



# FY 2010 Sustainability Plan

Office of Facilities Management

# Table of Contents

Table of Contents.....	2
Division Contact Information .....	3
Sustainability Policy Statement.....	3
Program Description .....	3
Purposes of OFM’s Sustainability Plan:.....	3
Organization of OFM:.....	4
Key Roles & Responsibilities: .....	4
Executive Management: .....	4
Facilities Services: .....	4
Energy: .....	5
State Leasing: .....	5
Current Year Goals.....	6
Two-Year Goals .....	8
Five-Year Goals .....	10
Current Year Task List .....	12
Goal 1: Implement Sustainable Building Practices .....	12
Goal 2: Reduce Internal Engine-Associated Pollution .....	13
Goal 3: Maximize Recycling, Minimize Waste .....	14
Goal 4: Reduce Facility-Related Energy & Water Use .....	15
Goal 5: Reduce Use of Toxic Products and Chemicals.....	20
Goal 6: Sustainable Practices in State Leasing .....	21
Overview of Sustainability Efforts.....	22
Additional Efforts .....	22

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## Sustainability Policy Statement

The Office of Facilities Management (OFM) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. OFM will pursue sustainability\*, as reflected in OFM's Strategic Plan, through its unique role of assisting customers in procurement of goods and services, remodeling and renovations, and operation of state facilities.

*\*Sustainability is defined by the EPA as meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state's environment, economy, and citizens.*

## Program Description

### **Purposes of OFM's Sustainability Plan:**

- To assess OFM's environmental impacts.
- To create a long-term vision for reducing the division's environmental impacts with interim organizational goals.
- To provide a structure and mechanism with accountability for OFM to reduce negative environmental impacts from its operations.
- To address issues to make OFM's programs and activities more sustainable.

- To document OFM's leadership and commitment to improving the environment by more sustainable practices.
- To help our customers continue with their own sustainability efforts through OFM's example, leadership and technical assistance.

### **Organization of OFM:**

- Executive Management
- Facilities Services Division
- Energy Office
- State Leasing

## **Key Roles & Responsibilities:**

### **Executive Management:**

- Goods & Services contract development and administrations for OFM's purchasing policy, & provides training events.
- Supports OFM divisions to hire, promote, reward, discipline & separate personnel; manages OFM's training and safety.
- Has lead responsibility for Capital Programs budget management.
- Performs long-range facility planning, pre-design documentation, 5-year capital project planning, historic preservation projects, monuments/memorials planning, and other major facility & policy studies.
- Reports on management & policy challenges as one element of OFM's performance management system.
- Maintains OFM's official financial records, provides financial management information to OFM divisions, and develops & coordinates division's financial policies & procedures.

### **Facilities Services:**

- Oversees maintenance & grounds operations on the Capitol Campus, manages customer tenant improvement services, fire & security systems maintenance, chiller operations, environmental concerns, life/safety issues, & card access for public facilities.

### **Energy:**

- Project management of division energy projects, lead for implementation of LEED (Leadership in Energy and Environmental Design: U.S. Green Building Council national design guidelines), Energy Star requirements, energy conservation measures for division facilities, operations support services for Facilities Services.

### **State Leasing:**

- Leasing for state agencies, commissions, boards & institutions of higher education, as well as property & building management for all OFM owned facilities, including Capitol Campus.

