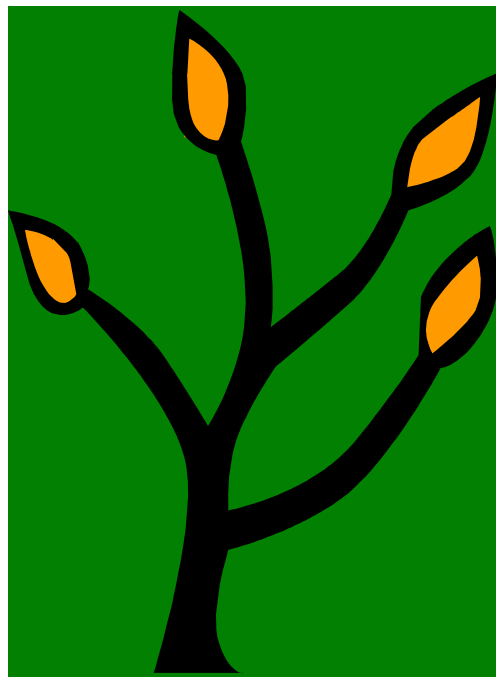


Center for Neighborhood Technology's

Building

Green



Manual

CNT's Green Building Committee

Mission

The Center for Neighborhood Technology's Green Building Committee (GBC) exists to uphold the integrity of our Platinum-designed green building through the development and implementation of office and building procedures that reduce our consumption and waste, incorporate reused materials, recycle to the extent possible, and maintain a healthy indoor and outdoor environment. The committee also provides education for staff and visitors on the importance of and techniques for having green buildings.

Vision

The Green Building Committee is a multi-departmental, volunteer, and appointed committee that will receive sufficient time and support from management to find new and innovative ways to meet both the committee's and CNT's overall mission of efficiently using and valuing urban infrastructure and natural resources.

Goals and Objective

The goals and objective of the Green Building Committee are the following:

1. To be a management-supported committee with staff representation from each department in order to have full-staff buy-in and adequate time and funds to meet our mission
2. To find cost-effective ways to advance the acceptance of green office and green building practices
3. To disseminate information about our green building initiatives - including procedures, benefits, and implementation strategies - through our website in order to promote the broader adoption of green building practices
4. To provide a net savings at the end of each year through reducing, reusing, and recycling practices
5. To maintain the platinum-rated status of CNT's building by ensuring harsh chemicals and other ambient pollutants such as dust do not degrade the air quality; ensuring that waste does not exceed acceptable levels; reducing energy and water consumption; and maintaining the rain garden so that it continues to absorb the projected amounts of stormwater.

Procedures / Bylaws

- A Committee Chair will be nominated and elected each year in January to serve as the representative and organizer of the GBC meetings for one year.
- Ideally, the Committee Chair should be from a different department each year unless there is a lack of nominees from other departments.
- The committee shall consist of one or more members, but not to exceed 2 from each department; Accounting, Connections, Cooperative, GRID, I-Go, R&D, Transportation, and Communications & Development if resources permit for a minimum committee size of 7.
- The Committee shall try to meet once each month if necessary, and discuss matters through the greenoffice@cnt.org listserv.
- A Budget shall be allotted at the beginning of each year to be used for 12 months, and accounted for quarterly.

- All green building procedures shall be listed in the Green Building Manual (GBM) in accordance with the USGBC's LEED standards. The list will include sections for approved procedures as well as those that are proposed or work-in-process procedures.
- The GBC will provide learning opportunities for staff through guest speakers, demonstrations, announcements at monthly staff meetings, and recommended readings.

Building Maintenance Procedures

We, the Green Building Committee, determine how to best streamline the purchase of sustainable and healthy office products, cleaning supplies (including air deodorizer for all bathrooms and pest management), and maintaining bike parking inside the building. CNT’s environmentally & healthy building maintenance procedure focuses on the consistent use of environmentally-friendly cleaning products that will contribute to the positive health of its staff while reducing our energy-usage, toxic emissions, and waste production from building operations.

