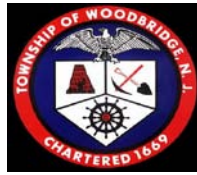


Woodbridge Township



John E. McCormac, Mayor

GREEN OFFICE



Building & Business
Challenge

Go to the below website for Contest Guidelines
www.twp.woodbridge.nj.us/greenable

Become a "Greenable Woodbridge" Green Business...
www.twp.woodbridge.nj.us/Green/BuyLocalSignup



WOODBRIIDGE TOWNSHIP GREEN OFFICE BUILDING & BUSINESS CHALLENGE

Woodbridge Township is sponsoring another “Sustainable” First... a Township-wide “Green Office Building & Business” Challenge...

The “Green Office Building & Business” Challenge stands as the next progression of innovative and aggressive “sustainable” actions being undertaken by Woodbridge Township – named the 2009-2010 New Jersey Sustainable Champion by the New Jersey League of Municipalities. The goal of the “Green Office Building & Business” Challenge is straightforward... encourage our Township corporations and businesses... large and small... owners and tenants... to implement “sustainable” programs and initiatives that work to reduce our overall carbon footprint. And, there is another considerable benefit - participating corporations, businesses and business-owners may very well reduce operating expenses, cut costs, and save hard-earned dollars & cents... all the while, contributing to a healthier and cleaner environment.

The “Green Office Building & Business” Challenge is simple... review and complete action steps as outlined in the competition guidelines and earn “green” points. Each action step counts toward the ultimate goal... actions such as implementing an energy audit; turning off the lights; unplugging power chargers; switching to automated climate controls; adding insulation; constructing rain gardens or wildflower plantings; use of “green” cleaning products; installation of water-conserving fixtures all earn points and help reduce the carbon footprint of your building or business.

The competition guidelines offer detailed explanations of how each step can make your building and business “sustainable” and the Woodbridge environment “greener.” Unless otherwise noted, one-time actions (audits, retrofits, etc.) earn points if completed within the past five years (January 1, 2005). Simply follow the instructions... submit at least ten action steps of “sustainable” actions and earn valuable “green” credits as a Woodbridge Township “Green Office Building & Business.” The office with the most points will be announced as the Woodbridge Township “Green Office Building & Business” Champion. So, begin earning “green” credits today... the competition ends on March 30, 2011.

For more information or additional resource referrals, contact the Mayor’s Sustainable Office, Dena M. Bober at: 732-634-4500 x6015 or log-on to the Greenable Woodbridge Web Page at: www.twp.woodbridge.nj.us.

Good Luck,

John E. McCormac, Mayor
Township of Woodbridge

MANAGEMENT CREDIT TABLE

Click on the credit number to skip to the description of each credit

LANDLORD/MANAGEMENT COMPANY- 250 POINTS TOTAL

Credit	Description	Points	Done	In Progress	Planned
P1	Waste Evaluation	10			
P2	Energy Bill Tracking	10			
P3	Sustainable Business Policies/Procedures	15			
P4	Buy Local and Green Jobs Directories	5			
1	Community Involvement	10			
2	Sustainable Business Plan	20			
3	Energy Audit	20			
4	Building Envelope				
a)	Insulation Addition	10			
b)	Windows	10			
c)	Doors	10			
5	Cool Rooftops				
a)	Green Roof	10			
b)	Reflective Rooftop Materials	10			
6	Green Landscaping				
a)	Chemical & Pesticide Free Gardening	10			
b)	Rain Gardens	10			
7	Interior Lighting	10			
8	Building Mechanical Systems (HVAC)				
a)	HVAC Control Systems/Strategies	10			
b)	HVAC Maintenance/Commissioning	10			
9	Indoor Landscaping	10			
10	Water-Conserving Fixtures	10			
11	Green Cleaning Products/Practices	10			
12	Preferred Green Parking	10			
13	Waste Audit	10			
O1	Renewable/High Efficiency Energy	(50)			
O2	Contest Partnership	(20)			
O3	Creative Solutions	(30)			
TOTAL	Total of All Credits Earned	250			

TENANT CREDIT TABLE

Click on the credit number to skip to the description of each credit

TENANTS-250 POINTS TOTAL

Credit	Description	Points	Done	In Progress	Planned
P1	Energy Bill Tracking System	10			
P2	Employee Transportation Survey	10			
P3	Sustainable Business Policies/Procedures	15			
P4	Buy Local and Green Jobs Directories	5			
1	Lighting Audit/Analysis	20			
2	Community Involvement	10			
3	Green Business Recognition Program	10			
4	Sustainable Business Plan	10			
5	Energy Conservation				
a)	Install Energy Star Appliances	10			
b)	Auto Turn On/Off Cycles	10			
6	Solid Waste & Material Management				
a)	Establish a Baseline	10			
b)	Full Waste Audit	10			
c)	Paper Waste Reduction	10			
d)	Zero Waste	10			
7	Eco-Supply Chain				
a)	Green Purchasing	10			
b)	Local Manufacture	10			
c)	Woodbridge Distributor	10			
8	Health/Well Being				
a)	Employee Wellness Program	10			
b)	Indoor Landscaping	10			
9	Transportation				
a)	Bike Racks/Changing Rooms	10			
b)	Carpools	10			
c)	Telecommuting/Flex Hours	10			
d)	Green Car Rentals	10			
e)	Preferred Green Parking	10			
O1	Renewable Energy Sources	(50)			
O2	Sustainable Office Partnership	(20)			
O3	Creative Solutions	(30)			
TOTAL	Total of All Credits Earned	250			

LANDLORD/MANAGEMENT COMPANY

Priority Action Steps (40 points)

P1.Evaluate the Waste Leaving the Building (10 pts)

This Priority Action Step will assist your office in becoming more sustainable by evaluating what waste is currently produced, where in the building it is produced and stored, and how your waste hauler handles and disposes of it.

