

Division of Student Affairs
Sustainability Plan
9/17/2009

The Division of Student Affairs is committed to sustainability--- environmental sustainability and as it impacts economic and social sustainability--- to meet "the needs of the present without compromising the ability of future generations to meet their own needs"¹

- Sustainability is an important part of higher education's focus on the development of students as global citizens and contributing members for a civil society
- Institutions of higher education who examine the ways they do business can make positive changes for the environment and for society
- Environmental and social responsibility enhances the quality of life for all students and staff
- Our behaviors affect each other, our campus, our communities, and our world
- By working together for a healthy environment through attention to sustainability and wellness we can have a positive impact on our future

The Division takes a sustainability perspective regarding all services, products, and operations and focuses on reducing the consumption of nonrenewable resources, reducing waste, and enhancing the quality of life for members of the campus community.

The Division's Sustainability Plan provides a cohesive mindset and common operational initiatives to intentionally promote the individual and organizational behavior changes essential to making campus a better place to live and work and a better part of the larger community.

Every unit within the Division is engaged in implementing the Sustainability Plan and staff members are challenged to use their creativity and collaboration skills to continually inspire their colleagues and students to be more sustainable. The Division will help lead the campus in becoming a more sustainable institution and will be an inspiration among student affairs divisions across the country.

The Sustainability Plan for the Division of Student Affairs is organized into the following ten categories:

- A. Leadership and Innovation
- B. Coordination
- C. Education
- D. Business Operations and Purchasing
- E. Event Planning and Programming
- F. Waste Management
- G. Transportation
- H. Dining and Food Service
- I. Managing Buildings and Grounds
- J. Construction, Renovations, Restoration and Maintenance Projects

¹ "Our Common Future", 1987, The Brundtland Commission (Convened by the United Nations in 1983)

A. LEADERSHIP AND INNOVATION

1. Promote technical environmental actions/projects

Promote and execute innovative technical environmental programs/projects (e.g., green/garden roof systems, storm water irrigation systems, gray-water reuse, energy saving technology, alternative energy/fuel sources, among others. Stay at the forefront of sustainability technology development.

2. Promote sustainability projects and/or accomplishments

Promote sustainability projects and/or accomplishments through national, local and campus publications; at events; and through work with other units.

3. Support RecycleMania and sustainability activities

Provide participation, incentives, leadership and management support to the institution's annual RecycleMania program. Actively support and participate in other campus-wide sustainability conferences, programs, initiatives, and assessments.

4. Include sustainability actions, plans, and goals in PRD review of directors, senior staff, and facility managers

Include evaluation of progress and performance on assigned sustainability actions/plans and the attainment of departmental annual goals as part of the annual PRD review of each department's director and applicable PRDs of senior department positions involved with procurement and sustainability efforts.

5. Include sustainability accomplishments and goals in all annual reports

Require directors, as part of each department's annual report, to include a section identifying the previous year's sustainability-related accomplishments and targeted sustainability-related goals for the upcoming year.

6. Provide for managers to be LEED knowledgeable and trained

For those Division departments involved in planning, programming, design and/or construction of capital and other building projects, provide for department managers to be LEED knowledgeable and trained to assist and to engage in planning processes to ensure LEED standards are incorporated in the projects as appropriate. Provide support for interested staff involved in building projects to become LEED trained.

B. COORDINATION

1. Identify a Divisional Sustainability Leadership Team

Identify a Divisional Sustainability Leadership Team to direct strategic environmental efforts within the Division, help assess Division wide progress, clarify divisional standards and expectations, lead related committees, represent the Division on campus committees, promote Division accomplishments, and assist in execution and management of selected key sustainability related projects and initiatives.

