

Annual Audit of Student Affairs Sustainability Plan Compliance

Health Center
July 1, 2009 – June 30, 2010

This is a report of the department's compliance with the Sustainability Plan according to the plan's ten categories:

- A. Leadership and Innovation
- B. Coordination
- C. Education
- D. Business Operations and Purchasing
- E. Event Planning and Programming
- F. Waste Management
- G. Transportation
- H. Dining and Food Service
- I. Managing Buildings and Grounds
- J. Construction, Renovations, Restoration and Maintenance Projects

For each standard listed below,

- Mark with an "X" all standards with which the department has complied. Insert "NA" for any standard which does not apply to the department. If the department has not fully complied with an applicable standard, leave the standard unmarked.
- Refer to the entire fiscal year from July 1 to June 30
- Document repeat compliance with standards (i.e., standards complied with this year as well as last year).
- If appropriate, use the box below each standard to provide highlights, explanations, examples, and/or specifics (as applicable and feasible, regarding cost savings in dollars, energy savings in kilowatts or other measure, amount of initial investment, etc.)

A. LEADERSHIP AND INNOVATION

Promote technical environmental actions/projects

Promote and execute innovative technical environmental programs/projects (e.g., green/garden roof systems, storm water irrigation systems, gray-water reuse, energy saving technology, alternative energy/fuel sources, among others). Stay at the forefront of sustainability technology.

N/A

Promote sustainability projects and/or accomplishments

Promote sustainability projects and/or accomplishments through national, local and campus publications, at events, and through work with other units.

5040 pounds of material were shredded during the 2010 Student Affairs Merge and Purge

Support RecycleMania and sustainability activities

Provide participation, incentives, leadership and management support to the institution's annual RecycleMania program. Actively support and participate in other campus-wide sustainability conferences, programs, initiatives, and assessments.

The Health Center has an interdepartmental competitive "Recycle Department of the Month" program which is also included in RecycleMania.

Include sustainability actions, plans, and goals in PRD review of directors, senior staff, and facility managers

Include evaluation of progress and performance on assigned sustainability actions/plans and the attainment of departmental annual goals as part of the annual PRD review of each department's director and applicable PRDs of senior department positions involved with procurement and sustainability efforts.

A performance factor entitled, "Environmental Friendly Practices", is a part of every Health Center employee's PRD.

[x] Include sustainability accomplishments and goals in all annual reports

As part of the department's annual report, include a section identifying the previous year's sustainability-related accomplishments and targeted sustainability-related goals for the upcoming year.

See Annual Report

[] Provide for managers to be LEED knowledgeable and trained

Ensure department managers are LEED knowledgeable and trained to assist and to engage in planning processes to ensure LEED standards are incorporated in the projects as appropriate. Provide support for interested staff involved in building projects to become LEED trained.

N/A

B. COORDINATION

[X] Maintain a Sustainability Coordinator

Maintain a senior level position in the department who serves as the departmental Sustainability Coordinator and serves as its representative on the Student Affairs Sustainability Committee. The Sustainability Coordinator completes the departments' Annual Audit of Compliance with Student Affairs Sustainability Plan and assists the Divisional Sustainability Leadership Team with assessments of student and community member sustainability behaviors when appropriate.

Deirdre Younger is the Health Center's Sustainability Coordinator.

C. EDUCATION

[] Implement Green Guides for all audiences/communities

Implement and or develop *Green Guide* programs and documents for each of the department's major constituent audiences/communities (for example, Staff, New Employees, Students, and Customers/Visitors) using icons and themes consistent across the Division to present a unified/common approach to responsible stewardship of our campus environment and in setting or stating expectations for students, employees, guests, and visitors. Use electronic media over print media when appropriate.

Awaiting the Green Guide from the Student Affairs Sustainability Committee

[x] Reflect sustainability issues on department web site

Reflect divisional and department sustainability standards, practices, and annual goals on department's web site. Include links as applicable to the department's Green Guides, utility consumption/budgets (see below I. MANAGING BUILDINGS AND GROUNDS Energy systems and Budget Item o.), recycling/waste reduction goals (see below F. WASTE MANAGEMENT Waste Stream Analyses), the Division's Sustainability Plan, and the department's last annual report sustainability sections. Ensure department web site remains up-to-date on this and related issues.

