and ground travel emissions.

C. Office Vehicles and Local Project Travel

1. Objective: Reduce environmental impact of local office and project-related travel.

2. Assessment: Track project-related travel.

3. Current Action / Improvement:

a. Project-related mileage is recorded; mileage information maybe accessed through the Accounting Department.

C b. Car-sharing program (Zipcar) has replaced the second of two office vans for use by Project Managers, Associates, and Principals.

c. One of two office vans removed from service.

4. Under Consideration:

a. Purchase a high-efficiency office vehicle based on assessments by both GGLO and environmental consultant.²

b. Analyze and compare carbon pollution data for single-occupancy vehicles, rail, and jet planes and inform staff of best options when scheduling project-related local travel.

¹ See Business Travel Log, Appendix F.

² See Appendix E for vehicle research information.

Renovations and New Construction


Chapter 6



A. Sustainable Design Practices

1. Objective: Demonstrate a commitment to sustainable design and construction in office renovations and expansion.
2. Assessment: Address sustainable design criteria for office renovation or new construction.
3. Current Action / Improvement:
 - a. Re-use existing facilities, materials, and equipment whenever possible.
 - b. Recycle or donate equipment, materials, supplies, etc.
 - c. GGLO Office Tenant Improvement on Level A achieved LEED® Silver for Commercial Interiors.
 - d. Maintain AIA 2030 Commitment.
 - e. Administer post-occupancy evaluations for the office and/or projects including review of performance, health, and satisfaction with workplace and/or living environments.
 - f. Reduce our office footprint by consolidating archives on Mezzanine.
4. Under Consideration:
 - a. All office renovations or new construction to meet or exceed LEED certification.

B. Furniture and Finishes:

1. Objective: Use only environmentally-friendly furniture and finishes.
2. Assessment: Take inventory of existing office furniture and finishes and assess what will be needed with future growth.
3. Current Action / Improvement:
 - a. Repurposed surplus furniture in Level A expansion prior to supplementing with new items.
 - b. Store surplus furniture in dry area to inhibit degradation or mold growth.
4. Under Consideration:
 - a.  Purchase furniture and finishes that meet CRI Green Label criteria and contain recycled content.



The Sustainable Design Roundtable is a monthly GGLO forum for sustainable design discussions.

A. Education

1. Objective: Inform, motivate and inspire staff, building management, and vendors about GGLO Environmental Action Plan policies and best sustainability practices.
2. Assessment: Survey employees' knowledge of GGLO EAP.
3. Current Action / Improvement:
 - a. Internally publicize sustainable projects.
 - b. SDG to give annual recycling and composting presentations (as a Thursday Design Crit).
 - c. Communicate GGLO environmental values in recruiting, interviews, orientation, and vendor selection meetings.
 - d. Publicize assessment efforts (e.g., exhibit of GGLO staff ecological footprints, published articles, and presentation of waste audit results).
 - e. Publicize environmental events and volunteer opportunities.
 - f. Encourage attendance at the Sustainable Design Roundtables (a monthly internal forum for sustainable design discussions, including certification/ ratings programs, incentives, GGLO resources, and opportunities).
 - g. Make the EAP accessible to staff by adding a link to it on GGLO's intranet.
 - h. Implement ongoing LEED Accredited Professional education to promote staff awareness of changes to LEED policies and requirements.
 - i. Invite product representatives to GGLO for presentations on their environmentally-responsible products.
4. Under Consideration:
 - a.. Develop educational signage or displays within office to describe how our projects and office design express our environmental goals.
 - b. Increase the yearly target numbers of LEED Accredited Professionals on staff. Diversify the accreditation specialties.


Communication

Chapter 7

B. Public Outreach

1. Objective: Share knowledge and lessons learned from preparation and implementation of GGLO's EAP with the public.
2. Assessment: Review current marketing materials to assess communication of environmental ethic as expressed in our Strategic Plan, Employee Manual's Environmental Policy, and EAP. Assess which projects can be marketed to reflect our environmental goals.
3. Current Action / Improvement:
 - a. Describe EAP development and progress in written publications and/or live presentations.
 - b. Give presentations to relevant audiences on Building Performance Evaluation project.
 - c. Participate in community events that bring awareness to environmental issues in creative, unexpected ways, such as the Trash Fashion Bash, Product Runway competition, Discarded to Divine Competition, and/or Park(ing) Day.
 - d. Link provided on GGLO's website to the EAP.
 - e. Update GGLO Employee Manual to reference EAP in Environmental Policy.
4. Under Consideration:
 - a. Actively participate in public forums to share GGLO's EAP experience
 - b. Refine policies which guide our selection of projects and clients whose goals align with our environmental ethic.
 - c. Participate in academically-related seminars at local universities to describe GGLO's environmental commitment.

