

# Maine Businesses for Sustainability GROWING SUSTAINABILITY IN MAINE Fall Workshop, November 9, 2010

## Presenters:

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## Session 3: Greening Rental Office Space Checklist

### THE SPACE

#### Choosing the rental property:

##### Location:

Public transportation, bicycling, lunch within 3-block radius

Walkable neighborhood, relationship to other businesses, services

##### The Building:

Healthiness of the building, "recycled" building

Orientation of space for solar gain/loss

Accessibility

##### The Users:

Entrance/reception welcoming/ wayfinding easy/ clean/ needs upgrades

Interiors: reflect, enhance brand image, impact on your customers

Interior floor plan: workflow easy, adjacencies encourage interaction

Lighting: zone controls, dimmers, occupancy sensors

Conference rooms: projection capabilities, light and oxygen, sound

Sunlight: views, quality of windows

Employee amenities: kitchen, shower, bicycle racks, space for recycling bins

Sound: outdoor noise, sound quality, sound coming from other spaces

Temperature: even across the space (quality of insulation and roof), humidity

Electricity: adequate for business needs, surge protection

#### Lease negotiations

Landlord: shared interest in green improvements

Lease terms: who has financial incentives to reduce energy and water use

Balance length of lease with benefit of tenant investment in improvements



## THE SPACE, cont.

### Once you move in:

#### Portable products:

- Lightbulbs: compact fluorescents
- Cleaning products: non-toxic, green vendor
- Bathrooms: paper products, hand soap, hand dryers

#### Finishes:

- Window treatments helping deflect solar gain, reflect light into space?
- Floorcoverings: recycled, recyclable, low or no off-gassing
- Paint: low-VOC paints, using color for visual impact, employee morale

#### Utilities and Appliances: work with landlord, Efficiency Maine credits

- EnergyStar appliances
- Heat, AC, electrical: indoor air quality, programmable thermostats
- Water: quality, low-flow, temperature, need substitute drinking water

## YOUR BUSINESS

### Portable Business Equipment

- Furnishings: recycle, spruce up, or buy new green items
- Energy Star computers, monitors, copiers, double-sided printing
- Office supplies with recycled content, dishes and cutlery instead of paper
- Recycling: use muni recycling; cartridges to vendor; take excess to Ruth's

### Business Purchases

- Logo wear: fabrics and plastics with recycled content
- Business and holiday gifts: support local businesses
- Use of vehicles, incentives for energy-saving vehicles, carpooling

### Employees and Productivity

- Ergonomic workstations lessen injuries
- Natural daylight/vitamin D improves productivity and employee morale
- Motivate employees to recycle, save energy, share with each other