## Current Year Goals

<b>Goals</b>	<b>Objectives – FY10</b>
<b>1[Energy] Implement Sustainable Building Practices</b>	<ul style="list-style-type: none"> <li>• 1.1 - Establish OFM sustainability building standards.</li> <li>• 1.2 - 50% of OFM’s remodel and renovation projects will exceed minimum code standards.</li> <li>• 1.3 - 100% of OFMs repair and replacements will be best available for the application.</li> </ul>
<b>Goal 2 [Facilities Services] Reduce Vehicle Associated Pollution</b>	<ul style="list-style-type: none"> <li>• 2.1 - 35% reduction of petroleum-using OFM vehicles compared to the FY 08 baseline.</li> <li>• 2.2 - Reduce petroleum use by Facilities' grounds equipment.</li> </ul>
<b>Goal 3 [Facilities Services] Maximize Recycling, Minimize Waste</b>	<ul style="list-style-type: none"> <li>• 3.1 - 25% reduction of office paper use.</li> <li>• 3.2 - 100% of copy paper purchased for OFM’s use will be 100% recycled content (white 8 ½ 11).</li> <li>• 3.3 - 75% of OFM office paper will be recycled.</li> <li>• 3.4 - 100% of janitorial paper products will be of 30% recycled content and processed chlorine free.</li> <li>• 3.5 - 100% of all fluorescent bulbs, compact fluorescent bulbs, batteries, and ballast will be recycled.</li> </ul>
<b>Goal 4 [Energy] Minimize Facility Related Energy &amp; Water Use</b>	<ul style="list-style-type: none"> <li>• 4.1 - 20% reduction of electric use on a square footage basis in state-owned and operated facilities.</li> <li>• 4.2 - 35% reduction of natural gas use on a square footage basis in state-owned and operated facilities.</li> <li>• 4.3 - 10% reduction of potable water use for OFM managed grounds.</li> <li>• 4.4 - 35% reduction of interior potable water use per square foot.</li> </ul>

	<ul style="list-style-type: none"> <li>● 4.5 - Install 2 renewable energy projects.</li> <li>● 4.6 - Purchase 2% “Green power” for OFM-owned and managed projects.</li> <li>● 4.7 - Energy Star rating of 75 for seven (7) buildings on the Capitol Campus based on FY 08 baseline.</li> <li>● 4.8 - Achieve Energy Star Portfolio average rating of &gt;80.</li> <li>● 4.9 - Achieve Power Factor of 85 in all buildings.</li> </ul>
<p><b>Goal 5 [Facilities Services] Reduce Use of Toxic Products &amp; Chemicals</b></p>	<ul style="list-style-type: none"> <li>● 5.1 - OFM (Purchasing) will establish procedures and guidelines for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products.</li> <li>● 5.2 - 50% of OFM janitorial products used will be Green Seal* approved or equivalent.</li> <li>● 5.3 - Eliminate all persistent toxins used in OFM managed landscaping.</li> </ul>
<p><b>Goal 6 [State Leasing] Sustainable Practices in State Leasing</b></p>	<ul style="list-style-type: none"> <li>● 6.1 - Research standards, practices and guidelines used by other states when procuring leased space.</li> <li>● 6.2 - Add information on evaluation of sustainable practices to annual State Leasing class.</li> </ul>

## Two-Year Goals

<b>Goals</b>	<b>Objectives – FY11</b>
<b>Goal 1 Energy Implement Sustainable Building Practices</b>	<ul style="list-style-type: none"> <li>● 1.1 - Publish OFM sustainability building standards.</li> <li>● 1.2 - 75% of OFM’s remodel and renovation projects will exceed minimum code standards.</li> <li>● 1.3 - 100% of OFMs repair and replacements will be best available for the application.</li> </ul>
<b>Goal 2 Facilities Services Reduce Vehicle Associated Pollution</b>	<ul style="list-style-type: none"> <li>● 2.1 - 50% reduction of petroleum-using OFM vehicles compared to the FY 08 baseline.</li> <li>● 2.2 - 10% reduction of petroleum use by Mansion grounds equipment compared to the FY 08 baseline.</li> </ul>
<b>Goal 3 Facilities Services Maximize Recycling, Minimize Waste</b>	<ul style="list-style-type: none"> <li>● 3.1 - 35% reduction in office paper use.</li> <li>● 3.2 - Maintain 100% of copy paper purchased for OFM use is 100% recycled content (white 8 ½ 11).</li> <li>● 3.3 - 87% of OFM waste office paper will be recycled.</li> <li>● 3.4 - 100% of janitorial paper products will be of 30% recycled content and chlorine free if available in the market.</li> <li>● 3.5 - 100% of all fluorescent bulbs, compact fluorescent bulbs, rechargeable batteries, and ballast will be recycled.</li> </ul>
<b>Goal 4 Energy Minimize Facility Related Energy &amp; Water Use</b>	<ul style="list-style-type: none"> <li>● 4.1 - 25% reduction of electricity use on a square footage basis in state-owned and operated facilities.</li> <li>● 4.2 - 40% reduction of natural gas use on a square footage basis in state-owned and operated facilities.</li> <li>● 4.3 - 20% reduction of potable water use for OFM managed grounds.</li> </ul>