C. External Business Relations

1. Objective: Develop relationships with vendors and companies that embrace environmentally-friendly practices.
2. Assessment: Review vendors' and companies' sustainability practices to determine if they are in agreement with GGLO's Environmental Policy goals.
3. Current Action / Improvement:
 - a. Communicate expectations to vendors and share our policy for environmental action.
 -  b. Use a Business Partner Survey and Vendor Sustainability Questionnaire¹ that assist GGLO with determining a compa-

¹ See Appendix D for Business Partner Survey and Vendor Sustainability Questionnaire.

ny's level of commitment to environmentally-friendly practices.

- 1) Use the questionnaires' findings to encourage product representatives to come prepared to address their product's environmental impact and to become familiar with the GGLO audience.
 - 2) Include completed questionnaire information in GGLO's online product library and Firm Contacts.
 - c. Make service vendors, including consultants and janitorial staff, aware of our environmental expectations and encourage them to use products and processes that are in keeping with those goals.
4. Under Consideration:
 - a. Affix a "green" label to products and/or vendors in GGLO's product library that meet our sustainable criteria and/or that adhere to sustainable practices.
 - b. Research existing product rating systems (ie, Pharos™) for future implementation with GGLO's product library.
 - c. Further promote tenants of the 2030 Challenge to service vendors & consultants.

D. Demonstrations

1. Objective: Educate employees and office visitors about sustainable technologies with tangible examples.
2. Assessment: Survey employee knowledge of sustainable technologies.
3. Current Action / Improvement:
 - a. Use employee contests/games to motivate staff.
 - b. Solicit vendor/consultant presentations and exhibits.
4. Under Consideration:
 - a. Develop demonstrations to present sustainable technologies, for example:
 - Photovoltaic solar panels
 - Hydroponic system
 - Solatube daylighting system
 - Worm bin
 - Green roof
 - b. Implement posters at Staff areas that illustrate what our carbon footprint translates to in terms of vehicle-miles traveled, glasses of water, etc.

Carbon Footprint

Chapter 8



A. Carbon Footprint Analysis

1. Objective: Mitigate greenhouse gas emissions of office operations by purchasing carbon offsets or other alternatives while simultaneously reducing activities with negative environmental impact.
2. Assessment:
 - a. Calculate greenhouse gas emissions of office operations.
 - b. Review feasibility of purchasing carbon offsets or other alternatives.
3. Current Action / Improvement:
 - a. Purchase 'Green Tags' renewable certificates for Level A Office Expansion, office awards, and some business travel.
 - b. Participate in local 'hands on' alternatives, such as tree planting.
 - c. Use the Seattle Climate Partnership Carbon Footprint Calculator to evaluate current footprint on an annual basis.
4. Under Consideration:
 - a. Create a tracking methodology for all components of the EAP chapters to more easily obtain information for use with the Carbon Footprint Calculator.
 - b. Set goals for future years for overall carbon footprint reduction.
 - c. Expand purchase of additional 'Green Tags' renewable certificates for office operations.



Appendix A: Office Supply Procurement

1. Cleaning Supplies
2. Kitchen Supplies
3. Administrative Supplies – Paper
4. Administrative Supplies – Other
5. Information Systems Equipment
6. Furniture and Finishes
7. Preferred Products List

Appendix B: Waste Management Policy

Appendix C: Catering Policy

Appendix D: Business Partner Survey & Vendor Sustainability Questionnaire

Appendix E: Office Vehicle Research

Appendix F: Business Travel Log

Appendix G: Energy Use

Appendix H: Carbon Footprint

Appendix I: The AIA 2030 Commitment



GGLO Environmental Action Plan

v2.0

Sustainable Design Group



GGLO

1301 First Ave. Suite 301

Seattle, WA 98101

206.467.5828

www.gglo.com

All contents copyright ©GGLO unless otherwise noted.