See www.health.umd.edu/node/190

D. BUSINESS OPERATIONS AND PURCHASING

[x] Purchase recycled content general office supplies

Purchase general office supplies with a minimum recycled content as shown below. Ensure that department administrative managers annually review and recommend when feasible adjustments upward in the recycled content of these products as advances are made with suppliers.

- White office paper – 50 % post-consumer content
- Color office paper – 30 % post-consumer content
- Message pads – 100% recycled content

- Hanging file folders – 95% recycled content
- File folders – 50% recycled content
- Post-it notes – 30% recycled content
- Composition notebooks – 100% recycled content
- Note/writing pads – 40% recycled content

The Health Center uses 30% post-consumer content white and color paper and post-it notes. Many units will cut used memos, letters, etc. to re-use for notes. Messages for the medical staff from providers are usually recorded electronically in our Electronic Health Record (EHR) system. Also, the EHR system has an instant messaging feature that is used to relay messages.

Share sources of recycled content office products/supplies

Ensure the department's administrative managers share with colleagues in other departments a list of vendors used to purchase office products (if other than from OfficeMax/Boise or Rudolph's), promoting those vendors with the highest recycled content for a specific cost.

The Health Center orders routine supplies from OfficeMax/Boise and/or Rudolph's

Require confirmation of green components in products and materials

Require written confirmation from vendors of the specified green components and performance for requisitioned purchases of green/sustainable products and materials when feasible. Ensure that sustainability related requirements are clearly specified on related department generated purchase requests or product specifications.

Housekeeping maintains written documentation for its cleaning products

Purchase Energy Star/energy-efficient appliances and equipment

Purchase Energy Star/energy efficient appliances and equipment when available. Seek written confirmation and/or third party verification with bid submission or purchase when possible.

- Desktop computers and flat-screen monitors
- Laptops
- Servers
- Printers
- Scanners
- Fax machines
- Copiers
- Televisions
- DVD players
- Audio systems (i.e., receiver, tuner, amplifier, et al.)
- Compact and full-size refrigerators/freezers for offices

Purchased desktop and 2 laptops that are Energy Star 5.0 capable. Desktop is also EPEAT SILVER and laptops are EPEAT GOLD

Purchase equipment with Energy Star/energy-efficient power adapters

Purchase equipment (such as small rechargeable appliances, tools, and equipment) with Energy Star/energy-efficient rated external power adapters (also called power supplies) when possible,

N/A

Establish and enforce energy curtailment expectations

Assign the administrative or other designated office (work area or building) manager to establish and enforce the following specific energy curtailment expectations suited to each work area. Provide initial training to existing staff and as part of new employee orientation. Enlist staff participation for compliance with these expectations. Periodically assess and measure individual and group compliance to these expectations within each work area.

- a. Enable power management features designed to have equipment “sleep” when not in use to minimize power use of computers, fax machines, printers, copiers, and other office equipment during business hours.
- b. Unplug sporadically used appliances, equipment and other items that use power when not in use:
 - Unplug external power supplies for rechargeable devices once the recharge cycle has concluded,
 - Unplug “energy vampire” appliances/devices until needed (Office equipment, appliances, tools and devices with external power supplies consume power when left plugged in but not being used),
 - Use switchable power strips to facilitate only switching on devices when needed where it is inconvenient to reach wall outlets to unplug/plug-in devices.
- c. Instruct employees with individual offices to turn off their offices’ overhead and tabletop/floor lamps whenever they vacate for any portion of the work day and they don’t expect to shortly return.
- d. Instruct the last person to leave meeting/seminar rooms, store rooms, bathrooms, and other public use rooms where no occupancy sensors have been installed to control the lights to turn off all lights.
- e. Turn off all PCs, monitors, printers, copiers, scanners and fax machines except for computer and office machines that must stay powered up due to 24/7 software applications or other explicit business needs. Explicitly, require that PCs and large office machines be switched off and not allowed to go into hibernation or stand-by overnight and on weekends, breaks, and holidays.
- f. Assign the following tasks in all of the department’s offices, shops, and other work areas as part of designated individuals’ duties at the end of each work day:
 - Switch off lights in all individual office and work/meeting rooms, open office bays, and hallways
 - Ensure windows are closed when heating/air conditioning system is running (unless windows are used for natural ventilation not during either a heating or cooling season).
 - Adjust heating/cooling settings to conserve energy overnight and on weekends, breaks, and holidays where occupant thermostats do not have automatic set-back features
 - Switch off and unplug individual window air conditioning units. .