Ordering and type of cleaning supplies. On a monthly or quarterly basis, our Office Manager orders sustainable and healthy cleaning supplies whenever possible. Listed as Policy Number 605, under “CNT’s Premises and Work Area,” in the Personnel Policy Manual, the Center for Neighborhood Technology makes reasonable efforts to operate and maintain its property using environmentally-responsible cleaning products and maintenance procedures. The GBC is responsible for ensuring that Policy 605 is adhered to.

- The Center uses the following cleaning products:

Cleaning Products List

Cleaning Product	Cleaning Usage	HMIS Hazard Ratings ¹
Citra-Solv All Purpose Cleaner	Counter-top surfaces, walls, floors, mirrors, toilet	Health: 1 Flammability: 2 Reactivity: 0
Ultra Citra-Dish Automatic Dishwashing Detergent Powder	Dishes	Health: 1 Flammability: 0 Reactivity: 0
Citra-Dish Ultra Dish Dishwashing Liquid	Dishes	Health: 1 Flammability: 0 Reactivity: 0
Basic-H Concentrated Organic Cleaner Shaklee Corporation	Counter-top surfaces, walls, floors, mirrors, toilet	Health: 1 Flammability: 0 Reactivity: 0
Murphy Oil Soap Colgate-Palmolive Company	Wood desk and filing cabinets	Health: 1 Flammability: 0 Reactivity: 0
Vinegar and Water	Windows and mirrors	N/A
Reused and reusable cloth Towels	Used for cleaning surfaces	N/A

¹ Scale for HMIS Hazard Ratings: 0 = insignificant, 1 = slight, 2 = Moderate, 3 = High, 4 = Extreme

- All cleaning supplies are to be stored in the Shower/Service room that is served by the mechanical exhaust system. In this room there is a mop sink a storage cabinet under the conventional sink. Specifically, the mop sink is in a separated area and larger items, (i.e., mops; buckets; cleaning rags) are stored in this area.
- The following is an exemplary list of websites that offer sustainable and healthy products for commercial use:

Room deodorizers

<http://www.realgoods.com/shop/shop2.cfm?dv=2&dp=208&ts=2060072&kw=air%20freshner>

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=1053826>

<http://www.ecos.com/NEWSITE/pages/gensub/uni.html>

Drain openers

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=2060120>

All purpose cleaners

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=4280032>

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=1054166>

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=1054141>

<http://www.realgoods.com/shop/shop2.cfm?dp=208&ts=1054103>

<http://www.seventhgeneration.com/page.asp?id=1218>

<http://www.seventhgeneration.com/page.asp?id=1157>

<http://www.ecos.com/NEWSITE/pages/gensub/orange.html>

<http://www.ecos.com/NEWSITE/pages/gensub/parsley.html>

<http://www.ecos.com/NEWSITE/pages/gensub/opcomp.html>

- **Office cleaning procedures.** We aim to organize our daily/weekly/monthly cleaning practices to ensure that efficient and sufficient cleaning is occurring. Specific concerns that are addressed in our routine cleaning procedures includes the following: *vacuuming of carpets; dusting of work area; washing windows; cleaning out HVAC (this probably requires institutionalizing regularly-scheduled maintenance by professionals). The schedule also includes carpet washing, wall washing, dusting, and paint touch-ups using our non-VOC paints.*
- **Storage/bike parking.** After organizing our storage room and the two bike storage areas, we need to ensure that periodic “checks” are made to ensure that stuff does not slowly “return” to the bike parking areas. These areas are designated for bike parking only.
- **Shower room upkeep.** Our shower room for staff use provides a foot bench, towel hooks, and individual cubbies to store shampoo/soap. The shower room should not be used as an extra storage space. A squeegee and solution is available for staff for this purpose.
- **First floor bathroom maintenance.** Seeking alternatives to healthy room deodorizers or odor absorbers.

First Issued July 2004

- **Pest management.** We use Integrated pest Management to keep pest infestation at a minimum.

