

REAL ESTATE SERVICES SUSTAINABILITY GUIDELINES

SUBJECT: RES Environmental and Sustainability Objectives

I. Statement of Purpose

These guidelines define standard operational procedures for managing waste stream activities at the Administrative Office Building. (AOB) These guidelines may apply to other facilities in the ACG footprint as determined by RES Management.

The following operational initiatives have been established to clearly define performance objectives as it pertains to waste stream, recycling and sustainable policy and to help our employees translate this policy into everyday actions.

II. Definition/Scope

1. Where possible, ensure that all bidders for waste hauling contracts have, and use as standard practice, facilities that segregate waste streams by material types, i.e.; plastics, paper, cardboard, metals and glass.
2. Ensure that vendors contracting with ACG are using proper disposal procedures for hazardous materials such as cartridges, inks, acids and petroleum based products.
3. Electronic components leaving ACG facilities for disposal shall be recycled.
4. Battery collection points will be available at AOB for the purpose of proper disposal.
5. Plastic bottle collection points shall be made available for the purpose of segregation from the regular waste stream and recycled.
6. Document destruction services shall incorporate sustainability into their process.
7. Carpet tiles shall be recycled by the manufacturer or other vendors capable of proper recycling techniques.
8. Wooden shipping pallets shall be recycled back into use through a vendor or shredded for future use.
9. Provisions shall be made for proper disposal of fluorescent tube lamps.
10. Low volatile organic compound (VOC) adhesives, sealants and paints shall be used whenever possible.
11. Low environmental impact cleaning products and procedures when possible.
12. The use of highly tolerant natural or cultivated grasses and plantings indigenous to the area for the lawn and landscaping shall be encouraged for use in planting beds.
13. Programmable set back thermostats or equivalent for the purpose of energy savings during all unoccupied times with a minimum of 10° F. differential.
14. When upgrading or replacing restroom fixtures, use low water volume (or waterless) fixtures in all facilities.
15. Motion sensors shall be installed in all conference and also in activity rooms not regularly occupied.
16. Compact fluorescent light bulbs (CFL) will replace incandescent bulbs where practical.
17. Encourage the ordering of paper products with a minimum of 30% post consumer, recycled content.

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III. General Provisions

To ensure that we are implementing our environmental guidelines effectively and achieving our overall commitment, ACG will:

1. Comply fully with the letter and spirit of all applicable environmental laws and regulations and strive for continuous improvement in our environmental performance in everyday operations as well as projects.
2. Adopt procedures and systems at our facilities while undertaking design, construction and maintenance activities to minimize environmental impact.