<b>Goals</b>	<b>Objectives – FY11</b>
	<ul style="list-style-type: none"> <li>● 4.4 - 35% reduction of interior potable water use per square foot for OFM managed buildings.</li> <li>● 4.5 - Install 3 Renewable Energy Projects.</li> <li>● 4.6 - Purchase 5% Green Power for the OFM owned and managed projects.</li> <li>● 4.7 - Achieve Energy Star rating 75 for eight (8) buildings on the Capitol Campus based on FY 08 baseline.</li> <li>● 4.8 - Achieve Energy Star Portfolio average rating of &gt;85.</li> <li>● 4.9 - Achieve Power Factor of 90 in all buildings.</li> <li>● 4.10 - Two Energy Star-certified buildings.</li> <li>● 4.11 - One Certified Energy Manager.</li> </ul>
<p><b>Goal 5 Facilities Services</b>  <b>Reduce Use of Toxic Products &amp; Chemicals</b></p>	<ul style="list-style-type: none"> <li>● 5.1 - Procurement will add three new Environmentally Preferred Products/Services (EPP) contracts this year.</li> <li>● 5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent.</li> <li>● 5.3 - Eliminate all persistent toxins in OFM managed landscaping, and reduce overall toxins by 10% below FY 09 levels.</li> </ul>
<p><b>Goal 6 State Leasing</b>  <b>Sustainable Practices in State Leasing</b></p>	<ul style="list-style-type: none"> <li>● 6.1 - Establish “best practice” standards and guidelines for utilization by lessors when submitting proposals and by agencies when evaluating space.</li> <li>● 6.2 - Establish cost tier to enable consideration of sustainable practices when calculating the total cost per square foot of leased space.</li> <li>● 6.3 - Change State Leasing Rules to accommodate sustainable practices within State Leasing.</li> <li>● 6.4 - Host sustainability conference for lessors in Oklahoma County to inform and facilitate sharing of ideas.</li> </ul>

## Five-Year Goals

<b>Goals</b>	<b>Objectives – FY14</b>
<b>Goal 1 Energy Implement Sustainable Building Practices</b>	<ul style="list-style-type: none"> <li>● 1.1 - Meet OFM Sustainability Standards.</li> <li>● 1.2 - 100% of OFM’s remodel and renovation projects will meet exceed minimum code standards.</li> <li>● 1.3 - 100% of OFMs repair and replacements will meet be best available for the application.</li> </ul>
<b>Goal 2 Facilities Services Reduce Vehicle Associated Pollution</b>	<ul style="list-style-type: none"> <li>● 2.1 - 75% reduction of petroleum use by OFM vehicles compared to the FY 08 baseline.</li> <li>● 2.2 - 25% reduction of petroleum use by Mansion grounds equipment compared to the FY 08 baseline.</li> </ul>
<b>Goal 3 Facilities Services Maximize Recycling, Minimize Waste</b>	<ul style="list-style-type: none"> <li>● 3.1 - 75% reduction in OFM office paper use.</li> <li>● 3.2 - Maintain 100% of copy paper purchased by OFM will be 100% recycled content.</li> <li>● 3.3 - 90% of OFM office paper will be recycled.</li> <li>● 3.4 - 100% of janitorial paper products will be of 100% recycled content and chlorine free if available in the market.</li> <li>● 3.5 - 100% of all fluorescent bulbs, compact fluorescent bulbs and ballast will be recycled.</li> </ul>
<b>Goal 4 Energy Minimize Facility Related Energy &amp; Water Use</b>	<ul style="list-style-type: none"> <li>● 4.1 - 30% reduction of electricity use on a square footage basis in state-owned and operated facilities.</li> <li>● 4.2 - 40% reduction of natural gas use on a square footage basis in state-owned and operated facilities.</li> <li>● 4.3 - 25% reduction of potable water use for OFM managed grounds.</li> </ul>

