

GREEN AGENDA

Energy ▪ Transportation ▪ Waste ▪ Healthy Office
Products & Procurement ▪ Leadership

MERRICK
ARCHITECTURE ■
BOROWSKI
LINTOTT
SAKUMOTO
FLIGG
LIMITED

ENERGY				
TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE
Carbon neutrality by 2010	Reduction programme as per sustainability policy combined with green power purchase & offsets		X	
Implement energy use audit to optimize office use, and reduce operations/energy costs	Zerofootprint calculator – Consider if and how we can use this tool		X	
Switch off computers at night/when away	Inform staff as to how much energy is wasted per person and office-wide weekly/annually	X		
Energy Efficient Approach to Lighting	Diminish ambient lighting/optimize daylighting	X		
	Unscrew 1/3 of all fluorescent bulbs. 2/3s?	X		
	Switch off lights when leaving meeting rooms and bathrooms and during off-hours. Use subtle signage or sensors.	X		
	Optimize task lighting over electric ambient lighting Replace all task light bulbs with CFLs or LED when possible (new office). When replacing, consider opportunity for green lighting suppliers to promote their goods in our office.			X
	Use fluorescent lighting (warm colour spectrum). Shop for efficient standing lamps for up-lighting. Quantify difference in energy consumption			X
Purchase Green Power	Bullfrog power? Pembina Institute? Research sustainable renewable power providers.		X	
Install energy monitoring system	Work with Energy Aware (Olympic Village monitors company) or other			X
Pursue LEED-CI for offices	When moving can we consult with new owner about green design preferences?			X

TRANSPORTATION					
TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE	
Encourage use of transit	Offices in areas well-served by Public Transit	X			
Provide public transit/bicycle/foot/coop/zip car/car pool credit to staff	Translink employer pass? need 25 employees for 12-month commitment; roll over savings from parking into credit for alternative transit+ ride share with consultants when possible		X		
	Survey staff to find out transportation habits and average expenditure on transit		X		
	Advise staff of available tax incentives	X			
Provide incentive for use of zero-emission vehicles	Bike, foot, Hybrid cabs, car-share arrangement (Zip/Coop Vehicles) for site visits etc.		X		
Encourage cycling	Provide bike storage and showers (Vancouver)	X			
	Provide bike storage and showers (Victoria)		X		
	Participate in "Bike to Work Week" and "Bike Month" and support Merrick Team	X			
	Consider building visible bike storage in new office: make it a feature that the public will notice. Partner with municipality for visible outdoor bike storage (incentive) program				X
	Consider Merrick branded bike gear i.e. paniers			X	
Replace Directors' vehicles (for office use) with low-emissions vehicles (Hybrid) by 2010 and Zero Emission Vehicles by 2012	Need buy-in; or employ Zerofootprint calculator to calculate Directors' footprints and set reduction targets; Directors offset personal travel		X		
Provide low-emission vehicle for office business	Electric scooter or bike for office site trips ZENN car www.zenncars.com Or car share service targeted at businesses: www.thecompanycar.ca		X		
Reduce Parking Capacity	Provide parking to low-emission/zero-emission vehicles only by 2010.		X		
Delete other parking by 2010			X		

REDUCE WASTE				
TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE
Reduce Water Use	Reduce coffee/water waste. Move single-serving machine into common area.	X		
	Replace plumbing fixtures with ultra low-flow, dual flush, waterless models progressively by 2010. Specify this in new office.			X
Enhanced Recycling Program	Cardboard recycle boxes for each desk	X		
	Create obvious & organized recycling station in kitchen/common area (www.coolersolutionsinc.com)	X		
Office Composting Program	Provide office compost box for organic waste. Reduce disposal to zero.		X	
Reduce Paper Use	Implement exchange server; emails can be easily saved & no need to print. Confirm legal implications of paperless filing.	X		
	Print double-sided.		X	
	Prefer email/fax-to-desktop over fax & inform clients.		X	
	New Printer → outline green/health requirements for new machine: i.e. toner recycling, 2-sided...		X	
	Audit how much we are buying and printing monthly; reduce		X	
	Collect and reuse single-sided copies for sketches and in-house printing needs	X		
Reduce waste associated with take-out coffee	Purchase stainless steel commuter mugs		X	
	Purchase coffee that employees like to drink	X		
Reduce use of Paper Towels	Install efficient hand dryers/cloth towel reel in bathrooms and kitchen/recycle paper towels?		X	