To earn this credit: Document and calculate approximately how much waste you produce per week. This can be obtained by either asking your hauler for information on the weight of refuse collected from your facility (daily, weekly, monthly) and adjust to weekly rate or multiply the volume of your dumpster by the number of weekly pickups. Ask your hauler what can be recycled and compare to what items you currently collect for recycling. A facilities manager may complete the attached form in order to satisfy this priority action step.

[Return to Management Credit Table](#)

P2.Energy Bill Tracking System (10 pts)

Start monitoring energy expenses and energy consumption patterns. A sample form is attached. Energy information should be shared with all maintenance managers, owners' representatives, and tenant representatives to ensure awareness of energy conservation, progress towards energy-related goals, and accountability for operational/procedural conservation measures (e.g. turning off computers, changing air filters, etc.)

To earn this credit: Complete the "Energy Tracking Form" for each utility (either fill in the MS EXCEL spreadsheet or print and fill out the pdf) and keep on file for 18 months to help track year-to-year consumption.

P3.Creation of Sustainable Business Policies & Procedures (15 pts)

The Sustainable Business Policies & Procedures can be a simple outline that addresses the current business practices and identifies goals oriented toward more sustainable business practices.

To earn this credit: Complete the attached form or create your own sustainable business principles template. Completion of a full sustainable business plan based on this priority action will earn additional credits under Prescriptive Action 2 below.

[Return to Management Credit Table](#)

P4.Buy Local and Green Jobs Directories (5 pts)

Register your business for the Woodbridge Buy Local and Green Jobs directories. This will increase awareness among employees and residents of the array of opportunities to work and shop in Woodbridge. To register go to: <http://www.twp.woodbridge.nj.us/Green/BuyLocalSignup/tabid/755/Default.aspx>

[Return to Management Credit Table](#)

Action Steps (210 points)

1. Community Involvement (10pts)

Be involved in three Woodbridge Township events over the duration of the contest. Involvement means you can sponsor, volunteer, or make a kind donation to an event. Get your neighbors engaged and involved in the positive changes happening. Submit proof of donation or sponsorship. Volunteer involvement can be proven with pictures (date/time stamped) from event(s). If a major corporate donation/sponsorship is made to any one event that may satisfy the requirement. Also, if your office joins with others and you all volunteer one township event that would also qualify instead of three events. For ideas on how you can become involved please reach out to Chief of Staff, Caroline Ehrlich. She can be reached by phone at 732-634-4500x6015 or email: caroline.ehrlich@twp.woodbridge.nj.us

[Return to Management Credit Table](#)

2. Sustainable Business Plan (20pts)

Create a full sustainable business report elaborating in addition to the brief Sustainable Business Policy in Priority Action P3 above. Utilize resources listed at the end of this document or any other format that suits the needs of your organization. The sustainable business plan should, at a minimum, examine ways that your business will have a stable economic outcome from anticipated environmental phenomena such as climate change, regional flooding, and compromised air quality. In addition, the plan should outline current and projected environmental impacts from business operations at the corporate or local level. A list of actions that will curtail environmental impacts (stationary and mobile energy use, water consumption, urban heat island, municipal waste and construction debris, etc.) should also be included with the anticipated effect of each measure. Finally, consideration for social impacts on trade, human rights, and community should be included if applicable. Submit the full report as a PDF or MS Word document to receive credit.

[Return to Management Credit Table](#)

3. Conduct an Energy Audit/Analysis (20pts)

An energy audit is conducted by a trained professional who can identify ways that energy is currently wasted in facilities and operations, and can make recommendations of varying types to reduce overall energy expenses and consumption. All audits should include an Energy Star benchmark. Benchmarking your buildings' energy performance is a key first step to understanding and reducing energy consumption and your carbon footprint. Submit report from the audit for credit.

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4. Building Envelope

The building envelope is a critical component of any facility since it protects the building occupants and plays a major role in regulating the indoor environment. Consisting of the building's foundation, walls, roof, windows, and doors, the envelope controls the flow of energy between the interior and exterior of the building. A well-designed envelope allows the building to provide comfort for the occupants and respond efficiently to heating, cooling, ventilating, and natural lighting needs.

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- a) Increase Insulation R-Value (20 pts)
Additional insulation will assist in lowering energy costs by keeping heat and A/C inside the building. Increase the R-value of insulation in for 25% of floor area. Increased R-value must be greater than code requirement by 2 for walls and 4 for roof and floor areas. Submit paragraph about implementing this addition and also an invoice of purchase made.
- b) Windows (10 pts)
Heat transfer through windows, frames, and gaps around windows can account for 10-25% of heating costs within a building. At a minimum, check and repair weather-stripping around all existing windows to reduce gaps and energy loss from building. In addition, you can install energy efficient windows that will help regulate the temperature variations through the glass and frames. Submit paragraph and pictures (date/time stamped) showing improvements made to windows. Invoices, if new energy efficient windows are purchased, suffice as well. Installation of new energy-efficient windows for at least 25% of the floor area (in addition to repairing the remaining windows) is eligible for Outstanding Performance credits (see below).
- c) Doors (10pts)
Exterior doors account for approximately 11% of the overall heat transfer in a typical building. Increasing the efficiency of exterior doors can reduce utility bills and increase the interior comfort level. Insulating around doors can reduce the energy lost from this area. Adding a vestibule (two consecutive sets of doors) can help control temperature variations indoors and reduce heat transfer in comparison to single doors. To earn these credits, check weather stripping for all entry doors and create a plan to implement vestibules at all main entrances (main entrances are doors that are typically unlocked during business hours and serve as a primary entrance for both employees and guests.) Credit can also be earned by replacing existing single-paned entry doors (if they exist) with double paned doors. Submit a detailed one paragraph description of changes made to existing doors or proof of purchase of new, efficient doors. Installation of new vestibules (in addition to maintenance and repair of other entry doors) is eligible for Outstanding Performance credits (see below).