<b>Goals</b>	<b>Objectives – FY14</b>
	<ul style="list-style-type: none"> <li>● 4.4 - 40% reduction of interior potable water use per square foot.</li> <li>● 4.5 - Install 6 Renewable Energy Projects.</li> <li>● 4.6 - Purchase 10% Green Power for the OFM owned and managed projects.</li> <li>● 4.7 - Achieve Energy Star rating of 75 for all OFM managed buildings.</li> <li>● 4.8 - Achieve Energy Star Portfolio average rating of &gt;90.</li> <li>● 4.9 - Six (6) Energy Star-certified buildings.</li> <li>● 4.10 - Three Certified Energy Managers.</li> <li>● 4.11 - Two Certified Energy Auditors.</li> </ul>
<b>Goal 5 Facilities Services Reduce Use of Toxic Products &amp; Chemicals</b>	<ul style="list-style-type: none"> <li>● 5.1 - 100% of contracts will be for Environmentally Preferred Products/Services (EPP) when applicable.</li> <li>● 5.2 - Maintain 100% OFM janitorial products used will be Green Seal approved or equivalent.</li> <li>● 5.3 - Eliminate all persistent toxins in OFM managed landscaping, and reduce overall toxins by 20% below FY 09.</li> </ul>
<b>Goal 6 State Leasing Sustainable Practices in State Leasing</b>	<ul style="list-style-type: none"> <li>● 6.1 - Create pathway via DCS website for sharing information on cost savings and benefits realized by OFM in use of energy saving measures and sustainable practices.</li> <li>● 6.2 - Have reportable data compiled to respond to inquiries on use and success of sustainable practices in leased space.</li> <li>● 6.3 - Host annual training for agency customers on evaluation and implementation of sustainable practices in leased space.</li> <li>● 6.4 - Host annual conference for lessors to share information on strategies and benefits of sustainable practices.</li> <li>● 6.5 - Coordinate with DRS to establish sustainable practices for Snack Bars.</li> </ul>

# Current Year Task List

## Goal 1: Implement Sustainable Building Practices

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<b>1.1 Establish OFM sustainability building standards.</b>	<i>OFM standards meet or exceed Energy Star standards.</i>	<ul style="list-style-type: none"> <li>◆ Develop OFM sustainable building standards.</li> <li>◆ Develop IAQ program.</li> </ul>
<b>1.2 50% of OFM’s remodel and renovation projects will exceed minimum code standards.</b>	<i>Number of projects exceeding minimum code standards divided by total projects.</i>	<ul style="list-style-type: none"> <li>◆ Develop OFM standards.</li> </ul>
<b>1.3 100% of OFMs repair and replacements will be best available for the application.</b>	<i>Number of ‘best available’ R&amp;R projects divided by total projects.</i>	<ul style="list-style-type: none"> <li>◆ Distribute OFM standards to design teams.</li> </ul>

**Goal 2: Reduce Internal Engine-Associated Pollution**

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<p><b>2.1 35% reduction of OFM's vehicles compared to FY-08 baseline.</b></p>	<p><i>Current year vehicles vs. previous year's vehicles.</i></p>	<ul style="list-style-type: none"> <li>◆ Purchase 4 electric service vehicles.</li> <li>◆ Turn in 6 under-utilized gasoline vehicles.</li> </ul>
<p><b>2.2 Reduce petroleum use by Facilities' grounds equipment.</b></p>	<p><i>Current year petroleum use vs. previous year's use in gallons.</i></p> <p><i>Number of 2 stroke equipment replaced.</i></p>	<ul style="list-style-type: none"> <li>◆ Establish FY09 Baseline.</li> <li>◆ Purchase electric and/or convert to CNG grounds equipment.</li> <li>◆ Replace 25% of 2 stroke equipment with 4 stroke equipment.</li> </ul>