Housekeeping Supervisor walk through the building on a daily basis at the end of his shift to ensure compliance. Also, staff ensure that the last person out of an area turns off any lights, appliances etc. that may have been left on inadvertently. Housekeeping Supervisor is diligent about reminding staff to reset thermostats for long weeks, breaks, etc.

Promote material and energy conservation

Establish correspondence, document, and media practices that promote material and energy conservation as appropriate:

- Use double-sided printing for all printed materials, including University memoranda. Phase in equipment needed for double-sided printing as replacements are made.
- Place material and energy conservation reminder signs at all department copiers and printers stating expectations for staff.
- Configure word processing software to use one inch margins on four sides (i.e., left/right/top/bottom).
- When distributing short notes and meeting agendas, format text to fit a half-page (even if double sided), print two-to-a-page, and then cut in half before distributing.
- Except for official University presentation materials, put reports in reusable covers and binders and avoid special bindings.
- Configure staff email accounts to include a signature/footer file containing text/icon to remind only to print when necessary.
- Eliminate all but essential burning of CDs/DVDs and use inexpensive, reusable USB “flash drive” media to transfer files; use FTP software and/or create shareable folders through departmental websites to facilitate the transfer of larger files
- For each standard departmental publication and mass mailing, task the appropriate manager(s) to assess and report whether the content (1) can be delivered using less printed material, (2) can be transferred electronically, (3) can be largely or completely made available through the department’s website or other means, or (4) should remain as is.
- Require departmental publications and mailings printed on and off campus to use 100% recycled content paper and soy ink as technology permits. As a standard, include “Printed on 100% recycled content paper with soy ink” on all printed materials.

The Health Center use double-sided printing when feasible. Departments also reuse the back of paper to print faxes and other materials which will not be distributed outside of the Health Center. HC has an IntraNet for posting of departmental meeting minutes which are also distributed via email. Billing to other departments is accomplished electronically. HC routinely reuses binders. Applications for certain HC programs may be completed and submitted via our website. CDs/DVDs are not burned for anything other than digital x-rays.

Use rechargeable batteries and battery rechargers

Purchase and manage rechargeable batteries and battery rechargers in lieu of using non-rechargeable batteries where operations continuously use more than a small quantity of AAA, AA, C and/or D cell batteries.

Purchase products/equipment/materials (including food items) manufactured/sourced locally (within 500 miles of campus) as market availability and product information permits and existing procurement policy allows.

Reuse items

Utilize TERP Trader or appropriate local charities or non-profits to promote reuse of surplus items (furniture, equipment, etc.).

The Health Center contributes all surplus items to Terp Trader

E. EVENT PLANNING AND PROGRAMMING

Plan for reducing waste and recycling

Include provisions for reducing waste and recycling of glass, metal, plastic, paper, and cardboard when planning departmental events and programs.

Reduce or eliminate waste at events and programs

Require use of reusable, recyclable or biodegradable food service products where available for department events and programs.

Provide bulk water containers and reduce use of bottled water at events

Provide bulk water containers at department sponsored events or high traffic areas where appropriate (may need to adjust for need to refill containers, keeping water cold, cup management, etc.) and support efforts to reduce the use of bottled water on the campus in the future, including possible installation of water bottle fills at selected locations.

Encourage the use of public transportation and carpooling to events

Encourage the use of public transportation and carpooling to off-campus events, and plan events in locations accessible by public transportation whenever possible.

Staff members recently traveled via Amtrak to Philadelphia to attend a meeting.

Use web sites and electronic media for events

Review annually the quantity of printed materials such as brochures and guides and their use towards an effort to direct users to web sites and other electronic media for materials and information.

See website (www.health.umd.edu). Patients are able to electronically complete and submit forms related to health care via a secure web portal.

F. WASTE MANAGEMENT

Use and publicize waste stream analyses

Using the findings of waste stream analyses by identifying specific targets over the next five year period for increasing the yield of specific commodities from the department's buildings' waste stream. Maintain the department's findings and the target goals for the next five year cycle on the department's website.

N/A

Provide recycling containers

Provide recycling containers for glass, metal, plastic, paper, and cardboard which are readily visible, abundant, clearly labeled, and permanent for use by building staff, students, and visitors. At these recycling stations, ensure that signage clearly informs what items can be recycled and what must be put into the regular trash. Select locations and numbers of containers to best capture recyclable materials from public spaces consistent with fire code and related egress concerns.

