

THINKING GREEN

IMPROVING YOUR OFFICE ENVIRONMENT

IRVINE COMPANY has a long and proud tradition of conservation and energy management. More than ever before, we are applying our knowledge to enhance the places you work. By implementing green practices together, we can help minimize energy usage and improve building efficiencies. Below are suggestions on steps your company can also take toward preserving energy and the environment, some of which can provide significant cost savings. For more information, please contact your Property Manager. To learn more about the Irvine Company's commitment to preserving our natural resources, visit goodplanning.org/stewardship.



ENERGY EFFICIENT BUILDINGS

ENERGY EFFICIENCY

- Disconnect power to all electronic equipment when not in use. Devices draw energy around the clock, even when equipment is switched off or in the "sleep" mode. Utilizing a power strip allows for easy turn-off of multiple items.
- Close shades and blinds to reduce heat and help maximize air conditioning system efficiency.

Visit energystar.gov for more information.

REDUCE, RE-USE AND RECYCLE

- *Reduce*
 - Generate less printed paper by implementing the following:
 - Use both sides when printing or copying for a 50% reduction.
 - Print a single shared copy of documents for meetings.
 - Make information available electronically instead of routing printed copies.
 - Reduce default printer margins on documents.



IMPLEMENT A RECYCLING PLAN



RIDE SHARE WITH YOUR CO-WORKERS



DISCONNECT POWER WHEN NOT IN USE



ECO-FRIENDLY PURCHASES

REDUCE, RE-USE AND RECYCLE (continued)

Re-use

- Ask to have goods delivered in reuseable containers, and use glass instead of paper, plastic or Styrofoam.

Recycle

- Irvine Company Office Properties has developed a recycling program to help meet our customer needs. Please contact your Property Manager for details.
- We also offer an e-cycle program to help customers dispose of electronic waste such as computers and fax machines on an as-needed basis. To recycle electronic items, please contact your Property Manager.

Visit epa.gov/epawaste or earth911.org for more information.

COMMUTING

Consider alternatives for your commute to work and save time, money and reduce stress. When possible, walk, bike, carpool, take the bus or commuter rail—or telecommute.

Visit aqmd.gov/trans/links.html for more information.

PURCHASES

Develop a written environmental purchasing policy which includes the following:

Disposable Cups

- Replace Styrofoam with biodegradable paper cups or use glassware. Purchase products which contain a high percentage of post consumer content (recycled products).

Plates, Bowls and Utensils

- Replace Styrofoam and plastic by using products made of natural materials.

Paper Towels and Napkins

- Use products made with a high percentage of recycled paper and post consumer content to help keep our landfills clean.

Office Supplies

- Ask your office supplier for a list of environmentally friendly products.

Drinking Water

- Replace bottled water at the office with a water filtration system. Reserve bottled water for meetings only.

Helpful Links

conservatree.org

treecycle.com

officedepot.com/buygreen

waterfiltercomparisons.com

staples.com/ecoeasy

officemaxgreen.com

If you have questions or would like more information on how you can make your office environment greener, please contact your Property Manager.