5. Cool Rooftops

Cool roofs can reduce the roof surface temperature of a building by up to 100 degrees Fahrenheit, therefore reducing the heat transferred into the building. Some benefits of a cool roof are: lowered energy & maintenance costs, improved occupant comfort, and increased life of the roof.

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- a) Green Roof (10 pts)
Rooftop gardens reduce buildings' heating and cooling demands by allowing vegetation to absorb and use the ultraviolet rays from the sun to nourish the plant life. They create more pervious surfaces to hold in and use rainwater; therefore reducing storm water runoff and the impacts of acid rain. Also, rain gardens can lengthen the roof life by 2-3times. To earn this credit, rooftop garden must cover a minimum of 10% of existing rooftop surface or 25% of newly constructed rooftop surface. Submit pictures (date/time stamped) of before, during, and after rooftop garden construction.
- b) Reflective Rooftop Material (10 pts)
Make your roof a reflective surface. This can be done by installing a reflective coating or paint. By reflecting the sun's infrared energy you will experience a reduced demand for A/C in the summer. Reflective roofs can lower roof surface temp by up to 100°F, decreasing the amount of heat transferred into a building. Energy usage can decrease by 25%. Reflective materials must have a minimum solar reflectance index (SRI) of 78 for low sloped (<2:12) roofs and 29 for higher pitched (>2:12) roofs. Submit before and after pictures (date/time stamped) of installation of materials.

6. Green Landscaping

[Return to Management Credit Table](#)

a) Pesticide & Chemical Free Gardening (10) pts

Refraining from the use of chemicals in gardening practices around the building could prevent toxins from leaching into groundwater and improve the plants' natural ability to resist disease. Submit agreement with landscapers detailing non-chemical/non-pesticide practices to be implemented and time frame it will take place.

b) Rain Gardens (10 pts)

A rain garden is a garden that takes advantage of rainfall and storm water runoff in its design and plant selection. This type of garden consists of deep-rooted native plants and grasses in a depression to collect the rainwater and storm water runoff so it can be utilized by the plants. Establish rain gardens to help reduce flash flooding from runoff and contamination of surface and groundwater by pollutants from roofs, parking lots, etc. Properly installed rain gardens need no pesticides, and generally require little or no maintenance. Submit detailed plans for rain garden including the location along with before & after pictures of rain garden(s). (10pts)

7. Interior Lighting (10 pts)

Conventional incandescent light bulbs waste 90% of the electricity they use giving out heat. Retrofitting fixtures for fluorescent, compact fluorescent, LED, or other high-efficiency lighting sources will lower energy usage and therefore reduce utility expenditures. Furthermore, high efficiency bulbs typically last longer and require less maintenance than conventional light bulbs. Install energy efficient fixtures and/or occupancy sensors for a combination of 50% of lighting fixtures in the building to earn this credit. Include copies of a contractor invoice or electrical wholesaler invoice showing lighting efficiency equipment installed, along with a description of the measures. Calculation of percentage of fixtures replaced may be based on a 'fixtures per square foot' average for a representative area of the building.

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8. Heating, Ventilation, and Air Conditioning

[Return to Management Credit Table](#)

a) Control Systems (10 pts)

Implement control systems and/or strategies to ensure that HVAC system use is optimized. Installing/upgrading programmable thermostats, multiple zone heating/cooling system, or installing CO2 sensors can all lead to a more energy efficient operation of your system and better indoor air quality. Optimized operation also reduces capital and operational maintenance costs by extending the life of HVAC systems. Submit documentation of changes made to control systems or new strategies being implemented, one paragraph is sufficient. If building has an existing automation system submit an additional paragraph describing in further detail how the proposed changes will improve performance by at least 5%, including changes in scheduling, economizer controls, etc.

b) Maintenance, re-commissioning, and retro-commissioning (10 pts)

Proper maintenance and periodic re-commissioning will ensure that your building systems (including HVAC) are operating at peak efficiency. Whether contractors or on-site building management staff is responsible, checking valves, filters, steam traps, condensers, and evaporators on a regular basis can

increase efficiency and avoid costly breakdowns and emergency repairs. Submit your schedule of regular maintenance checks or a re/retro-commissioning plan to earn credit.

9. Indoor Landscaping (10pts)

The air filtering and oxygen generating properties of most indoor plants can improve indoor air quality, occupant satisfaction, and productivity in the workplace.

Create an indoor gardening plan and submit the plan along with common area pictures (date/time stamped) that show the indoor green areas.

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10. Water-Conserving Fixtures (10pts)

Low flow fixtures can significantly reduce water consumption. This reduces water bills, need for infrastructure investment, and the environmental impacts of your business. Install water-efficient fixtures or flow limiting devices in 25% of all fixtures that have consumption rates (gallons per flush, gallons per minute) equal to or greater than current building codes.

To earn credit, submit proof of purchase for fixtures or flow limiting devices.