2. Assign a Sustainability Coordinator for each department

Assign a senior level position in each Division department to serve as the Sustainability Coordinator for that unit and serve as its representative on the Student Affairs Sustainability Committee. The Sustainability Coordinator will conduct the Division's required bi-annual audit of each department's environment-related practices, programs and initiatives. This staff member may also be called upon to serve on other committees to represent his/her department or the Division. The Sustainability Coordinator must be active, invested, and empowered to accomplish the sustainability mission within each department and as part of the Student Affairs Sustainability Committee.

3. Review sustainability expectations and standards annually

Review annually with directors each year's changes to the Division's sustainability expectations and standards.

4. Report compliance with Division's Sustainability Plan

Due with the annual report to be submitted July 2010, require each director to submit a report of his/her department's compliance with the items found within this document applicable to the department. In the future and subsequent to the release of revisions to this divisional document, require each director to update his/her department's compliance report to be included in the department's annual reports due within the next 12-month period.

5. Assess student and community member sustainability behaviors

Assess biannually student and other community members to determine compliance with sustainability behavior goals. This will be done by the Divisional Sustainability Leadership Team with the help of the Student Affairs Sustainability Committee. Distribute results to directors for review.

C. EDUCATION

1. Develop *Green Guides* for all audiences/communities

Develop a collection of *Green Guide* programs and documents for each major constituent audience/community within Student Affairs. Across these materials as appropriate, use consistent icons and themes to present a unified/common approach to responsible stewardship of our campus environment and in setting or stating expectations for students, employees, guests, and visitors. Consider electronic media over print media when appropriate.

- *Green Guide* for Staff - Clarify what materials can and cannot be recycled in available can/bottle and mixed paper recycling containers, how to recycle responsibly or dispose of specialized batteries and chemicals, and how to use Terrapin Trader for furniture and equipment recycling/reuse. Provide guidance on energy and water conservation and green transportation options. Reinforce established Division-wide expectations of employees and student staff regarding reducing waste, reusing and recycling.
- *Green Guide* for New Employees – Introduce new employees to our Division's sustainability goals using a common document [i.e., this document or a version of this document] intended to be attached to each department's internal sustainability

- program and annual goals document. Both are provided to new employees as part of each department's new employee orientation session.
- Departments will provide the same or a comparable two-part document to student employees
 - If not already readily available and understandable, create public transportation and carpooling materials to be made available to all new employees as part of each department's new employee orientation or direct the new employees to DOTS information on green commuting – options other than cars such as public transportation, carpooling, biking, and walking.
 - Develop a webpage or refer to DOTS web site on public transportation and carpooling that prospective new employees can be directed to find for information to assist them in understanding housing decisions they may make once hired.
 - Each department's version of its employee sustainability handout will be included in its employee handbook and be viewable on the department's website.
- *Green Guide* for Residents in On-Campus & Sponsored Housing – Provide guidance for water and energy conservation and waste reduction behaviors in residence halls. Provide advice on preferred products that contribute to energy conservation (student room refrigerators, desk lamps, etc.). This Green Guide will be provided and highlighted through residence hall orientation sessions with RAs at the start of each academic year, as well as be available on the Resnet, Capstone, and OFSL websites.
 - *Green Guide* for Dining Customers – Provide guidance for dining customers aimed at eat-in and carry-out consumers. In addition to being available in the dining rooms, the Carry-out Guide will be provided and highlighted through residence hall orientation sessions with RAs at the start of each academic year, as well as be available on the dining website. Include messages about the value of eating in the dining hall and making good food choices – quantity, origin of food, and reducing waste.
 - *Green Guide* for Students Living Off Campus – Provide similar guidance for students living off campus and other community members by developing and distributing a sustainability guide through new student orientation and other means. Engage in other appropriate outreach and engagement activities with students through various teaching and advising roles to encourage good sustainability stewardship among the student body.
 - *Green Guide* for Summer Conference Participants and Visitors who use campus facilities – Provide simplified guide for short-term guests about recycling, use of public transportation, and energy/water conservation while on campus and an expanded Green Guide tailored to longer term summer guests. In addition to providing details about our programs with registrations, the complete Green Guide will be available through the CVS website.
 - *Green Guide* for Conference and Event Planners – Provide a guide for event organizers and program leaders describing the “green meeting guidelines” (See Section E of this document). Advise and educate student organizations planning events on campus of the environmental impact of their activities including, for example, specific guidance on recycling bins etc. needed for outdoor events.