Public and Staff Education and Training

The Center for Neighborhood Technology has designated a building manager, in communication with CNT's Green Building Committee, who has been coordinating the staff training process as well as developing and organizing the outreach and education project for our green building. Our primary tool for outreach and education consists of our green building website (<http://building.cnt.org>) linked to CNT's homepage. The green building website documents the renovation process and provides the following: a) a case history of the project; b) a virtual tour of the facility with a description of the key building environmental features; and c) building performance display (energy use and cost, energy production, indoor air quality). The website also will host contact lists of green material suppliers and general information regarding the building.

CNT has designed the Green Building Education and Outreach Project, a public-interaction and education program that will consist of in-house tours open to professional designers and architects, students and the general public. The CNT has also completed a Green Building Display Room which houses a timeline of the development of the green building process and information on the US Green Building Council's (www.usgbc.org) Leadership in Energy and Environmental Design (LEED) process. In designing our Green Building Display room, we consulted with several design and evaluation professionals, a display-exhibit designer, and an experienced green architect and his firm.

Above all, CNT's outreach program emphasizes the fact that green rehabbing can be done economically, aesthetically, and using materials currently on the market. CNT's educational outreach program increases awareness of the procedures, challenges, and benefits of greening an existing structure. The aim of the outreach program is to encourage others to consider undertaking green building renovation. Programming has been targeted to the following audiences: the general public, relevant industry professionals, and policy makers.

Green Building Procedures

Responsible Paper Usage

- Purchase chlorine-free, high post consumer waste recycled paper. CNT purchases paper with a 20-30% recycled content.
- Keep mailing lists up-to-date and avoid duplicates.
- Eliminate use of fax cover sheets; write on the fax itself or attach a fax post-it.
- Edit documents on-screen as much as possible to avoid printing multiple drafts.
- Conserve paper by printing and copying double-sided. Our Ricoh printer on the first floor has the ability to print double-sided. *Please ask one of our computer specialists to connect your computer to the first-floor printer.*
- Use the reduction feature on a copier to fit more on a page. Again, the Ricoh printer is able to do this.
- Print using lowest quality print setting when appropriate to conserve ink and cartridges.
- Save paper by design: use narrower margins and smaller fonts when acceptable.
- Use postcards for mailings when possible and use the smallest size envelope required.
- Save ½ used sheets of office paper (sheets printed on only one side) to stock fax machines, use as scratch paper, and copy and print on when appropriate. In CNT's storage supply area, we stock tablets made from one-sided sheets of paper. Help yourself!
- Use reusable inter-office envelopes.
- Avoid using colored paper; when necessary, buy recycled.
- Cancel junk mail and mailings you receive two copies of.
<http://reducewaste.org/junkmailkit>

In the Kitchen

- Try to avoid disposable “silverware” when possible. CNT has a cupboard of second-hand dishes and silverware that can be used instead of paper plates, bowls and plastic silverware.
- Purchase recycled and non-chlorine bleached paper towels and napkins.
- For smaller offices, use cloth-towels in the bathrooms. Or, install a hand dryer, such as the one CNT uses in its first-floor bathroom:
<http://www.exceldryer.com/>
- Purchase fair-trade, organic coffee.
www.newdream.org/consumer/marketplace.html

- Instead of providing sugar and powder creamer in individual packets, purchase these items in bulk to minimize packaging waste, and provide these condiments in reusable, glass containers.
- Replace plastic coffee stirrers with re-usable spoons. Provide “clean” and “dirty” collection cups to facilitate use.
- Bring lunches in reusable rather than disposable containers.
- Provide a dish washing area to support staff efforts to use re-usables.
- Use an EnergyStar dishwasher, which uses less water than hand-washing, and run the machine only once per evening.