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11. Green Cleaning Products & Practices (10pts)

Green cleaning products are typically made of natural oils and extracts, reducing the amount of airborne synthetic chemicals in the workplace. In addition, a successful green cleaning program monitors occupant feedback to ensure that products do not cause discomfort (due to odors or allergies), regardless of the products utilized.

Submit invoice for purchase of these cleaning products and a summary (paragraph) of changes that will be made in cleaning procedures to monitor satisfaction of custodial staff, tenants, and other occupants.

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12. Preferred Green Parking (10pts)

Encourage tenants to use alternative modes of transportation to work by giving them incentives. Provide preferred parking spaces for carpools and/or low-emitting vehicles so commuters that travel this way can benefit when the change routine. Transportation alternatives can lower costs for businesses and employees, avoid greenhouse gas emissions, promote a healthier lifestyle, and provide a valuable benefit for employee retention.

To earn this credit, submit pictures (time/date stamped) of such designated parking spaces with some distinguishing landmarks in the background to show legitimacy.

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13. Waste Stream Audit (10 pts)

Improve upon data collected in Priority Action P1 by conducting a waste audit, establishing waste reduction goals, and assessing progress against goals every 6 months. Work with your waste hauler and tenants to understand what items are currently accepted for recycling in your area and how you can add additional recycling streams to your facilities' daily operations practices. Establish and implement a Sustainable Recycling System.

To receive this credit, submit the waste audit, monitoring plan, and Sustainable Recycling System implementation plan.

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Outstanding Performance Action Steps

O1. Renewable Energy Sources (50 pts)

Production may be on-site or purchased through Clean Power Choice or equivalent program. Renewable energy systems must be at least 2 kW capacity (7,000 BTU) to be eligible for the first 10 points; an additional 10 points will be awarded for every 1.5kW above the 2kW threshold up to 50 points. Systems with a capacity of 50kW or greater can utilize further Outstanding Performance credits under O3. Clean energy purchases earn 10 points for every 10% of annual electricity purchases that are from certified green energy sources, up to 50%. Green/Renewable energy includes:

- Solar Photovoltaic
- Solar Hot Water
- Wind
- Combined Heat and Power (CHP)
- Biomass
- Hydropower

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O2. Sustainable Office Partnership (20 pts)

If you actively engage tenants to get involved and jointly participate in the Sustainable Office Challenge, all parties involved will earn this credit. If you are the owner and sole occupant of a building, you may demonstrate that multiple departments in your facility are cooperating in the Sustainable Office Challenge to earn this credit.

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O3. Creative Solutions (10 points each)

Creative Solutions credits are given for measures not included in the checklist or exceptional performance on one of the prescriptive credits. Each Creative Solutions credit will earn 10 points, and each of the prescriptive credits (above) is eligible for only one Creative Solutions credit. Actions not included in the checklist must demonstrate significant steps toward reduced environmental impact through lowering energy use, water consumption, and waste production, or procurement of items containing hazardous materials, or by participating in ecosystem protection or enhancement. Outstanding Performance credit 1 (O1) allows participants to score three Creative Solutions credits for renewable energy systems above 50kw or green energy purchases for 50% or more of annual electricity demand. In order to earn this credit, a one-page summary of the action must be included for each credit pursued, with the exception of green energy purchasing which does not require a summary but does require submission of 6 months of energy bills showing at least 50% green electricity purchase.

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TENANTS

Priority Action Steps (40 points)

P1. Energy Bill Tracking System (10pts)

Start monitoring energy expenses and energy consumption patterns. A sample form is attached. Energy information should be shared with all maintenance managers, owners' representatives, and tenant representatives to ensure awareness of energy conservation, progress towards energy-related goals, and accountability for operational/procedural conservation measures (e.g. turning off computers, changing air filters, etc.)

To earn this credit: Complete the "Energy Tracking Form" for each utility (either fill in the MS EXCEL spreadsheet or print and fill out the pdf) and keep on file for 18 months to help track year-to-year consumption.

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P2. Collect Employee Transportation Information (10pts):

Collect simple information regarding occupant commute distance, time, and mode in order to help target transportation goals. Appendix 1 has a questionnaire to be filled out by employees.

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P3. Creation of Sustainable Business Policies & Procedures (15 pts)

The Sustainable Business Policies & Procedures can be a simple outline that addresses the current business practices and identifies goals oriented toward more sustainable business practices.

To earn this credit: Complete the attached form or create your own sustainable business principles template. Completion of a full sustainable business plan based on this priority action will earn additional credits under Prescriptive Action 2 below.

[Return to Tenant Credit Table](#)

P4. Buy Local and Green Jobs Directories (5 pts)

Register your business for the Woodbridge Buy Local and Green Jobs directories. This will increase awareness among employees and residents of the array of opportunities to work and shop in Woodbridge. To register go to:

<http://www.twp.woodbridge.nj.us/Green/BuyLocalSignup/tabid/755/Default.aspx>

[Return to Tenant Credit Table](#)

Action Steps (210 points)

1. Conduct a lighting audit/analysis (20pts)

A lighting audit can be performed by a trained professional who can identify the ways that lighting may be causing energy to be wasted. They will make recommendations to reduce expenses and consumption. Submit a copy of report from audit and implementation of recommendations followed.