2. Establish expectations for sustainability issues on Divisional and department web sites
Establish minimum expectations for reflecting divisional and department sustainability standards, practices, and annual goals on the Student Affairs and each department's web sites. Each department's site should have links for the relevant versions of the department's Green Guides and utility consumption/budgets (see below), and a link referring to the Division's website that contains the Division's Sustainability Plan and a collection of all excerpted portions of each department's last annual report sustainability sections. Ensure Division's web site and individual department web sites remain up-to-date on these and related issues.

D. BUSINESS OPERATIONS AND PURCHASING

1. Purchase recycled content general office supplies

Require general office supplies be purchased with a minimum recycled content as shown below. Biannually, ask department administrative managers to review and recommend adjustments upward in the recycled content of these products as advances are made with suppliers.

- White office paper – 50 % post-consumer content
- Color office paper – 30 % post-consumer content
- Message pads – 100% recycled content
- Hanging file folders – 95% recycled content
- File folders – 50% recycled content
- Post-it notes – 30% recycled content
- Composition notebooks – 100% recycled content
- Note/writing pads – 40% recycled content

2. Recycled content office products/supplies identification and procurement

Research and identify other readily available office products/supplies having recycled content and establish for each a divisional standard and communicate this to department procurement personnel. Annually, have the Division's administrative managers share a list of vendors for these products (if other than from OfficeMax/Boise or Rudolph's), promoting those vendors with the highest recycled content for a specific cost.

3. Require confirmation of green components in products and materials

Require written confirmation from vendors of the specified green components and performance for requisitioned purchases of green/sustainable products and materials. Ensure that sustainability related requirements are clearly specified on related department generated purchase requests or product specifications.

4. Purchase Energy Star appliances and equipment

Purchase Energy Star rated and labeled appliances and equipment where available on the market.

- Desktop computers and flat-screen monitors
- Laptops
- Servers
- Printers
- Scanners
- Fax machines

- Copiers
- Televisions
- DVD players
- Audio systems (i.e., receiver, tuner, amplifier, et al.)
- Compact and full-size refrigerators/freezers for offices

Seek written confirmation and/or third party verification with bid submission or purchase as possible.

5. Purchase Energy Star power adapters

Purchase equipment using Energy Star rated external power adapters (also called power supplies) where these are offered with small rechargeable appliances, tools and equipment,

6. Establish and enforce energy curtailment expectations

Within each department, identify and assign the administrative or other designated office (work area or building) manager to establish and enforce the following specific energy curtailment expectations suited to each work area. Provide initial training to existing staff and as part of new employee orientation. Enlist staff participation for compliance with these expectations. Periodically assess and measure individual and group adherence to those practices adopted within each work area.

- a. During business hours, minimize power use of computers, fax machines, printers, copiers, and other office equipment in each department through enabling power management features designed to have equipment “sleep” when not in use.
- b. When not in use, unplug sporadically used appliances, equipment and other items that use power supplies.
 - Unplug external power supplies for rechargeable devices once the recharge cycle has concluded.
 - Unplug “energy vampire” appliances/devices until needed – Office equipment, appliances, tools and devices with external power supplies consume power when left plugged in but not being used.
 - When inconvenient to reach wall outlets to unplug/plug-in devices, purchase and use switchable power strips to facilitate switching on devices only when needed.
- c. Employees with individual offices should turn off their offices’ overhead and tabletop/floor lamps whenever they vacate for any portion of the work day and they don’t shortly expect to return.
- d. For meeting/seminar rooms, store rooms, bathrooms (whether half-bath or gang-style) and other public use rooms where no occupancy sensors have been installed to control the lights, the last person to leave should turn off all lights.
- e. Except for computer and office machines that must stay powered up due to 24/7 software applications or other explicit business needs, turn off all PCs, monitors, printers, copiers, scanners and fax machines. Explicitly, PCs and large office machines are

required to be switched off and not allowed to go into hibernation or stand-by overnight, on weekends, and over holidays.