The Health Center has large recycling container throughout its hallways and smaller containers every room and office.

Recycle cardboard packing boxes, toner, pallets, and batteries

Train employees how to recycle cardboard packing boxes, toner cartridges, wood pallets, and specialized batteries where appropriate.

All of the above items are routinely recycled

Reuse and/or recycle metal, wood, and other building components

Salvage for reuse or recycling metal, clean wood, and other building components replaced or removed in completion of routine and other building maintenance/repair/replacement tasks when feasible.

N/A

G. TRANSPORTATION

Reduce/eliminate driving across campus for meetings

Reduce or eliminate staff driving across campus for meetings and events or into College Park for food and other items unless absolutely necessary.

Staff members routinely walk to their destinations exception would be to Chesapeake Building

Purchase flex-fuel vehicles

Purchase flex-fuel vehicles which accept alternative fuels available at Campus Motor Transportation Facility. Purchase hybrid, Compressed Natural Gas (CNG), electric or other alternative fueled or zero emission vehicles when available on state contract and fuel sources are accessible to campus. Promote adding fuel efficient cars to state contracts.

N/A

Instruct staff regarding flex-fuel vehicles

Provide permanent signage for department's flex fuel vehicles (within vehicles or as part of the vehicle's key tags) instructing drivers to use only the E-85 fuel available at Campus Motor Pool and to not use standard fuel.

N/A

Consider "zero-emissions" alternative vehicles including bicycles

Review existing vehicle needs requirements and consider, as appropriate and operations permit, trial or selective use of "zero emissions" alternative vehicles for on-campus employee travel including the use of bicycles.

N/A

Prohibit idling

Prohibit staff from idling (e.g., warming up of vehicles while parked) department's vehicles.

N/A

Reduce greenhouse gas emissions from travel/commuting

Reduce greenhouse gas emissions associated with travel/commuting as possible:

- a. Reduce overall air miles and related greenhouse gas emissions in department sponsored air travel.
- b. Increase use of public transportation, carpooling, and bicycling through development of programs and policies.
- c. Encourage the use of public transportation and carpooling for events off campus.
- d. Consider and implement as appropriate flex time and teleworking policies and practices for department staff.

Several staff members routinely bike to work and several members telecommute when appropriate

H. DINING AND FOOD SERVICE

Collect food waste for composting

Plan for and/or ensure the collection of food waste (pre- and/or post-consumer) at large scale events (including dining halls). Promote understanding and compliant behavior with post-consumer waste separation requirements.

N/A

Eliminate use of foamed polystyrene and use recyclable or bio-degradable packaging

Review departmental practices of using foamed polystyrene products for carry-out food and beverages and eliminate use of foamed polystyrene and converting to recyclable or fully bio-degradable packaging. Ensure any selected bio-degradable carryout packaging and utensils are manufactured to effectively degrade outside of an industrial composting facility.

N/A

Purchase sustainable foods and other products

Increase annual purchase volume and availability of certified organic food products, fair trade products, locally produced foods, and also green cleaning products.

N/A

Reduce use of disposable carry out and beverage containers

Establish a strategy to reduce the use of disposable carry out and beverage containers at department events.

N/A

Support green standards for catering

Support established green standards for catered products regarding recycling or reuse of platters and containers and reducing waste of food or supplies.

The Health Center reuses platters and/or containers received from a catered affair

Purchase Energy Star/energy-efficient appliances and kitchen equipment

Purchase Energy Star rated and labeled commercial appliances and kitchen equipment where available on the market and seek written confirmation and/or third party verification with bid submission or purchase as possible.

- Refrigerators/Freezers
- Microwave/Conventional Ovens
- Dishwashers
- Fryers and steam cookers
- Hot food holding cabinets

