Building Representative Pilot Program

**Pilot Program Checklist (General List):** 

**ENERGY CONSERVATION**

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| * Turn off monitors when away and use sleep mode for short periods. (Screen savers don't save energy and can use as much power as a monitor in use.)
 |
| * Turn down heat overnight or when away
 |
| * Turn off the lights every time you leave a room
 |
| * Use most efficient lighting and bulbs (ex. LED)
 |
| * Turn off space heaters when not in use
* Unplug all electronics and chargers when charging is complete, including laptops
* Labs: close fume hood sashes
* Labs: use energy efficient lab equipment
* Labs: turn off non-essential lab equipment when not in use (confirm with manager if necessary)
 |

**TRANSPORTATION**

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| * Walk, bike or carpool whenever possible
 |
| * Take the stairs
 |
| * Take the WHOI shuttle whenever possible
 |

**WASTE**

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| * Carry a reusable mug/water bottle
 |
| * Think before you print. Double-side all copies and print jobs. Make this the default setting on your computer or copier.
 |
| * Take the One Paper Towel Challenge
 |
| * Labs: Find less toxic chemical alternatives for your research
 |
| * Take at least 2 reusable bags every time you shop
 |
| * Recycle (in Comingled Receptacle) mixed paper, ALL plastics, cans, glass bottles
* Recycle Corrugated Cardboard in outside Dumpsters (marked for cardboard) or in the Comingled Recycle Bins
* Recycle Printer Cartridges – either mail in or take to Staples (you’ll get $4.00/cartridge)
* Recycle electronics through the Property Office: call Property Admin (Penny) at 508-289-2843
* Recycle batteries – contact EH+S for locations (EH+S/Waste Management/Universal Waste Collection Areas
 |

**PURCHASING**

|  |
| --- |
| * Buy recycled paper with high post-consumer content
 |
| * WHOI may already have the items you need (chairs, tables, bookshelves etc.), contact the Property Office: call Property Admin (Penny) at 508-289-2843
* Consult facilities x2289 before purchasing large appliances…they can help with green purchasing
 |
| * Purchase items with Energy Star, Greenguard, GreenSeal or Fair Trade certification
 |

**WATER**

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| * Report leaky faucets and toilets to facilities x2555
 |
| * Don't leave the tap running
 |
|  |

**COMMUNICATION & OUTREACH**

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| --- |
| * Join co-workers and get involved in creating a sustainable WHOI
 |
| * Consider ways to reduce use of resources when communicating and sharing information (post on web not paper/use promotional material wisely/choose proper media resources to minimize waste and energy use)
 |
|  |

**Additional Focus Areas for Representatives:**

* Point person for HVAC operations - learn the different operational modes by season for highest efficiency and staff comfort

 (for example - can the HVAC be turned off on "nice days")

* Recycling - be the area champion for enhancing recycling

 Single Stream

 Unused equipment

 Trash can consolidation and reduction

* Lighting - controls and usage, help identify key wasteful locations
* Copier and Printer usage

 Are the area models efficient?

 Are they programmed for sleep mode when not in use?

 Are there too many?

 Can several units be replaced with one multifunction

* Kitchenettes and Refrigerators

Help identify energy waste - for example - are there several small refrigerators that could be replaced by a single, more efficient one?

* Clutter - Help identify obsolete equipment and items so limited space can be better utilized
* Maintenance - help identify key areas that could use sprucing up to help improve morale of area staff
* Energy Hogs - Help quantify high energy use in the area and educate staff
* Biking - Are bike parking locations needed to encourage bike commuting.



Building Representative Pilot Program

**Pilot Program Report:**

Building/Floor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Professional Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you identify as potential sustainability targets? Please list

 Ex. Energy savings, old equipment, empty refrigerators, clutter etc.

 What did you manage to accomplish (during the 3 month pilot)? Please list

What are your next objectives? Please list

Reflection:

 Were occupants responsive?/How were you perceived??

Did you observe behavioral changes? i.e. turning off computers at night?

 How would you improve this pilot program?