**Goal 3: Maximize Recycling, Minimize Waste**

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<b>3.1 25% reduction of office paper use.</b>	<i>Measure amount of paper purchased versus previous year.</i>	◆ Expand digital filing system.
<b>3.2 100% of copy paper purchased for OFM used will be 100% recycled content. (8 1/2 X 11)</b>	<i>Measure 100% recycled content paper and total paper purchases.</i>	◆ Purchase 100% recycled content paper.
<b>3.3 75% of OFM waste office paper will be recycled.</b>	<i>Objective characterization performed by Division Leader via visual survey.</i>	◆ Monitor quarterly to estimate the amount of office paper thrown away.
<b>3.4 100% of janitorial paper products will be of 30% recycled content and processed chlorine free.</b>	<i>Number of paper products vs. products with 30% post-consumer content.</i>	◆ Negotiate with Goodwill to increase # of products with 30% post-consumer content.
<b>3.5 100% of all fluorescent bulbs, compact fluorescent bulbs, rechargeable batteries, and ballast will be recycled.</b>	<i>Policy enforcement.</i>	◆ Publish recycle standard operating procedure. ◆ Implement established procedures.

**Goal 4: Reduce Facility-Related Energy & Water Use**

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<p><b>4.1 20% reduction of electric use on a square footage basis in DCS owned and operated facilities.</b></p>	<p><i>Measure electric use of all facilities for comparison with FY 2008 levels.</i></p> <p><i>Difference between Benchmark Year (BMY) and Comparison Year (CY); divided by BMY; multiplied by 100.</i></p>	<ul style="list-style-type: none"> <li>◆ Evaluate and install occupancy sensors and timers in 100% of buildings.</li> <li>◆ Complete six (6) LED lighting projects.</li> <li>◆ Energy efficient motors in all Capitol Campus buildings by 2012.</li> <li>◆ De-lamp common areas (lobbies, restrooms, hallways, tunnels) in 100% of buildings.</li> <li>◆ Inventory all buildings non-task lighting systems and create baseline of installed devices.</li> <li>◆ DCS personnel are to complete an audit of all HVAC and Electrical systems in 50% of all DCS operated facilities listing system and equipment types.               <ul style="list-style-type: none"> <li>◆ Information will include equipment count, data and operational status.</li> </ul> </li> <li>◆ Create a document detailing the different systems to be</li> </ul>

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
		<p>commissioned/re-commissioned.</p> <ul style="list-style-type: none"> <li>◆ Document will include optional scopes of work that could be completed for each system.</li> <li>◆ Complete 20 upgrade projects to building automation.</li> <li>◆ HVAC system sequences of operation were standardized for all DCS operated facilities utilizing common system types with improved operational efficiency and tenant comfort as the primary goals.</li> <li>◆ Complete three (3) HVAC projects.</li> <li>◆ All non-critical division computer monitors automatically go into 'Standby' mode after 30 minutes of inactivity; all computers go into Standby after 45 minutes of not being used.</li> <li>◆ Peak Load Reduction</li> </ul>



<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
		<ul style="list-style-type: none"> <li>◆ Add read-time electrical monitoring to (3) additional DCS operated facilities.</li> <li>◆ Evaluate the real-time data of the building's electrical usage and modify building operations to reduce the peak load.</li> <li>◆ Train operations personnel to ensure a good understanding of how the electrical demand is set for a facility and how to maintain the proper demand for a facility.</li> <li>◆ Develop plans for an Energy Management web site.</li> </ul>
<p><b>4.2 35% reduction of natural gas use on a square footage basis in DCS owned and operated buildings.</b></p>	<p><i>Measure natural gas use of all facilities for comparison with 2008 levels.</i></p> <p><i>Difference between BMY and CY; divided by BMY; multiplied by 100.</i></p>	<ul style="list-style-type: none"> <li>◆ Establish strategies to reduce natural gas usage.</li> <li>◆ Install BMS controls of domestic hot water systems to schedule usage in 100% of buildings.</li> <li>◆ 100% of buildings will complete boiler efficiency tests.</li> </ul>
<p><b>4.3 10% reduction of potable water use for OFM</b></p>	<p><i>Water savings will be totaled annually for the capitol campus.</i></p>	<ul style="list-style-type: none"> <li>◆ Audit existing landscapes for irrigation efficiency.</li> </ul>