f. As part of designated individuals' duties at the end of each work day, assign the following tasks in all Division offices, shops, and other work areas:

- Switch off lights in all individual office and work/meeting rooms, open office bays, and hallway lighting
- Ensure windows are closed when HVAC is running (unless windows are used for natural ventilation not during either a heating or cooling season).
- Where occupant thermostats are installed but without automatic set-back features, adjust heating/cooling settings to conserve energy during evenings, weekends and across holidays.
- For evenings, weekends and over holidays, switch off and unplug individual window a/c units and space heaters.

7. Promote material and energy conservation

Establish correspondence, document and media practices that promote material and energy conservation:

- All printed materials should be double-sided, including University memoranda. Phase in equipment needed for double-sided printing as replacements are made.
- Place themed reminder signs at all department copiers and printers showing expectations for staff.
- Configure word processing software to use one inch margins on four sides (i.e., left/right/top/bottom)
- When distributing short notes and meeting agendas, format text to fit a half-page (even if double sided), print two-to-a-page, and then cut in half before distributing
- Except for official University presentation materials, put reports in reusable covers and binders and avoid special bindings.
- Configure staff email accounts to include a signature/footer file containing text/icon to remind only to print when necessary.
- Eliminate all but essential burning of CDs/DVDs and use inexpensive, reusable USB "flash drive" media to transfer files; use FTP software and/or create shareable folders through departmental websites to facilitate the transfer of larger files
- For each standard departmental publication and mass mailing, task the appropriate manager(s) to assess and report whether the content (1) can be delivered using less printed material, (2) transferred electronically, (3) largely or completely made available through the department's website or other means, or (4) should remain as is
- Require Division publications and mailings printed on and off campus to use 100% recycled content paper and soy ink as technology permits. As a standard, include "Printed on 100% recycled content paper with soy ink" on all future printed materials.

8. Use rechargeable batteries and battery rechargers

Where operations continuously use more than a small quantity of AAA, AA, C and/or D cell batteries, purchase and manage rechargeable batteries and battery rechargers in lieu of using non-rechargeable batteries.

9. Buy local

Purchase products/equipment/materials (particularly food items) manufactured/sourced locally (within 500 miles of campus) as market availability and product information permits and existing procurement policy allows.

10. Reuse items

Arrange for reuse of surplus items (furniture, equipment, etc.) through TERP Trader or appropriate local charities or non-profits.

E. EVENT PLANNING AND PROGRAMMING

1. Plan for reducing waste and recycling

Require planning of Division sponsored or funded events and programs to include provisions for reducing waste generated and recycling of cans, bottles, paper, plastic, and cardboard.

2. Reduce or eliminate waste at Division events and programs

Reduce or eliminate waste generated at Division planned or funded events and programs. Require use of reusable, recyclable or biodegradable food service products where available.

3. Provide bulk water containers and reduce use of bottled water at Division events

Provide bulk water containers at Division sponsored events or high traffic areas where appropriate (may need to adjust for need to refill containers, keeping water cold, and cup management at some events) and establish a plan and schedule to reduce the use of bottled water on the campus in the future, including possible installation of water bottle fills at selected locations.

4. Encourage the use of public transportation and carpooling to events

Encourage the use of public transportation and carpooling to off-campus events, and plan events in locations accessible by public transportation whenever possible.