Office Supplies, Products and Furniture

- Create a “used goods area” within the office and include binders, folders, padded envelopes, cardboard boxes, disks, etc. Use these before purchasing new supplies. (CNT’s “Re-Use” cabinet is located in the office equipment corner on the first floor.)
- Purchase and use products that are recycled and recyclable.
- Purchase unbleached or chlorine-free, high post consumer waste recycled paper products including binders, envelopes, and even toilet paper.
- Consider products with minimum packaging; purchase in bulk.
- Use refillable pens and tape dispensers instead of disposable ones.
- Cut and staple recycled paper into discarded recycled notebooks or scratch pads that staff can use for taking notes, in lieu of legal pads, post-it notes, etc. Doing this can also help to minimize the purchasing of new office paper supplies.
- Use non-toxic, biodegradable cleaning supplies:
www.newdream.org/consumer/marketplace.html
- Fix or donate broken furniture rather than sending it to a landfill.
- If replacing your carpet, use non-toxic, recyclable carpeting. CNT’s carpet tiles are from Interface, a closed-loop supplying company that allows us to send our soiled or used carpet tiles so that they can recycle the fibers to make new tiles.
www.epa.gov/oppt/epp/ppg
- Purchase products from local suppliers (to avoid long distance shipping and packaging) and from suppliers committed to environmental issues.
- Purchase used items from thrift stores when possible.

Recycling and Proper Disposal

- Set up a comprehensive office recycling program for paper, cardboard, glass, metals and plastic; and clearly label all recycling bins. See the end of this manual for CNT’s detailed recycle plan. www.chicagorecycling.org
- Recycle toner cartridges through manufacturers. Lincoln Laser, a division of Thresholds Rehabilitation Industries
1556 W. Carroll Ave
Chicago, IL 60607
312-850-2219
312-850-2451 fax

- Dispose of hazardous materials properly. This includes cleaning products, fluorescent light bulbs, computers and electronics, paint, paint thinner, lawn chemicals, gasoline, motor oil, antifreeze, and drain cleaners. See www.ci.chi.il.us/Environment/ under recycling. For all-purpose cleaning, we use biodegradable and non-toxic cleaning agent, CitraSolve.
- Collect and recycle batteries, especially rechargeable batteries. Free drop-off's: www.rbrc.org
- Donate old cell phones for reuse. Drop-off and mailing information: www.collectivegood.com
- Compost food waste. Indoors, we have a vermiposting bin where staff dispose of food wastes on a daily basis. Coffee grounds are discarded separately in an outdoor bin, and composted with our landscape wastes.
- Collect and return packing peanuts to a mailing store near you.
- Donate equipment and furniture to a resale store. Salvation Army offers free pick-up.

Meetings and Events

- Support environmentally responsible hotels and meeting spaces. www.greenhotels.com
- Ensure that meetings and trainings are held at locations served by public transportation. Include train or bus directions on the invitation.
- Buy locally grown organic food, and support caterers who do, too. www.localorganic.org
- Label foods at events if they are local and organic.
- In evaluations of meetings and events, ask how the event could be “greener” next time.

Transportation

- Bike, walk, take public transportation or car-pool to work. Provide incentives to staff to use alternative means of transportation.
- Provide designated parking for those who are carpooling or driving hybrid vehicles.
- Tune-up vehicles on a regular basis.
- Purchase hybrid or fuel-efficient vehicles, or car-share. www.i-go-cars.org

Energy Efficiency

- Turn on *power-save* modes on equipment and appliances. Use ENERGYSTAR monitors.
- Turn off equipment during nights and weekends. Attach TVs, radios, computers, copy machines, microwaves, telephones etc. to power strips for ease in turning them off at the end of the day. (Even when not in use, appliances use electricity. According to Co-op America, turning computers and copiers off after work can cut energy usage by up to 75%.)

- Install an automated thermostat (it's easy to do!) and/or set temperatures so that it will be comfortable during the day, and will use less energy during nights and weekends.
- For windows that receive direct sunlight, close the blinds after work and on weekends to prevent excess heating in the summertime.
- Use a ceiling fan or other fan in the summer time with or without air conditioning. Fans use 98% less energy than A.C. and make you feel up to 6 degrees cooler.
- Open the windows and turn off the air conditioning on nice days.
- Ensure radiators and heaters are not blocked by furniture.
- Add weather stripping to all doors and windows.
- Use energy-efficient compact fluorescent bulbs.
www.newdream.org/consumer/marketplace.html
- Use thin fluorescent tubes (T8) which use less energy but have the same output as T12 tubes.
- Turn off lights when exiting rooms. In the bathrooms and conference rooms, use light sensors that shut off when the rooms are unoccupied.
- If you have to use batteries, buy rechargeable batteries and a charger. CNT recycles batteries at the University of Chicago's Environmental Center.

