

2009 UPDATE OF IMPLEMENTATION TASKS

KEY

- Complete
- In Progress
- In Planning

GENERAL:

- Adopt the Model Sustainability Policy.
- Post that policy in one or more prominent places in our office area.
- Periodically assess and report progress in fulfilling that policy or set of values.

ENVIRONMENTAL RESPONSIBILITY

Resource and Energy Conservation

- Reduce energy use by purchasing personal computers and other electrical devices bearing the Energy Star certification
- Use energy-efficient lighting and heating, ventilating and air conditioning systems
- Conduct and implement an energy-saving audit of the office, where cost effective
- Assure that at least approximately 90% of all office paper ("mixed office paper") has at least 30% post-consumer recycled content or that office paper is derived from sustainable wood forests.
- Recycle discarded mixed office paper.
- Institute double-sided copying for at least 75% of all drafts and internal documents. (Use printers with an automatic duplex option.)
- Subsidize or otherwise encourage employee use of car pooling, energy-efficient vehicles, car-sharing programs (e.g., FlexCar, I-Go, Zipcar), mass transit, or bikes, or take other measures to reduce the energy consumed by employee commuting or other travel.
- Adopt an internal policy that encourages employees to turn off lights, computers, and other equipment at the end of the workday and otherwise when not likely to be in use.
- Adopt guidelines on the use of teleconferencing and other means to avoid unnecessary travel and associated carbon emissions
- Use filtered tap water instead of bottled water.
- Use durable plates, cups, glasses, and utensils in the kitchen and conference rooms
- Recycle printer cartridges and buy recycled cartridges.

Recycle the following to the extent practicable:

- Glass bottles
- Aluminum cans
- Batteries
- Plastic bags
- Tyvek envelopes
- Cardboard

- Establish a re-use center for binders, file folders, and other items.
- Sell or donate old office equipment, furniture, and supplies that can't be reused internally
- Route faxes electronically; maximize the use of e-communications in lieu of paper documents to the extent practicable.
- ① Narrow the margins on documents to conserve paper unless prohibited by courts or agencies.
- Use paperless court and agency filing procedures
- Re-use one-sided non-confidential paper documents for drafts or notepads
- Use letter-sized paper instead of legal-sized
- Develop a policy on data and document storage to minimize the use of paper (e.g., Imanage Documents, Interwoven Worksites, or MDY FileSURF.)
- Motivate employees to become involved in LEED and other environmental projects or associations for the sustainability of the planet.
- ① Develop a capital program within the Firm to install motion-sensing switches to turn off lights when employees are not present. Start with public places within the office and move to individual work spaces.
- Encourage each employee to take the City of Chicago Environmental Pledge, relating to conservation of energy, water, air, land and waste,

Waste and Pollution Prevention and Management

- Buy carbon credits to offset the greenhouse gases from travel.
- Use effective cleaners that have low toxicity and high biodegradability, to the extent that can be decided or influenced by the organization.

Reduction of Supply Chain Impacts

- ① Use caterers that minimize disposables.
- Encourage office supply vendors and equipment suppliers to provide items and services that minimize the adverse environmental impacts and risks and maximize the beneficial ones.
- If the office is leased, work with the landlord and office building manager to help minimize the adverse environmental impacts and risks of the operations and maximize the beneficial ones.
- Incorporate environmental criteria in the design and construction of office improvements.
- ① Select hotels with "green" practices for conference sites or regular use.