5. Use web sites and electronic media for events

Review annually the quantity of printed materials such as brochures and guides and their use towards an effort to direct users to web sites and other electronic media for materials and information

F. WASTE MANAGEMENT

1. Conduct, use, and publicize waste stream analyses

Conduct a waste stream analysis of Division managed facilities minimally every five years to assess continuing progress to capture more recyclables from the waste stream. Using the consultant's findings, identify specific targets over the next five year period for increasing the yield of specific commodities from each building's waste stream to be assigned to the directors of the corresponding buildings. For the first two and all subsequent studies, maintain the overall data from the waste stream analyses on the Division's website and include each department's findings on their own websites along with the stated target goals for the next five year cycle.

2. Provide appropriate recycling containers

Provide readily visible, abundant, and clearly labeled, permanent recycling containers for cans and/bottles and mixed paper for use by building staff, students, and visitors. At these recycling stations, signage should clearly inform what items can be recycled and what must be put into the regular trash. Consistent with fire code and related egress concerns, locations and numbers of containers should be selected to best capture recyclables materials from those using public spaces in buildings.

3. Recycle cardboard, toner, pallets, and batteries

Recycle cardboard packing boxes, toner cartridges, wood pallets, and specialized batteries. Employees should be oriented as needed to assist them in being successful

4. Reuse and/or recycle metal, wood, and other building components

Salvage for reuse or recycling metal and clean wood and other building components replaced or removed in completion of routine and other building maintenance/repair/replacement tasks.

G. TRANSPORTATION

1. Reduce/eliminate driving across campus for meetings

Reduce or eliminate driving across campus for meetings and events or into College Park for food and other items unless absolutely necessary.

2. Purchase flex-fuel vehicles

Purchase flex-fuel vehicles to accept alternative fuels available at Campus Motor Transportation Facility. Purchase hybrid, Compressed Natural Gas (CNG), electric or other alternative fueled or zero emission vehicles when available on state contract and fuel sources are accessible to campus. Promote adding fuel efficient cars to state contracts.

3. Instruct drivers regarding flex-fuel vehicles

Within vehicles or as part of the vehicle's key tags, provide permanent signage instructing drivers to use only the E-85 fuel available at Campus Motor Pool and to not use standard fuel in Division purchased flex fuel vehicles.

4. Consider "zero-emissions" alternative vehicles including bicycles

Charge departments with vehicle needs to review existing requirements and consider, as appropriate and operations permit, trial or selective use of "zero emissions" alternative vehicles for on-campus employee travel including the use of bicycles.

5. Prohibit idling

Require departments with vehicle fleets to prohibit idling while parked (e.g., warming up of vehicles) as part of each department's vehicle use policies and practice.

6. Reduce green house gas emissions from travel

Be mindful of the following aspects of travel and address as possible:

- a. Reduce overall air miles and related green house gas emissions in Division and department sponsored air travel. Establish environment related standards for future review and approval of air and other travel requests.
- b. Increase use of public transportation, carpooling, and bicycling through development of programs and policies.
- c. Encourage the use of public transportation and carpooling for office events off campus.
- d. Consider and implement as appropriate flex time and telecommuting policies and practices for Division staff.

H. DINING AND FOOD SERVICE

1. Collect food waste for composting

Collect pre- and post-consumer food waste for composting in all campus dining halls and collect pre-consumer food waste for composting in all other dining facilities and at large scale campus events. Promote understanding and compliant behavior with post-consumer waste separation efforts.

2. Eliminate use of foamed polystyrene and use recyclable or bio-degradable packaging

Review existing carry-out food and beverage practices and packaging with the intent of eliminating use of foamed polystyrene products and converting to recyclable or fully bio-degradable packaging. Insure any selected bio-degradable carryout packaging and utensils are manufactured to effectively degrade outside of an industrial composting facility.

3. Purchase organic and local foods

Establish means to increase annual purchase volume of certified organic food products, fair trade products, and locally produced foods. Encourage availability in convenience stores of green cleaning products, certified organic food products, fair trade products, and locally produced food.

4. Reduce use of disposable carry out and beverage containers

Establish a strategy to reduce the use of disposable carry out and beverage containers when eating in campus dining facilities and large scale campus events.