Water Efficiency

- Attach low-flow aerators to sink faucets.
- Fix leaky toilets and faucets promptly.
- Check for water leaks at least twice a year.
- Purchase water efficient toilets and dishwashers.
- Research what could be done with office gray water and put ideas into practice.
- Disconnect rain spouts so that water runoff is discharged into a native rain garden. Rather than being channeled into the gutters, and the municipal water filtration plant, water percolates through the soil and gets reabsorbed into the water table.
- Plant native plants so that you won't have to irrigate, since plants are naturally adjusted to various climatic changes through the seasons.

Improved Air Quality

- Conduct an air quality check bi-annually. Air quality can be tested by an industrial hygiene technical expert.
- Add plants to offices and use natural fertilizers. Use the compost from worm bins to replenish office plants.
- Change air filters regularly.
- Use no-VOC paints.
- Turn off air conditioning and open the windows on nice days.
- Institute a non-smoking policy to protect indoor air quality. ** See our non-smoking policy at the end of this manual.
- Notify your building manager immediately if you suspect indoor air quality problems.
- Work with building management to ensure only necessary and appropriate pest control practices and non-chemical methods where possible.

First Issued July 2004

Detailed Recycling Plan

Overview:

The Center for Neighborhood Technology (CNT) actively recycles the following:

- **Newspaper**
- **Mixed Paper**
- **Corrugated Cardboard**
- **Glass Bottle and Jars**
- **Food and Beverage Aluminum Cans**
- **Plastic Milk, Water, Beverage and Soap Bottles (#1 and #2 Plastics)**
- **Batteries**
- **Food Waste (via composting)**

CNT has contracted with the Resource Center, Chicago's only not-for-profit recycling organization, to pick up our recycled paper once a week. CNT pays \$52.00 per month for this service. The Resource Center is committed to source separated recycling - collecting recyclables separately, cleanly and completely. According to the Resource Center, "Keeping recyclables separate maintains their purity which maximizes their marketability." The Resource Center's recovery rate (i.e., how much of what is collected that actually goes to market) is over 99%.

Batteries are also recycled by the University of Chicago's Environmental Center. Batteries are dropped off at the Environmental Center by a CNT employee when necessary.

This recycling plan exists as a supplemental information sheet included in CNT's Office Manual, categorized under the "Building Maintenance" section, sub-listed under "Recycling and Disposal." Instructions for recycling, including specific materials that are accepted by the Resource Center, are provided in Appendix K of the Office Manual.

Location:

Designated recycling containers, each comprised of separate compartments for plastic, glass, metal and newspaper collection are located on each of CNT's three floors.

Central office paper collection recycling bins are located near the copiers and printers. Smaller bins at individuals' desks or group work areas are taken by the staff that uses them to the collection bins, as necessary. The building janitor collects the recycled paper three times per week from the designated collection bins. All recyclables that the janitor collects from the designated areas within the building are deposited in four separate receptacles outside CNT's building where they are picked up by the Resource Center weekly.

Non-Smoking Policy

It is the policy of the Center for Neighborhood Technology to comply with all applicable federal, state, and local regulations regarding smoking in the workplace and to provide a work environment that promotes productivity and the well-being of its employees. Listed under CNT's Personnel Policy, Category F, "Nontoxic Policies," the policy states:

"The Center's offices are designed to be non-toxic. To that end, smoking is prohibited at the Center and employees are expected to cooperate in the Center's policy of using only nontoxic products."

(1) *The Center for Neighborhood Technology recognizes that smoking in the workplace can adversely affect employees. Accordingly, smoking is restricted at all of its facilities.*

(2) *Smoking is prohibited inside all Center for Neighborhood Technology facilities. The smoking policy applies to employees during working time and to customers and visitors while on the Center for Neighborhood Technology's premises.*

(3) *Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers with regard to the smoking policy. Smokers have a special obligation to keep smoking areas, which are outside of the building, litter-free and not to abuse break and work rules. Employees who violate the policy will be subject to disciplinary action.*

Sustainable Transportation Initiatives

The Center for Neighborhood Technology has developed and maintains a comprehensive transportation commuting program that encourages staff to be less reliant on driving personal vehicles to and from work. Efforts to reduce personal driving contribute to improving our local air by reducing fossil fuel pollution emanating from vehicles, as well as reducing CO₂ emissions and global warming. Our commuting program encourages biking, walking, and transit.

