

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

CLEANING

If you contract directly for your janitorial services, ask that your service provider follow these guidelines:

- Use environmentally friendly Green Seal® GS-37 standard certified cleaning products. Visit greenseal.org/certification/GS-37_TM.doc
- Utilize chemical concentrates and appropriate dilution systems to reduce packaging (ready-to-dilute chemicals).
- Stock recycled paper products in your restrooms and kitchens. Minimum recycled content should be 20% for bathroom tissue and 40% for paper towels.
- Use microfiber products that can be washed and re-used.
- Vacuum cleaners should meet the Carpet & Rug Institute Green Label standards: Equipment should capture 96% of particulates .3 microns in size and operate with a sound level less than 70 dBA. Visit carpet-rug.org

ENERGY REDUCTION

Air Conditioning and Heating

- Adjust your temperature set points by one or two degrees and save 2-4% of your monthly electricity costs.
- Close shades and blinds to reduce heat and help maximize air conditioning system efficiency.
- Make sure your air conditioning and heating is operational only when your employees are in the building.



ENVIRONMENTALLY SAFE CLEANING PRODUCTS



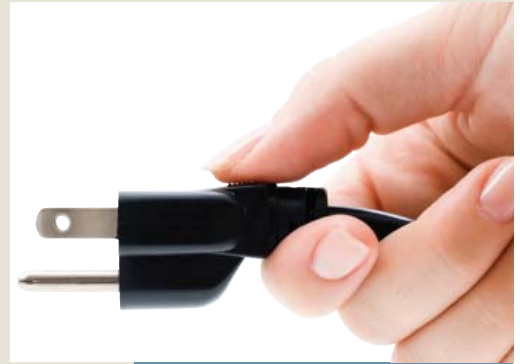
ECO-FRIENDLY PURCHASES



ADJUST TEMPERATURE SET POINTS



IMPLEMENT A RECYCLING PLAN



DISCONNECT POWER WHEN NOT IN USE

Lighting

- Replace incandescent lighting with energy efficient compact fluorescent bulbs (CFLs), for energy savings of up to 60%. Recycle fluorescent bulbs properly with a certified disposal company.

Computers

- 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.

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.

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/GreenOffice/index.html	

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