5. Establish green standards for catering

Establish green standards for catered products and develop instructions for recycling or reuse of platters and containers and reducing waste of food or supplies.

6. Purchase Energy Star appliances and kitchen equipment

Purchase Energy Star rated and labeled commercial appliances and kitchen equipment where available on the market and seek written confirmation and/or third party verification with bid submission or purchase as possible.

- Dishwashers
- Fryers and steam cookers

- Hot food holding cabinets
- Ice machines
- Refrigerator/freezer

I. MANAGING BUILDINGS AND GROUNDS

Some items in this section represent a significant departure from current practice and as such may require establishing a plan, with a schedule and budget for implementation, for review with the Division office to accomplish.

Energy Systems & Budget

1. Increase energy efficiency, decrease energy consumption, and reduce water use

Establish a plan and schedule to periodically assess building climate control, mechanical, electrical, and plumbing systems in Division managed facilities. Identify and implement means/methods for increasing energy efficiency, decreasing energy consumption, and reducing water use.

- a. To be available within a year or as soon as practicable, directors of departments with buildings should provide the Division office with an assessment of each energy system for each of their assigned buildings and an initial status of current and schedule for proposed changes in equipment and hardware for each. This initial report should describe whether one-time or multi-year retrofit programs are planned. The department report may also address:
 - using an energy consultant to determine installation budgets and annual/life-cycle costs and savings,
 - installing or adding new utility consumption meters,
 - developing specific changes in practices to reduce consumption,
 - documenting that no changes are planned where existing equipment and fixtures are not the most energy-efficient units available, or
 - documenting where newer fixtures are unable to meet essential performance requirements within the department's operation.
- b. Audit existing building lighting to identify numbers and locations of remaining interior or exterior incandescent lighting requiring conversion to more energy efficient lamping (e.g., compact fluorescent, T-8/T-5 fluorescent, H.I.D.).
- c. Install occupancy sensor lighting controls in spaces such as hallways, bathrooms, meeting rooms, conference rooms, lounges, classrooms, study rooms, offices, shops, and storage rooms unless operationally ill-advised.
- d. Audit existing exit sign lighting with intent of converting to high efficiency 3W – 8W LED style exit signs throughout.
- e. Adopt a standard while maintaining sufficient lighting for safety that all new interior and exterior lighting fixtures will be Energy Star rated and labeled except when such products are not available or do not provide necessary programmatic attributes.

- f. Audit existing exterior controls for exterior lighting and convert to photo cell control where currently not in place.
- g. Install water conserving restroom fixtures: faucet aerators (0.5GPM) shower heads (1.5 GPM or less), toilets (1.6 GPF) and urinals (1.0 GPF).
- h. Install automatic programmable thermostats where possible.
- i. Consider alternatives to the disposal of existing equipment and ways to recapture old materials before they go to a landfill.
- j. Pursue approval through Business Services for installation of energy saving "vending misers" on vending machines located in campus facilities (e.g. dining halls residence halls, Stamp Student Union, Eppley Recreation Center, Ritchie, etc.) directly managed by Student Affairs Departments.
- k. Where residential-grade bathroom ventilation fans are used, adopt the standard that all new replacement units will be Energy Star rated.
- l. When replacement motors are purchased for fixtures where no Energy Star standards exist (such as circulating pumps or motors in fan coil units/exhaust fans/unit heaters), managers should identify and purchase high efficiency, lower wattage replacement units.
- m. Where retrofit and replacement programs result in the removal of existing equipment and fixtures, none of the fixtures should be sent to landfills and should be reclaimed by metal and component recyclers.
- n. Facility managers should propose periodic changes to the above standards and equipment ratings when manufacturers in the marketplace are routinely supplying more energy-efficient fixtures or in response to new standards and other changes in state or federal regulations (such as the federal 2007 Energy Policy and Conservation Act).
- o. Departments with assigned buildings should provide annual utility budgets and consumption data for its buildings on their websites.