[Return to Tenant Credit Table](#)

2. Community Involvement (10pts)

Get your neighbors engaged and involved in the positive changes happening. Be involved in three Woodbridge Township events over a 6 month period. Involvement means you can sponsor, volunteer, or make a kind donation to any three events. Submit proof of donation or sponsorship. Volunteer involvement can be proven with pictures (date/time stamped) from event(s). If a major corporate donation/sponsorship is made to any one event that may satisfy the requirement. Also, if your office joins with others and you all volunteer one township event that would also qualify instead of three events. For ideas on how you can become involved please reach out to Chief of Staff, Caroline Ehrlich. She can be reached by phone at 732-634-4500x6015 or email: caroline.ehrlich@twp.woodbridge.nj.us

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3. Green Business Recognition (10pts)

Woodbridge Township has initiated a Green Business Recognition program. This program recognizes the sustainable efforts made by local businesses. Based on the level of effort, there are three categories of participation: Green, Greener, and Emerald Green. Each category will address different areas that pertain to operating in a sustainable fashion. Items for accreditation tell the township the green things that your business has done and/or planning to do. After verification, participation also includes a listing in the Woodbridge Green Business Directory.

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To earn this credit, fill out the Green Business Recognition form by clicking the link below and successfully become enrolled in the program:

<http://www.twp.woodbridge.nj.us/LinkClick.aspx?fileticket=TwoLLnhCOWk%3d&tabid=751&mid=2679>

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4. Sustainable Business Plan (10pts)

Create a full sustainable business report elaborating in addition to the brief Sustainable Business Policy in Priority Action P3 above. Utilize resources listed at the end of this document or any other format that suits the needs of your organization. The sustainable business plan should, at a minimum, examine ways that your business will have a stable economic outcome from anticipated environmental phenomena such as climate change, regional flooding, and compromised air quality. In addition, the plan should outline current and projected environmental impacts from business operations at the corporate or local level. A list of actions that will curtail environmental impacts (stationary and mobile energy use, water consumption, urban

heat island, municipal waste and construction debris, etc.) should also be included with the anticipated effect of each measure. Finally, consideration for social impacts on trade, human rights, and community should be included if applicable. Submit the full report as a PDF or MS Word document to receive credit.

[Return to Tenant Credit Table](#)

5. Energy Conservation

a) Install Energy Star appliances (10pts)

These improved performance appliances will save money and energy; lower energy consumption, lead to reduced greenhouse gas and criteria air pollutant emissions. Create a plan to purchase Energy Star equipment during your next purchasing cycle for 25% of all eligible equipment (e.g. copiers, computers, monitors, etc.) and make your first purchase. Submit a one-page summary of implementation plan along with product sheets for equipment purchased.

b) Automatic Turn On/Shut Down Cycles (10pts)

Placing computers on cycles where they turn off at the end of the night after updates and scans are completed and on before the work day begins can assist in reducing energy usage. Another way to conserve energy is to have a sleep mode for computers that are inactive for a set period of time. Demonstrate compliance with this credit by submitting a description of actions taken. The description should be written by an IT professional within your firm or a third-party IT provider, and need not exceed one page.

[Return to Tenant Credit Table](#)

6. Solid Waste and Material Management

a) Establish a Baseline (10 pts)

This step will assist your office evaluate what waste is currently produced, where in the building it is produced and stored, and how your waste hauler handles and disposes of it.

To earn this credit: Document and calculate approximately how much waste you produce per week. This can be obtained by either asking your hauler for information on the weight of refuse collected from your facility (daily, weekly, monthly) and adjust to weekly rate or multiply the volume of your dumpster by the number of weekly pickups. Ask your hauler what can be recycled and compare to what items you currently collect for recycling. A facilities manager may complete the attached form in order to satisfy this priority action step.

b) Complete a Full Waste Audit (10 pts)

Improve upon data collected in Prescriptive Action 4a above by conducting a waste audit, establishing waste reduction goals, and assessing progress against goals every 6 months. Work with your waste hauler and tenants to understand what items are currently accepted for recycling in your area and how you can add additional recycling streams to your facilities' daily operations practices. Establish and implement a Sustainable Recycling System.

To receive this credit, submit the waste audit, monitoring plan, and Sustainable Recycling System implementation plan.

c) Paper Waste Reduction (10pts)

Paper can be a considerable source of waste in office environments. While not every process can be completed without a paper trail, making procedures paperless cuts down on the amount of paper that ends up in landfills and can save thousands of trees from being cut down every year. Paperless practices also reduce storage space and improve remote accessibility to files for tenants with multiple sites.

When paper use cannot be reduced, paper recycling programs should be implemented. Recycled paper types should include office paper, newsprint, mail, and both corrugated and flat cardboard. Submit one page detailing the implementation of paperless processes and paper recycling plan and how it is to be practiced by employees. Include memorandum of understanding with building management or copy of relevant lease addenda to demonstrate that recycling program will be adhered to by custodial staff.

d) Zero Waste (10pts)

Completely eliminate sending waste to landfills. This can be achieved through full recycling, reduction in material consumption, diversion of materials for beneficial re-use, and replacing disposable products with more durable goods.

To earn this credit, one must complete Prescriptive Actions 4a and 4b and write a descriptive paragraph for each waste stream identified detailing how materials will be diverted from landfills.

7. Eco-Supply Chain

When a company works to green its supply chain, it requires that every company it does business with meet a certain level of environmental responsibility. If suppliers don't meet those standards, the company may choose to select an alternate provider who will. Conduct & Implement a greener supply chain for your business. Evaluate the effectiveness on a yearly basis for optimal operation.