- Ice machines

N/A; no purchases for FY09-10

I. MANAGING BUILDINGS AND GROUNDS

Energy Systems & Budget

1. Increase energy efficiency, decrease energy consumption, and reduce water use
Establish a plan and schedule to periodically assess building climate control, mechanical, electrical, and plumbing systems in department managed facilities. Identify and implement means/methods for increasing energy efficiency, decreasing energy consumption, and reducing water use.
 - a. Assess each of the department's buildings
Provide the Division office with an assessment of each of the department's assigned buildings' energy systems including an assessment of initial status and schedule for proposed changes in equipment and hardware for each. Describe whether one-time or multi-year retrofit programs are planned. The department report may also address:
 - using an energy consultant to determine installation budgets and annual/life-cycle costs and savings,
 - installing or adding new utility consumption meters,
 - developing specific changes in practices to reduce consumption,
 - documenting that no changes are planned where existing equipment and fixtures are not the most energy-efficient units available, or
 - documenting where newer fixtures are unable to meet essential performance requirements within the department's operation.
 - b. Audit building lighting
Audit existing building lighting to identify numbers and locations of interior or exterior incandescent lighting requiring conversion to more energy efficient lamping (e.g., compact fluorescent, T-8/T-5 fluorescent, H.I.D.).
 - c. Install occupancy sensor lighting controls
Install occupancy sensor lighting controls in spaces such as hallways, bathrooms, meeting rooms, conference rooms, lounges, classrooms, study rooms, offices, shops, and storage rooms unless operationally ill-advised.
 - d. Audit existing exit sign lighting
Audit existing exit sign lighting with intent of converting to high efficiency 3W – 8W LED style exit signs throughout.
 - e. Ensure all new interior and exterior lighting fixtures be Energy Star rated/energy-efficient and labeled
While maintaining sufficient lighting for safety, ensure that all new interior and exterior lighting fixtures be Energy Star rated/energy-efficient and labeled accordingly and as appropriate except when such products are not available or do not provide necessary programmatic attributes.
 - f. Audit controls for exterior lighting and convert to photo cell control
Audit existing exterior controls for exterior lighting and convert to photo cell control where currently not in place.
 - g. Install water conserving restroom fixtures
Install water conserving restroom fixtures: faucet aerators (0.5GPM) shower heads (1.5 GPM or less), toilets (1.6 GPF) and urinals (1.0 GPF).
 - h. Install automatic programmable thermostats
Install automatic programmable thermostats where possible.
 - i. Consider alternatives to the disposal of equipment and ways to recapture old materials.
Consider alternatives to the disposal of existing equipment and ways to recapture old materials before they go to a landfill.
 - j. Pursue approval for installation of energy saving "vending misers"
Pursue approval for installation of energy saving "vending misers" on vending machines located in department's buildings.
 - k. Ensure that all new replacement residential-grade bathroom ventilation fans be Energy Star/energy-efficient
Where residential-grade bathroom ventilation fans are used, ensure that all new replacement units be Energy Star/energy-efficient.

- l. Identify and purchase high efficiency, lower wattage replacement motors (such as circulating pumps or motors in fan coil units/exhaust fans/unit heaters)

When replacement motors are purchased for fixtures where no Energy Star standards exist (such as circulating pumps or motors in fan coil units/exhaust fans/unit heaters), managers should identify and purchase high efficiency, lower wattage replacement units.

- m. Avoid sending equipment and fixtures to landfills and ensure the reclamation by metal and component recyclers.

Where retrofit and replacement programs result in the removal of existing equipment and fixtures, none of the fixtures should be sent to landfills and should be reclaimed by metal and component recyclers.

- n. Propose periodic changes to the above standards and equipment ratings

Facility managers are to propose periodic changes to the above standards and equipment ratings when manufacturers in the marketplace are routinely supplying more energy-efficient fixtures or in response to new standards and other changes in state or federal regulations (such as the federal 2007 Energy Policy and Conservation Act).

- o. Provide annual utility budgets and consumption data for departmental buildings on department's website
Provide annual utility budgets and consumption data for departmental buildings on department's website.

c) Sensor lighting used in appropriate areas; g) FM installed water conserving toilet fixtures; i) routine use of Terp Trader

2. Reduce energy consumption during low- and no-occupancy periods

Develop and implement a formal energy reduction strategy for all low- and no-occupancy periods (E.G., evening hours, weekends, holidays and semester recess periods) in all departmental facilities and offices

No formal strategy; however, prior to breaks, holidays etc., Housekeeping Supervisor sends an email to remind staff to make sure all equipment, appliances, lights, etc. are turned off and that thermostats are appropriately set.

Housekeeping

1. Use "Green Seal" products

Use exclusively "Green Seal" labeled or comparable cleaning products and require vendors to provide proof of "Green Seal" product certification with bid submissions in Division managed housekeeping/cleaning programs (with the exception of required disinfectants or other specialty products not currently available with Green Seal certification).