2. Reduce energy consumption during low- and no-occupancy periods

Develop and implement a formal energy reduction strategy for all low- and no-occupancy period in all Division managed facilities and offices, such as during evening hours, weekends, holidays and semester recess periods.

Housekeeping

1. Use "Green Seal" products

Use exclusively "Green Seal" labeled or comparable cleaning products and require vendors to provide proof of "Green Seal" product certification with bid submissions in Division managed

housekeeping/cleaning programs (with the exception of required disinfectants or other specialty products not currently available with Green Seal certification).

Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment. See www.greenseal.org.

2. Reduce use of paper towels and use 100% recycled content paper towels and toilet paper
Purchase 100% recycled content paper towels and toilet paper for use in Division managed facilities restrooms and locker rooms. Eliminate use of C-fold paper towels. Install electric hand dryers in lieu of recycled content paper towel products where appropriate, health issues are addressed, and funding can support cost of installation. Consider a master contract for purchase within the Division.

Furniture

1. Wood and wood composite rating, recycled content, and chemicals

Standardize the use of Forest Stewardship Council (FSC) rated framing and finish lumber where metal framing or composite finish or trim stock is not used. Require composite and plastic wood products to contain an appropriate percentage of recycled content. Require plywood, particle board, wood paneling, and other engineered wood products to contain no added urea formaldehyde.

Require manufacturer's "chain-of-custody FSC certification" with purchase and bid of specified FSC wood lumber and trim and vendor's written confirmation of recycled and urea formaldehyde content with purchase or bid of plastic, composite and engineered wood products.

FSC is a non-profit organization devoted to encouraging the responsible management of the world's forests. See www.fscus.org.

2. Furniture renewal and replacement rating, recycled content, and chemicals

Include a specified requirement for furniture purchases that wood components be manufactured using FSC rated wood and/or composite wood products containing no added urea formaldehyde as available. Require manufacturer's chain-of-custody certification for requested FSC wood components and confirmation of recycled and urea formaldehyde content for composites and engineered wood products. This may require obtaining an exception to purchase items from Maryland Correctional Enterprise (MCE) and/or advocacy with MCE to follow FSC standards in the future. Consider reupholstering and refinishing rather than furniture replacement when possible.

Flooring

1. Carpet with recycled content

Install Carpet and Rug Institute (CRI) Green Label Plus Certified products which contain a minimum recycled content of 35% as existing carpet is replaced in Division offices and facilities.

2. Recycle waste carpet

Require recycling of the existing carpet and any waste scrap from new carpet installations to be recycled through a third party verified local carpet recycling programs or larger national program such as the Antron Carpet Reclamation Program.

Paints, Finishes & Adhesives

1. Low VOC paint

Use interior and exterior paints, clear finish, floor/carpet/other adhesives with low levels of volatile organic compounds (VOCs) as defined by current LEED standards (www.usgbc.org) in Division managed maintenance operations (with some possible exceptions of coatings used on “hard-use” surfaces such as handrails, mechanical room floors, elevator machine room floors, mechanical equipment, etc. requiring a more durable solvent/oil based product).

Pest Management

1. Practice Integrated Pest Management

Require contracted and in-house pest control operations working in Division managed facilities comply with established Integrated Pest Management (IPM) practice to minimize the use of pesticides.

Grounds Management

1. Minimize water, fertilizer, and herbicide use

Minimize water use and the volume and frequency of fertilizer and herbicide application in Division managed ground and landscape maintenance operations.

2. Use of non-phosphorous fertilizers

Require use of non-phosphorous containing fertilizers for on-going turf maintenance unless being applied to newly planted areas or the results of soil testing reveals a critical deficiency.

3. Adjust irrigation systems and use moisture sensors

Adjust irrigation system timer controls not to run during mid-day and evening hours, especially during high heat summer months. Include moisture sensors in control systems to prevent irrigation systems from running during prolonged rain events.