Return to Tenant Credit Table

a) Green Purchasing (10pts)

Switching to a green purchaser will ensure that all products will be environmentally friendly. Also, the way the purchaser conducts and operates business should be conscious of the environment. Submit proof of agreement between companies to do at least 25% of all purchasing to be green purchasing.

b) Local Manufacture (10pts)

Purchasing products from a local manufacturer will decrease the amount of fuel used, travel time, and costs associated with the purchase of these materials. Submit documentation of agreement(s) to do business with local manufacturers for 25% of all products to earn credit.

c) Woodbridge Distributor (10pts)

A distributor inside Woodbridge Township will support the local economy, as well as, decrease fuel costs and travel time. Submit the agreement made between your company and a distributor located in Woodbridge Township to conduct business to earn credit.

8. Health/Well Being

a) Employee Wellness Program (10pts)

This type of program in the workplace will actually benefit both employer and employee alike. Employees that are healthier will typically be more productive at work and be absent less frequently.

Encourage employees to practice germ fighting techniques (i.e.-covering your cough, staying out of office when sick, proper hand washing, flu shots) and talk to your health insurance provider about incentives to offer employees for participating in smoking cessation programs, discounts for fitness classes, or reduced premiums for active membership at a local gym.

To earn this credit, provide a copy of your wellness plan which should detail programs available to employees, which employees qualify for the benefits, and how it may help directly reduce their health care costs (i.e. through agreements with your benefits administrator.) Indirect benefits may be mentioned, but exact economic impacts need not be calculated.

b) Indoor Landscaping (10 pts)

The air filtering and oxygen generating properties of most indoor plants can improve indoor air quality, occupant satisfaction, and productivity in the workplace. Create an indoor gardening plan and submit the plan along with common area pictures (date/time stamped) that show the indoor green areas.

9. Transportation

The following transportation alternatives can lower costs for businesses and employees, avoid greenhouse gas emissions, promote a healthier lifestyle, and provide a valuable benefit for employee retention. To earn these credits, a 1-2 paragraph summary for each can be submitted as part of an "Office Transportation Strategy." Each section should be introduced with the appropriate heading and number of points expected.

[Return to Tenant Credit Table](#)

a) Bike Racks & Changing Rooms (10pts)

Installing racks for bicycles would assist in allowing employees to have an alternative to vehicular commuting. Larger offices should consider providing showers and changing rooms to ensure proper office attire and professionalism.

b) Carpools (10pts)

Establish a carpool matching program and engage neighboring tenants in your building or on adjacent properties. If possible, include a flexible ride program or guaranteed ride home for people who may have an emergency and need to leave before their selected carpool time.

c) Telecommuting/Flex Hours (10pts)

Identify employees who can telecommute or use flex time during part of all of the year to reduce miles of travel or congestion during peak travel times.

d) Utilize "green" rental car companies (10pts)

Establish a policy where employees must request a fuel efficient/alternative fuel car (hybrid, E85, hydrogen fuel cell) when renting cars for business travel.

e) Preferred Green Parking Spaces (10pts)

Green travelers may earn an extra reward for their efforts in commuting by getting closer parking spaces. Talk to the management company so they are aware that this type of change to parking may be beneficial. If your management company provides preferred parking spaces reserved for carpools and low-emitting vehicles, make sure they are put to good use.

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Outstanding Performance Action Steps

O1. Renewable Energy Sources (50 pts)

Production may be on-site or purchased through Clean Power Choice or equivalent program. Renewable energy systems must be at least 2 kW capacity (7,000 BTU) to be eligible for the first 10 points, an additional 10 points will be awarded for every 1.5kW above the 2kW threshold up to 50 points. Systems with a capacity of 50kW or greater can utilize further Outstanding Performance credits under O3. Clean energy purchases earn 10 points for every 10% of annual electricity purchases that are from certified green energy sources, up to 50%. Green/renewable energy includes:

- Solar Photovoltaic
- Solar Hot Water
- Wind
- Combined Heat and Power (CHP)
- Biomass
- Hydropower

[Return to Tenant Credit Table](#)

O2. Sustainable Office Partnership (20 pts)

If you actively engage tenants to get involved and jointly participate in the Sustainable Office Challenge, all parties involved will earn this credit. If you are the owner and sole occupant of a building, you may demonstrate that multiple departments in your facility are cooperating in the Sustainable Office Challenge to earn this credit.

O3. Creative Solutions (10 pts each)

Creative Solutions credits are given for measures not included in the checklist or exceptional performance on one of the prescriptive credits. Each Creative Solutions credit will earn 10 points, and each of the prescriptive credits (above) is eligible for only one Creative Solutions credit. Actions not included in the checklist must demonstrate significant steps toward reduced environmental impact through lowering energy use, water consumption, and waste production, or procurement of items containing hazardous materials, or by participating in ecosystem protection or enhancement. Outstanding Performance credit 1 (O1) allows participants to score three Creative Solutions credits for renewable energy systems above 50kw or green energy purchases for 50% or more of annual electricity demand. In order to earn this credit, a one-page summary of the action must be included for each credit pursued, with the exception of green energy purchasing which does not require a summary but does require submission of 6 months of energy bills showing at least 50% green electricity purchase.

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Appendix

A1. EMPLOYEE TRANSPORTATION QUESTIONNAIRE

- Do you drive to work daily?
 - Yes
 - No
- What type of vehicle do you drive?
 - Sedan
 - Wagon
 - Crossover
 - Luxury
 - Coupe
 - Hatchback
 - SUV
 - Hybrid
 - Convertible
 - Pickup
 - Van/Minivan
- How far from work is your home?
 - 0-5 miles away
 - 6-10 miles away
 - 11-20 miles away
 - 21-30 miles away
 - >30 miles away
- How often do you carpool?
 - 0-2 times/wk
 - 3 times/wk
 - 4 times/wk
 - 5 times/wk
- Do you utilize other forms of transportation?
 - Train
 - Bike
 - Bus
 - Walk
 - Carpool
 - Other
- How often do you use these forms of transportation?
 - 0-2 times/wk
 - 3 times/wk
 - 4 times/wk
 - 5 times/wk

A3. SUSTAINABLE BUSINESS POLICIES & PROCEDURES

Your Business Information

Company Name: _____

Street Address: _____

City, State, Zip: _____

Website: _____

President or CEO (for Woodbridge-based) or site manager and headquarters location: _____

Contest Contact: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

1. Briefly describe the current sustainable practices of your business, if any.

2. Describe some areas of your business practices that could use some improvement in the sustainability side of things. Set some goals that you will help to attain a higher level of sustainability. Briefly Explain.