The tax-free commuter benefit program allows workers to reduce their transit costs so if they decide to alternate between biking and taking transit, for example, it's substantially more cost effective than driving. In terms of promoting bike use, the commuter program provides a company bike and helmet for employees to use during the work days, 15% more bicycle parking than CIR Rulings require, enough for 20% of employees located both indoors and outdoors, a showering room, three changing rooms, and a biking information area in the main walkway of the building.

Additionally, biking to work is promoted by the CNT's public advocacy and policy recommendations on alternative transportation and community cycling initiatives.

For instance, our transportation division routinely sends out emails about biking opportunities, and information on biking in the city of Chicago. They also hold conferences and community meetings on infrastructure improvements that would make biking easier, such as adding bike racks to buses, allowing bikes on trains, and providing bike lanes on major streets. Several employees are involved in volunteer biking groups, such as Break the Gridlock and Critical Mass, and they are encouraged to post information throughout the building.

The Center for Neighborhood Technology provides positive incentives for encouraging staff commuting by bicycle. Those staff who commute an average of two out of five work days per week are eligible to participate in a monthly drawing during monthly staff meetings. The winner of the drawing is awarded a complimentary lunch at a neighborhood deli. In addition, participating bike commuting staff are acknowledged during our monthly staff meetings. At the end of each quarter, staff who have participated in the monthly incentives commuting program are eligible to win either a one-hour massage from a professional masseuse or a bike-tune-up certificate. For those staff who are interested in participating in the program, we provide hands-on and guided support for first time riders during the beginning of each quarter. Support is offered by CNT's resident, long-time bike commuters, and includes a review of local maps of safe biking routes, mapping out of a safe route from home to office, training in biking-on-the-road rules, and suggestions for what gear to wear for a safe ride. CNT's Green Building Committee is in charge of organizing the drawings. CNT also is an annual participant in the City sponsored Bike to Work Week. Each year, a staff member is appointed to promote the event to staff and create competitions between floors to boost CNT's participation. CNT has won top award for its categories in the last two years.

In addition, the shower and changing facilities at the Center for Neighborhood Technology accommodates more than 20% of our bike commuting staff. During our green renovation, we built a large shower room and changing room for bike commuters. The 90 square-foot shower room has been designed to comfortably accommodate use by at least ten building occupants. This user-friendly design has been accomplished by providing personal cubbies for users so that shower items can be stored and aerated on a daily basis; a 60-inch recycled bench and carpet runner to facilitate easy changing and a place to store wet biking shoes, hooks for bicyclists to hang clothes and towels during showering or while they're drying out from a rainy ride. A drying rack has also been installed to allow other gear to dry during the work day. Towels, a blow dryer, shampoo, and soap are supplied by CNT. Additional design amenities such as a sink with counter space and cabinet, mirror, and electrical outlet are included, to make freshening up hassle-free. Finally, on a weekly basis, CNT provides towel laundering, further making the preparation and washing up after commuting effortless and accommodating for building occupants.

In addition to the shower room, there are restrooms located on the first, second and third floors that are large enough to allow changing from commuter clothes to work clothes. The second and third floors also offer hooks to facilitate changing.

Green Office Links:

www.greenbiz.com
www.smartoffice.com/go.htm

Green Purchasing:

www.environmentalchoice.com,
www.epa.gov/oppt/epp/ppg
www.newdream.org/consumer/marketplace.html

“Working Your Way to a Green Office” booklet:

www.atl.ec.gc.ca/udo/office/office.html

Portions of the GBC manual were adapted from sustainable procedures compiled by Sundee Wislow, Midwest Field Coordinator for Heifer International and Chicago Recycling Coalition Board Member.