Roof Systems

1. Use reflective or green/garden roof systems

Require future built-up roof replacements on Division managed facilities to be reflective or green/garden roof systems.

2. Use synthetic 100% recycled content slate

Require future roof replacement projects to use synthetic slate with 100% recycled content in lieu of non-renewable natural slate on gabled/slate roofs outside of the campus-designated historic district.

Laundry Facilities

1. Use water conserving, Energy Star, front loading washers and high efficiency dryers

Require laundry rooms in Division managed facilities to be equipped with water conserving, Energy Star rated, front loading washers and high efficiency dryers.

2. Install variable speed exhaust systems

Convert existing laundry room exhaust systems to more energy efficient variable speed exhaust systems with “smart controls” that sense the number of dryers in operations at any one time and reduces exhaust fan speed and energy use accordingly.

Maintenance Operations

1. Retain vehicles, tools, and equipment as long as possible

Before buying replacement products that consume new raw materials, retain vehicles, tools and equipment as long as each item remains safe and serviceable.

2. Rebuild fixtures and refinish furnishings

Rebuild fixtures and refinish furnishings to extend each item’s useful life as long as each item continues to meet user requirements and departmental standards.

3. Salvage usable parts/components

Recover used obsolete, abandoned, salvage, broken or damaged tools, fixtures and equipment for usable parts/components if such parts can be used to extend the serviceable life of other existing units.

4. Remove batteries prior to disposal

Remove all batteries from equipment, tools, fixtures, and any other devices prior to sending units to equipment/metal recyclers or to a landfill. Units sent to Terrapin Traders and some material recyclers may typically have to retain all original components, including exhausted rechargeable battery packs.

5. Retain boxes and packing

Prior to recycling or disposal, retain boxes and packing materials for future reuse as needed or donate boxes and packing materials to other departments or to employees for personal use off-campus.

6. Use Environmental Safety to dispose of chemicals, solvents, and other compounds

Transfer unused portions of chemicals, solvents and other compounds to Environmental Safety consistent with their waste disposal guidelines for any product not able to be placed in the general trash. Information about product disposal is shown on Material Safety Data Sheets (MSDSs), which facility managers are required to possess and follow.

J. CONSTRUCTION, RENOVATIONS, RESTORATION & MAINTENANCE PROJECTS

1. Establish LEED and sustainability design in large and small scale construction projects

Establish a minimum set of LEED related programming and design criteria for use and application in design development of future capital construction projects and other building projects. For smaller scale non-capital building projects, ensure scope of work is reflective of sound sustainability products and practices. Examples may include salvaging or reusing existing

components and materials, recycling of waste materials, use of recycled content products and low VOC paint. (See related LEED document for additional information.)

2. Recycle demolition materials

Include in scope of work for Division capital construction and renovation projects requirement for recycling of demolition materials (to include wood, metals, asphalt, concrete, organics and other materials) where type and/or quantity of expected demolition materials warrants.

3. Include a LEED accredited professional on capital construction projects

Require programming and design teams assigned to Division funded capital construction projects to include a LEED accredited professional.

4. Consider environmental impact of site selection and development for projects

Charge Division project managers in site selection and development discussions to act with a Division supported agenda to reduce impervious areas, protect existing mature tree stands, minimize storm water run-off and reduce requirement for irrigation and fertilization of turf and other plantings, and increase diversity of the existing tree and plant inventory on campus.

5. Use native or adaptive plants

Require the use of primarily native or adaptive plant material to minimize future requirements for supplemental watering and fertilization for Division managed and/or funded site pr landscape projects.

6. Eliminate use of potable water irrigation for turf

Eliminate future use of standard potable water irrigation systems to water turf with exception of "first impression" areas (e.g. Engineering Fields), recreation fields, and the golf course. Where feasible, supplement the systems for "first impression" areas with captured water sources to minimize the use of potable water. Sub meter all irrigation systems to reduce the WSSC sewer costs.