3. Other Comments/Concerns:

A4. UTILITY BILL TRACKING FORM

--SAMPLE--

Available as EXCEL file. Contact Dena Bober at 732-634-4500 x6015 for interactive version

Utility Data Tracking Sheet (Complete one for each utility)

Company: _____

Address: _____

Owner Tenant

Building Name: _____

Building Owner: _____

Month:

Year: _____

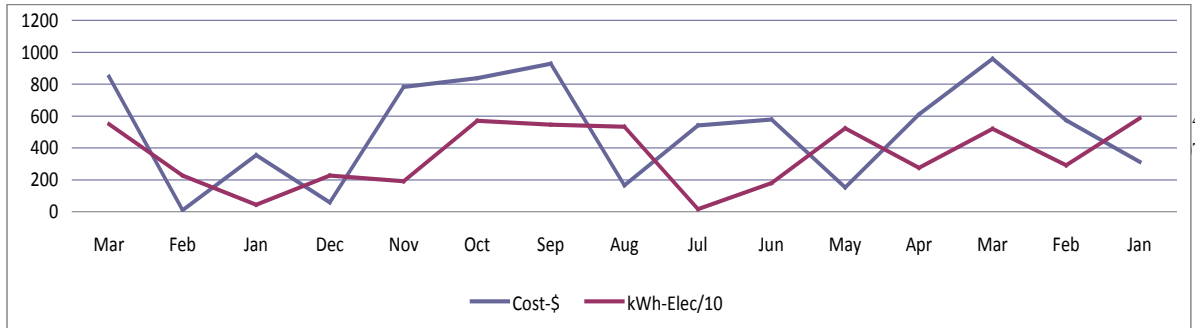
Utility Name: _____

Monthly Bill (\$): 846.41

Utility Type: Energy Used: 5489.11

Unit:

15-Month History	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Dollars Paid	846.41	10.489	354.3	58.171	782.32	836.46	927.91	164.41	540.43	577.42	152.63	610.56	958.95	572.48	312.4
Energy Used	5489.1	2260.8	440.49	2270.5	1908.9	5707.9	5456.8	5324.9	162.88	1805.2	5231.7	2759.5	5201.1	2911.9	5860.7



Resources

Overall Contest Resources

Greenable Woodbridge is the main point of everything green in Woodbridge Township. Here you can find events, educational tools, resource referrals, and more. Visit the site at: <http://www.twp.woodbridge.nj.us/Green/tabid/751/Default.aspx>

Sustainable Jersey focuses on municipal actions. However, a number of credits may also provide guidance for larger corporations on establishing a Green Team, outreach, efficient buildings, and green purchasing:

<http://www.sustainablejersey.com>

Priority Action Steps

For more information on performing your own energy audit check out:

http://www.energysavers.gov/your_home/energy_audits/index.cfm/mytopic=11170

To get a list of tax incentives available for businesses and how to get them:

http://energytaxincentives.org/uploaded_files/commercialflyer.pdf

Woodbridge Township's Sustainable Community Plan:

<http://www.twp.woodbridge.nj.us/LinkClick.aspx?fileticket=UtdTCh8wD94%3d&tabid=751&mid=2647>

If you're interested in advancing energy-efficient commercial building technologies, practices and policies go to: <http://zeroenergycbc.org>

The Environmental Protection Agency provides great advice on how to assess the waste leaving a facility; in order to reduce it go to:

<http://www.epa.gov/waste/partnerships/wastewise/approach.htm>

Community Involvement

For volunteer opportunities all around Woodbridge Township, lookup our volunteer directory on the Woodbridge Township website:

<http://www.twp.woodbridge.nj.us/LinkClick.aspx?fileticket=zIIIRuX9bD38%3d&tabid=214&mid=2645> or contact the Mayor's office at 732-634-4500 x6494

Sustainable Business Plan

Alliance for Sustainable Colorado

<http://www.sustainablecolorado.org/programs/casba/guidelines.php>

GRI (Global Reporting Initiative) G3 Guidelines:

<http://www.globalreporting.org/ReportingFramework/G3Guidelines/>

Building Envelope

Investigate the benefits of planting vegetation around a building for insulation and shading purposes. Also, get financial information on the return of investment in this kind of project:

http://www.greenandsave.com/greenoffice/cooling/office_vegetation_amp_shading

For information on planting native, non-invasive species of plants or how to create a rain garden: <http://www.npsnj.org/>

If you want to investigate the types of insulation out on the market and what the advantages of each are look at:

http://www.energysavers.gov/your_home/insulation_airsealing/index.cfm/mytopic=11510

To get a comprehensive look at how Chicago has approached rooftop gardens check out: http://egov.cityofchicago.org/webportal/COCWebPortal/COC_ATTACH/GuidetoRooftopGardening_v2.pdf

Go to: <http://www.efficientwindows.org/> for information on how to choose new or upgrade existing windows.

