

39. SUSTAINABILITY GUIDELINES

Christner takes sustainable design and embracing its benefits very seriously, both in the services we provide our clients as well as how we conduct business in our own office environment. The following guidelines should be followed by all employees:

A. **Purchasing Policy:** The office should evaluate vendors and purchase green products whenever possible. Paper products should also be evaluated regarding their recycled content. The goal is to purchase materials with 30%-50% or better post-consumer recycled content. Where possible, we should inform vendors of our commitment to green purchasing policies and confirm that they understand the importance of this policy to our operation.

B. **New Equipment Purchases:** New office equipment and appliance purchases should be ENERGY STAR rated.

C. **Cleaning Materials:** Should be GREEN SEAL certified.

D. **Low-Emitting Materials:** Select low emitting materials when purchasing new office furniture or specifying construction materials to be used in our office renovations.

E. **Recycling:** Employees have been provided with separate containers for recycling clean paper, aluminum and plastic. The kitchens have containers for single stream recycling. The office also has a central recycling bin for used light bulbs, cell phones, batteries and printer cartridges.

F. **Printing:** In order to reduce paper consumption, double sided printing should be used where practical.

During the construction administration phase of a project, have the contractor send all shop drawings electronically for processing.

G. **Food Vendors:** Anyone ordering food for consumption in the office should confirm that the vendor has a maximum of 20% non-recyclable disposal material.

H. **Bike Storage:** The building has a bike racks on surface parking lot and employees are encouraged to use it.

I. **Carpool/Vanpool Spots:** The building has designated three (3) spots for carpooling. It is encouraged to carpool with other employees if possible. Christner is a member of Ride Finders that has a guaranteed ride home program.

J. **Car Rental:** When renting a car, request fuel-efficient or hybrid vehicles where appropriate.

K. **Food Service:** The firm prefers to use glass and silverware instead of disposable products.

L. **Energy Conservation:** At the end of the day it is better to turn your monitor completely off instead of just logging off. This saves a lot of energy.

M. **Local Vendors:** The firm prefers to give business to local vendors for all of our supplies and food purchases. We choose local vendors as often as possible.

N. **Junk Mail:** The firm has a goal to reduce junk mail by at least 50%. This continues to be an ongoing effort by staff to reduce as much as possible.

O. **Firm Wide Goal:** To reduce our overall energy use by 10% and our waste by 25% as measured during the 2010 RCGA Green Building Challenge.