Green Seal is an independent, non-profit organization that strives to achieve a healthier and cleaner environment. See www.greenseal.org.

Housekeeping utilizes Neutral Cleaner for general cleaning and shampooing .This is a green seal product..

2. Reduce use of paper towels and use 100% recycled content paper towels and toilet paper

Purchase 100% recycled content paper towels and toilet paper for use in department managed facilities restrooms and locker rooms. Eliminate use of C-fold paper towels. Install electric hand dryers in lieu of recycled content paper towel products where appropriate, health issues are addressed, and funding can support cost of installation. Consider a master contract for purchase within the Division.

All restrooms have 100% recycled paper towels.

Furniture

1. Use Forest Stewardship Council rated framing and finish lumber as appropriate; use composite and plastic wood products with an appropriate percentage of recycled content; and require plywood, particle board, wood paneling, and other engineered wood products to contain no added urea formaldehyde.

Standardize the use of Forest Stewardship Council (FSC) rated framing and finish lumber where metal framing or composite finish or trim stock is not used. Require composite and plastic wood products to contain an appropriate percentage of recycled content. Require plywood, particle board, wood paneling, and other engineered wood products to contain no added urea formaldehyde.

Require manufacturer's "chain-of-custody FSC certification" with purchase and bid of specified FSC wood lumber and trim and vendor's written confirmation of recycled and urea formaldehyde content with purchase or bid of plastic, composite and engineered wood products.

FSC is a non-profit organization devoted to encouraging the responsible management of the world's forests. See www.fscus.org.

N/A

- 2. Ensure that wood furniture components be FSC rated wood and/or that composite wood products contain no added urea formaldehyde
 Include a specified requirement for furniture purchases that wood components be manufactured using FSC rated wood and/or composite wood products containing no added urea formaldehyde as available. Require manufacturer's chain-of-custody certification for requested FSC wood components and confirmation of recycled and urea formaldehyde content for composites and engineered wood products. This may require obtaining an exception to purchase items from Maryland Correctional Enterprise (MCE) and/or advocacy with MCE to follow FSC standards in the future. Consider reupholstering and refinishing rather than furniture replacement when possible.

N/A

Flooring

- 1. Utilize carpet with recycled content
 Ensure installation of Carpet and Rug Institute (CRI) Green Label Plus Certified products which contain a minimum recycled content of 35% as existing carpet is replaced in department offices and facilities.

Although not technically carpeting, the Health Center recently purchased an outdoor mat that is "pre-consumer recycled content of 50%" and 5 anti-fatigue mats for the pharmacy that have an "environmental green rating of 35% recycled content".

- 2. Recycle waste carpet
 Require recycling of the existing carpet and any waste scrap from new carpet installations to be recycled through a third party verified local carpet recycling programs or larger national program such as the Antron Carpet Reclamation Program.

N/A

Paints, Finishes & Adhesives

- 1. Use low VOC paint
 Ensure use of interior and exterior paints, clear finish, floor/carpet/other adhesives with low levels of volatile organic compounds (VOCs) as defined by current LEED standards (www.usgbc.org) in Division managed maintenance operations (with some possible exceptions of coatings used on "hard-use" surfaces such as handrails, mechanical room floors, elevator machine room floors, mechanical equipment, etc. requiring a more durable solvent/oil based product).

IN/A

Pest Management

- 1. Practice Integrated Pest Management
 Require contracted and in-house pest control operations working in department managed facilities comply with established Integrated Pest Management (IPM) practice to minimize the use of pesticides.

Health Center is supplied with pest traps only

Grounds Management

- 1. Minimize water, fertilizer, and herbicide use
 Minimize water use and the volume and frequency of fertilizer and herbicide application in Division managed ground and landscape maintenance operations.

N/A

2. Use of non-phosphorous fertilizers

Require use of non-phosphorous containing fertilizers for on-going turf maintenance unless being applied to newly planted areas or the results of soil testing reveals a critical deficiency.

N/A

3. Adjust irrigation systems and use moisture sensors

Adjust irrigation system timer controls not to run during mid-day and evening hours, especially during high heat summer months. Include moisture sensors in control systems to prevent irrigation systems from running during prolonged rain events.

N/A

Roof Systems

1. Use reflective or green/garden roof systems

Require future built-up roof replacements on department managed facilities to be reflective or green/garden roof systems.