Check out: http://www.energystar.gov/index.cfm?c=business.bus_upgrade_manual for an Energy Star manual that lays out steps to making energy efficient upgrades to any building.

This website will give some general information on green landscaping and how to go about practicing it. Also, it is a great link to other resources on this and similar topics:

<http://www.greenyour.com/office/office-operations/office-landscaping>

Building Interior

To compare exact light bulb types and the money (on average) it will save go to:

<https://sites.google.com/a/envirolution.org/win-win/Home/cec-program---lighting-comparison-sheet>

These two websites give a little bit of information on the benefits of indoor plants and some of the different types you can choose:

http://extension.usu.edu/files/publications/factsheet/pub_3916370.htm

<http://www.actionindoorplants.com.au/benefits.htm>

To get more in-depth information on the ways to save water, the costs involved, and average savings visit,

http://www.nyc.gov/html/nycwasteless/html/in_business/case_studies_water.shtml

To investigate the difference of a low flow fixture and see how a business can save money by switching, check out: <http://www.nrdc.org/enterprise/greeningadvisor/wu-fixtures.asp>

Calculate your estimated payback of installing hand dryers at: <http://www.parish-supply.com/CostSavings.asp>

The Green Line Paper Company supplies everything a green office might want in order to operate: http://www.greenlinepaper.com/cleaning-products/cleaning-products/cat_34.html

Energy Conservation

The Energy Star Portfolio Manager helps businesses identify how well they are doing in comparison to others:

http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

To assist with the completion of a lighting audit visit this site:
http://www1.eere.energy.gov/femp/services/energy_aware_oec.html

To get information on more efficient appliances and practices visit,
<http://www.energystar.gov/>

The Northeast Sustainable Energy Association is a great resource and networking tool for the sustainable professional: <http://www.nesea.org/>

The EPA gives a breakdown of how energy is produced and the difference between renewable and nonrenewable energy:
<http://www.epa.gov/reg5rcra/wptdiv/p2pages/energy.pdf>

The U.S. Energy Information Administration provides very detailed information on all types of energy used across the country. This site provides all the details about how renewable energy operates and how to use it for your own purposes:
http://tonto.eia.doe.gov/energyexplained/?page=renewable_home#tab1

Reducing/Recycling

EPA gives reasons and types of things to recycle on this site:
<http://www.epa.gov/waste/consERVE/rrr/recycle.htm>

The California Department of Resources Recycling and Recovery provides information and resources on how to reduce waste and increase recycling efforts in the office setting:
<http://www.calrecycle.ca.gov/ReduceWaste/Office/>

Office Products Recycling Associates gives professionals an alternative to throwing commonly used products in the trash; they will recycle them for you:
<http://www.oprausa.com/>

Ohio State University has this site to help people understand the types of paper that can be recycled in an office and how to start a program to do it: <http://ohioline.osu.edu/cd-fact/0115.html>

Dolphin Blue offers a complete line of environmentally sustainable office supplies check out what they have to offer at: <http://www.dolphinblue.com/>

Health/Well Being

The Center for Disease Control has many facts, tips and statistics about the flu and how to stop the spread of all germs when in close contact with other people:
<http://www.cdc.gov/flu/>

Here are six simple suggestions to stop the spread of germs around the office:
<http://training-time.blogspot.com/2008/11/preventing-flu-in-office-six-simple.html>

This short newsletter explains the benefits to indoor air quality once you add plants to the office/home:
http://www.sixwise.com/newsletters/05/02/01/the_health_benefits_of_house_plants_including_the_top_nine_healthiest_plants.htm

This is a complete guide to any employer who would like to start a Smoking Cessation program in their office, everything they could look for can be found here:

<http://www.endsmoking.org/resources/employersguide/pdf/employersguide-2nd-edition.pdf>

These are some suggestion on getting a Smoking Cessation program started:

http://www.mihealthtools.org/work/Workplace_Cessation_Implementation_Suggestions.pdf

Transportation

Montana State started a program titled; Try Another Way State Employees to encourage alternative commuting to work this site highlights the benefits of it and gives some tips on how to change you routines: www.tawse.state.mt.us/TAWSEtip.htm

Keep Middlesex Moving is a member organization that works with businesses, elected officials, and residents to identify & implement strategies aimed at reducing automobile congestion: http://www.kmm.org/kmm/kmm_home.html

Check out: <http://gogreentravelgreen.com/green-travel-101/green-business-travel-12-tips-and-tricks/> for more information on how to travel in a more environmentally friendly manner when on business.

The Environmental Protection Agency's Office of Transportation and Air Quality can offer any advice on eco-friendly travel and also regulates air pollution from mobile sources such as cars, engines, and the fuels that operate them across the U.S.: www.epa.gov/otaq/

Sustainable Transportation: Environmentally Friendly Ways to Commute

http://environmentalactivism.suite101.com/article.cfm/sustainable_transportation#ixzz0ehL55ADw

Eco-Supply Chain

Conservation International is a non-profit organization that works on conservation at all levels, this page explains what an eco-supply chain is and gives an example of companies who are working towards it and how they went about it:

http://www.conservation.org/FMG/Articles/Pages/from_source_to_shelf_supply_chain.aspx?gclid=CLvysdinlZ8CFRh15QodZWM20w

This here is a case study of Polo Ralph Lauren's efforts to green their supply chain:

http://www.greenorder.com/?ID=PRLcase&gclid=CI_S7M6olZ8CFdx05QodUkGLfv

Clean Metrics is a company that will analyze your supply chain and help your business to improve it in a sustainable fashion: http://www.cleanmetrics.com/html/supply_chains.htm