HEALTHY OFFICE				
TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE
Optimize Indoor Air Quality	Provide natural ventilation/trickle ventilation/opening windows in office			X
	Install CO2 Monitors for educational purposes: so we can recommend to clients		X	
	No smoking in office/building	X		
More Plants in the office	More plants!	X		
	Green wall in the office			X
Use Low-Emitting Materials in Office Interior	Adhesives, sealants, paints, coating, carpet, composite woods and laminate. Some of this was done. Some for future office.	X		X
Control Indoor Chemicals and Pollutants	Strictly enforce in office. Printers in sealed off rooms ventilated to outside; control the use of toxic materials.			X
Employee Comfort	Controllable systems in office space: windows, thermostats, humidity.			X
	Purchase better ergonomic office furniture to prevent workplace injury, discomfort, etc.		X	
Maximize Daylight and Views		X		
HVAC	Prefer HVAC system with no noise, no circulation of dust or contaminants. Consider radiant system/displacement ventilation			X

PRODUCTS & PROCUREMENT

TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE
100% recycled content and/or FSC certified paper	For all printing, business cards, presentation materials and publications. With note “printed on 100%...”	X	X	
Work with Green print-shops	Use www.greenprinteronline.com	X		
Purchase and use only reusable dishware, glasses, cutlery	Eliminate paper/styrofoam/plastic.	X		
	Create personalized Merrick mugs and glasses?		X	
	Lunch n Learns – request not to bring disposable tableware; no bottled water; ask about green policies of food providers.	X		
	Purchase more plates, bowls, cutlery. Enforce individual dishwashing.	X		
Coffee	Buy only organic shade grown fair trade.	X		
Food	Use healthy local options when ordering lunches for meetings or events.	X		
Water	Use filtered tap water for drinking water (alternative to bottled water)	X		
Green Housekeeping	Buy non-toxic cleaning products: dish soap; kitchen cleaners.	X		
	Discuss with cleaning staff that they should use our products.			X
Greener office supplies	Find a green office supply supplier.	X	X	
Furniture	Prefer durable products with low-toxicity – use green suppliers		X	
Electronics/Appliances/Fixtures	Specify energy efficient models for all new office equipment & fixtures		X	

PROVIDE LEADERSHIP

TARGET	STRATEGY	ACHIEVED	WORK IN PROGRESS	FUTURE/ NEW OFFICE
Support alternative energy sources by purchasing office carbon credits	Find reputable carbon credit program		X	
Reduce and/or offset flights	Reduce flights. Implement video-conferencing for Directors' meetings (periodic 'in-person' meetings).		X	
	Use Skype for teleconferencing.		X	
	Can easily offset flights with Harbour Air. Do this now!	X		
Office-wide green challenge – footprint reduction	Develop competition with reward system between staff or between offices		X	
Education: Provide staff educational funding for sustainability courses/successfully completed exams.	Consider some mandatory level of sustainability knowledge (i.e. LEED)	X		
Directors to complete 'Inconvenient Truth' programme	Look this up.		X	
Directors to complete LEED certification	Set target date for exams.		X	
LEED exam prep	Hold session at office for interested employees/directors		X	
Publish sustainability programme prominently on web-site	Will publish report card and sustainability policy & targets	X		
Affiliate with Green Organization leadership program	David Suzuki leadership programme and/or Zerofootprint		X	