



# Shrinking Your Office Footprint



Presented by  
Bryan Guy

# Reasons to Green Agency Offices

- Reduced Environmental Impact
- Cost-savings
  - Budget /workforce reductions
- Business Efficiencies
- Public Leadership
  - Many businesses and citizens take their cues from government.... THE “WAIT AND SEE” approach

# Shrinking Your Office Footprint

## Focus Areas

- Green Purchasing
- Energy & Water Conservation
- Waste Reduction (recycling, JIT inventories)
- Transportation – employee incentive programs, e.g. ride share, biking, mass transit

# Shrinking Your Office Footprint

- Waste Reduction Tips
  - Pens
    - Use refillables. Disposable pens = 50,000 years +
  - Recycling
    - Offices can reduce waste by 50% = 561m trees
  - Fax Machines
    - Fax paper = Seventeen million trees per year
  - Doubled-sided prints (1 and 4 = 130b sheets)
  - Cafeteria
    - If every other office worker = 1 plastic knife per day = 1.5 million mile long plastic knife

# Shrinking Your Office Footprint

- Energy Savings Tips
  - Computers
    - 10 employee = Sleep mode = \$500 per year in energy cost savings
  - Copiers
    - “Standby” = 70% energy reduction = 100k homes
  - Printers
    - Ink Jets = 10 watts per copy, Laser = 300 watts
  - Heating
    - Keep heat constant, 69-73° F. Offices can reduce energy (by 33%) and pollution = 40 million cars

# Getting Started

- Measure
  - Measure Energy, Water, Waste/Recycling, and Transportation usage
  - Calculate Carbon Footprint
    - Use SCP Carbon Footprinting Tool
    - Hire City-approved contractors and vendors
- Report
  - Work with SCP in order to develop more customized action plans

# Getting Started (cont.)

- Culture Creation
  - Find the Achilles' Heel
  - Make It Fun
- Green Teams
  - Identify Team Members
    - Environmentalists, resource managers, project planners, accountants
  - Goal-setting
    - Keep It Simple

# Keys Steps in Planning to Shrink Your Office Footprint

1. Inventory your GHG emissions
2. Set reduction targets
3. Implement reductions
4. Monitor, evaluate and report
5. Get involved beyond your business
  - a. Your clients
  - b. Your customers
  - c. Your employees

# Step 1: Inventory your Greenhouse Gas Emissions

- A carbon footprint will give you a picture of your office's Greenhouse Gas (GHG) Emissions
- The best tool for Seattle-area organizations is:  
[http://www.seattle.gov/climate/docs/CO2\\_Tool\\_2.1.xls](http://www.seattle.gov/climate/docs/CO2_Tool_2.1.xls)  
– (It is a downloadable excel-based tool)
- **This is a vital and necessary 1<sup>st</sup> step in order to establish your baseline**
- SCP can help or you can engage the Resource Venture or other consultants

## Step 2: Set reduction targets and make your plan to reduce

- Make your plan to take steps to reduce your carbon footprint
- State Clean Air Act now includes statewide emissions limits on greenhouse gases:
  - 1990 levels by 2020
  - 25% below 1990 by 2035
  - 50% below 1990 by 2050
- THE MESSAGE IS: Start Now!

# Develop an internal Environmental Action Plan

- Develop a custom plan for your office
- Use the GGLO Architects Plan as an example
- [http://www.gglo.com/files/Downloads/Resources/GGLO\\_EAP\\_draft\\_v0.9.pdf](http://www.gglo.com/files/Downloads/Resources/GGLO_EAP_draft_v0.9.pdf)

# Environmental Action Plan

- Example Plan:
- SCP Partner GGLO (an Architecture Firm )
- 100 employees (single building, 3 floors)
- 4 member Green team
  - (including 1 named partner)
- Eco Dreams/Eco Peeves process
- Developed EAP
  - [http://www.gglo.com/files/Downloads/Resources/GGLO\\_EAP\\_draftv0.9.pdf](http://www.gglo.com/files/Downloads/Resources/GGLO_EAP_draftv0.9.pdf)
- Contracted for carbon footprint analysis
- Analyzing savings
- Ongoing process

## Step 3: Report & Exhort

- Send us your data
- Report your success
- Re-evaluate and measure success next year

# Step 4: Beyond Your Office

- Talk to your suppliers and customers
- Develop displays for employees and customers
- Consider joining *Business Leaders for Climate Progress*  
*([www.climatesolutions.org](http://www.climatesolutions.org))*



# Green Teams



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# Successful Green Teams

- What are the characteristics of a successful Green Team?
  - No “I” in Team or Green
  - Clear roles
  - Clear goals
  - Organize, organize, organize
  - Recognition = Motivation

# Look for projects to implement

- Possible Starting Points

- CFLs
- Recycling
- Employee Commuting
- Timers
- Air conditioning

- [http://humanresources.about.com/od/employeeinvolvement/qt/work\\_environs.htm](http://humanresources.about.com/od/employeeinvolvement/qt/work_environs.htm)

# Pitfalls to avoid

- Instant Satisfaction (it takes time)
- Burnout
- Conflict with normal job duties
  - Incorporate job duties with Green Team duties

# Thank you

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# Seattle Climate Action Programs

## Business Action

### Seattle Climate Partnership

Lead: Charlie Cunniff

Goal: Encourage and inspire public and private institutions to reduce their carbon footprints



## Community Action

### Seattle Climate Action Now

Lead: Rachel Smith

Goal: Encourage and inspire individual residents and households to reduce their carbon footprints