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<b>managed grounds.</b>	<i>Difference between BMY and CY; divided by BMY; multiplied by 100.</i>	<ul style="list-style-type: none"> <li>◆ Establish plan for irrigation controls for automated scheduling and usage monitoring.</li> <li>◆ Propose operation and maintenance changes that will optimize performance of irrigation systems.</li> </ul>
<b>4.4 35% reduction of interior potable water use per square foot.</b>	<p><i>Water/sewer savings will be totaled annually for the capitol campus, BY/CY.</i></p> <p><i>Difference between BMY and CY; divided by BMY; multiplied by 100.</i></p>	<ul style="list-style-type: none"> <li>◆ Replace all toilets above 1.6 gpf with 1.6 gpf.</li> <li>◆ Install 3 waterless urinals in DHS/CAP Building.</li> <li>◆ Install .5 gpm touchless faucets in DHS/CAP Building.</li> <li>◆ Install 5 (1.0 or 1.6 gpf) water closets.</li> <li>◆ Install low flow aerators on all faucets.</li> <li>◆ Solidify plan to replace 1.6gpf toilets with dual button flush valves.</li> </ul>
<b>4.5 Install two (2) renewable energy projects.</b>	<i>Count projects.</i>	<ul style="list-style-type: none"> <li>◆ Install 10kWh PV solar/thermal panels.</li> <li>◆ Install 10 kWh wind turbines.</li> <li>◆ Develop plan for solar water</li> </ul>

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
		heating in Hodge or Connors Building.
<b>4.6 Purchase 2% Green power for OFM owned and managed projects.</b>	<i>Measure green power purchases for building. Difference between BMY and CY; divided by BMY; multiplied by 100.</i>	◆ Purchase wind power.
<b>4.7 Energy Star rating of 75 for seven (7) buildings on the Capitol Campus.</b>	<i>Run reports from the Energy Star Portfolio Manager.</i>	
<b>4.8 Achieve Energy Star Portfolio average rating of &gt;80</b>	<i>Run reports from the Energy Star Portfolio Manager.</i>	
<b>4.9 Achieve Power Factor of 85 in all buildings</b>	<i>Run reports from the Energy Star Portfolio Manager.</i>	◆ Assess existing ballasts.

**Goal 5: Reduce Use of Toxic Products and Chemicals**

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<b>5.1 OFM (Purchasing) will establish procedures and guidelines for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products.</b>	<i>Report number of contracts with sustainable options.</i>	<ul style="list-style-type: none"> <li>◆ Implement 3 additional new product lines for environmentally preferred products/services.</li> </ul>
<b>5.2 50% of OFM janitorial products used will be Green Seal approved or equivalent.</b>	<i>Document volumes of green seal products used vs. total.</i>	<ul style="list-style-type: none"> <li>◆ Baseline current janitorial product inventory.</li> </ul>
<b>5.3 Eliminate all persistent toxins in OFM managed landscaping.</b>	<i>Track by volume the amount and type of chemicals used on capitol campus.</i>	<ul style="list-style-type: none"> <li>◆ Baseline current persistent toxins inventory.</li> <li>◆ Negotiate with landscaping company to eliminate use.</li> </ul>

**Goal 6: Sustainable Practices in State Leasing**

<b>Objectives</b>	<b>Measurable</b>	<b>Tasks</b>
<b>6.1 Research standards, practices and guidelines used by other states when procuring leased space.</b>		◆ Reduce use of file cabinet space by 25%.
<b>6.2 Add information on evaluation of sustainable practices to annual State Leasing class.</b>		◆ Establish paperless filing system for lease documents and correspondence according to statutes, rules and record retention schedule.