N/A

2. Use synthetic 100% recycled content slate

Require future roof replacement projects to use synthetic slate with 100% recycled content in lieu of non-renewable natural slate on gabled/slate roofs outside of the campus-designated historic district.

N/A

Laundry Facilities

1. Use water conserving, Energy Star/energy-efficient, front loading washers and high efficiency dryers

Require laundry rooms in department managed facilities to be equipped with water conserving, Energy Star rated, front loading washers and high efficiency dryers.

Washer has an energy-saving setting and the water level is based on the size of wash load.
Dryer has an energy saver/damp dry setting which uses the least amount of energy and leaves items damp for easier ironing and to air-dry if not ironed.

2. Install variable speed exhaust systems

Convert existing laundry room exhaust systems to more energy efficient variable speed exhaust systems with "smart controls" that sense the number of dryers in operations at any one time and reduces exhaust fan speed and energy use accordingly.

No exhaust system in use as only have one dryer

Maintenance Operations

1. Retain vehicles, tools, and equipment as long as possible

Before buying replacement products that consume new raw materials, retain vehicles, tools and equipment as long as each item remains safe and serviceable.

Tools and equipment are retained as long as possible and all attempts are made to repair equipment before purchasing a replacement.

2. Rebuild fixtures and refinish furnishings

Ensure the rebuild of fixtures and refinish furnishings to extend each item's useful life as long as each item continues to meet user requirements and departmental standards.

N/A

3. Salvage usable parts/components

Recover used obsolete, abandoned, salvage, broken or damaged tools, fixtures and equipment for usable parts/components if such parts can be used to extend the serviceable life of other existing units.

N/A

4. Remove batteries prior to disposal

Remove all batteries from equipment, tools, fixtures, and any other devices prior to sending units to equipment/metal recyclers or to a landfill. Units sent to Terrapin Traders and some material recyclers may typically have to retain all original components, including exhausted rechargeable battery packs.

All batteries are removed prior to disposal.

5. Retain boxes and packing

Prior to recycling or disposal, retain boxes and packing materials for future reuse as needed or donate boxes and packing materials to other departments or to employees for personal use off-campus.

Boxes and packaging are offered to staff for office or personal use when appropriate. Packing material such as bubble wrap is reused.

6. Use Environmental Safety to dispose of chemicals, solvents, and other compound

Transfer unused portions of chemicals, solvents and other compounds to Environmental Safety consistent with their waste disposal guidelines for any product not able to be placed in the general trash. Information about product disposal is shown on Material Safety Data Sheets (MSDSs), which facility managers are required to possess and follow.

DES disposes of chemicals from the Health Center

J. CONSTRUCTION, RENOVATIONS, RESTORATION & MAINTENANCE PROJECTS

1. Establish LEED and sustainability design in construction, renovation, restoration, and maintenance projects

Establish a minimum set of LEED related programming and design criteria for use and application in design development of future capital construction projects and other building projects. For smaller scale non-capital building projects, ensure scope of work is reflective of sound sustainability products and practices. Examples may include salvaging or reusing existing components and materials, recycling of waste materials, use of recycled content products and low VOC paint. (See related LEED document for additional information.)

N/A

2. Recycle demolition materials

Include in scope of work for department capital construction and renovation projects requirement for recycling of demolition materials (to include wood, metals, asphalt, concrete, organics and other materials) where type and/or quantity of expected demolition materials warrants.

N/A

3. Include a LEED accredited professional on capital construction projects

Require programming and design teams assigned to department funded capital construction projects to include a LEED accredited professional.

N/A

4. Consider environmental impact of site selection and development for projects

Charge department project managers in site selection and development discussions to act with a Division supported agenda to reduce impervious areas, protect existing mature tree stands, minimize storm water run-off and reduce requirement for irrigation and fertilization of turf and other plantings, and increase diversity of the existing tree and plant inventory on campus.

N/A

5. Use native or adaptive plants

Require the use of primarily native or adaptive plant material to minimize future requirements for supplemental watering and fertilization for department managed and/or funded site pr landscape projects.

6. Eliminate use of potable water irrigation for turf

Eliminate future use of standard potable water irrigation systems to water turf with exception of "first impression" areas (e.g. Engineering Fields), recreation fields, and the golf course. Where feasible, supplement the systems for "first impression" areas with captured water sources to minimize the use of potable water. Sub meter all irrigation systems to reduce the WSSC sewer costs.