## Overview of Sustainability Efforts

Sustainability efforts are being integrated where feasible at every level of OFM. The following are ways OFM communicates its sustainability efforts:

- Sustainability Plan will be reviewed annually. Goals will be assessed and projected out for the next biennium.
- Divisions report quarterly on progress towards Strategic Plan objectives, and review and revise annually when appropriate.
- Share sustainable information, practices, and procedures with Facility Managers at Monthly Facility meetings.
- Include pertinent sustainable information in the Energy Awareness quarterly publication.
- Division building managers will include sustainability as a topic in staff meetings.
- Implement use of Sustainable Office Practices guidelines for all personnel.
- Each employee will do their part in implementing sustainable practices.
- Annual progress report sent to the Agency Director.

## Additional Efforts

### 1.) Implement Sustainable Building Practices

- OFM will develop sustainable building standards and provided limited training to all agencies regarding general sustainable building operations.
- OFM has integrated Energy Star requirements and processes for DCS-owned buildings.
- OFM has a five-year objective to achieve Energy Star 75 rating for all buildings on the Capitol Campus.
- The completed report provides the owner with good engineering analysis so that they can make educated decisions regarding the selection of energy using systems.

### 2.) Reduce Transportation Associated Pollution

- Reduce travel cost by encouraging video-conferencing and teleconferencing.
- OFM will purchase electric vehicles and equipment for the Capitol Campus maintenance and grounds staff.
- OFM owned and leased facilities are sited with public transportation in mind.
- OFM staff attempt to car pool to meetings whenever possible.

### **3.) Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials**

- Paper recycling is at nearly 100% for office related paper. Bins and established pick up schedules have been the standard for many years. Besides paper, OFM also recycles rechargeable batteries, fluorescent lamps and ballasts, cleaning solvents, ceiling tile, and printer and fax cartages. OFM will establish a program to recycle cardboard, metal, motors, plastic and glass bottles, and wood pallets.
- Other ways in which OFM supports recycling include:
  - Encouraging recycled content construction materials and office interior décor.
  - Encourage the establishment of statewide contracts that recognize recycle content goals including 30%, 40%, & 100% post-consumer recycled content office paper.
  - Providing electronic forms on OFM's Intranet, policies and procedures, monthly/daily reports.

### **4.) Minimize Facility Related Energy and Water Use**

The OFM energy management program will reduce electricity consumption by about 4 million kilowatts from its inception July 2008.

- Continuous energy monitoring of all Capitol Campus buildings.
- Building commissioning (to assure building systems are operating according to design) is required for new systems installed in all state capitol projects.
- Identifying energy conservation opportunities at leased properties prior to lease negotiations and re-negotiations.
- On-going effort to add separate water meters for each building on the Capitol Campus to track domestic, irrigation and cooling tower water usage.

- All division computer monitors automatically go into “Standby” mode after 20 minutes of inactivity, and all computers go into the same energy-saving status after 30 minutes of not being used.
- All appliances purchased are EPA Energy Star rated.
- Installed Vending Misers on all campus cold beverage vending machines.
- Promoting radiant heating panels to replace 1500 watt personal space heaters with 150 watt Cozy legs saving energy and reduce fire hazards
- An energy manager and staff were hired to further increase energy conservation on the Capitol Campus.
- Energy Life Cost Cycle Analysis (ELCCA) process requires all major renovation OFM projects to examine energy systems that are 30% better than the minimum standard.

## **5.) Reduce Use of Toxic Products and Use of Toxic Chemicals**

OFM provides numerous services and is involved in efforts that meet sustainability, goals including:

- Custodial staff uses environmentally preferred cleaning supplies and sustainable practices that reduce the use of energy and water while cleaning.
- Capitol Campus B&G staff utilizes best practices integrated pest management to reduce toxic chemical usage.
- Capitol Campus B&G staff uses low VOC (volatile organic compounds) paints, to avoid health/environmental risks.
- Sustainability will be the theme of OFM in-house and off-site training.
- OFM is working to audit and properly dispose of persistent toxins in OFM-owned and managed construction and demolition projects.
- OFM bid documents will include as standard specification language, to preclude the purchase of materials with known hazardous toxics.