



City of Houston Green Office Challenge
www.houstongoc.org



Mayor Annise D. Parker



Partners

The City of Houston – Mayor Annise Parker
ICLEI-Local Governments for Sustainability



More Partners

- Management Districts
- Sponsoring Companies
- Energy Service Companies
- Green Building Professionals
- Property Owners & Managers
- Tenant Companies
- Nonprofit & Academic Experts
- Specialty Service Vendors
- METRO

A Houston-Wide Challenge

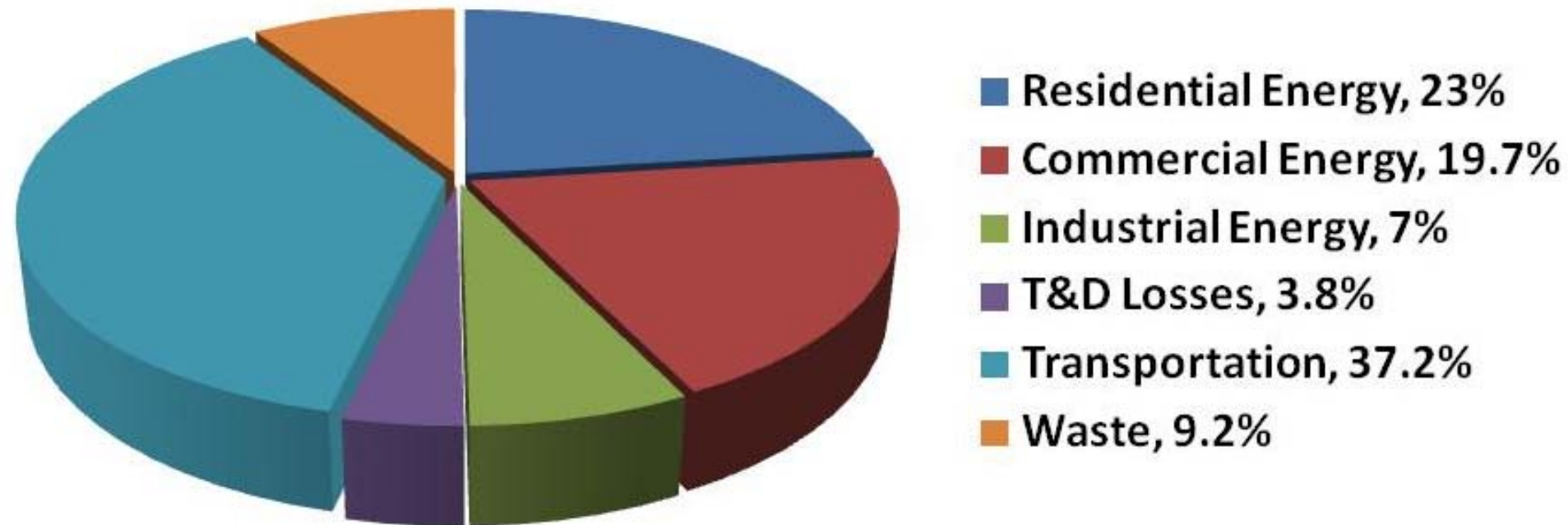


Program Goals

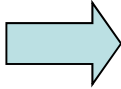
- Improve environmental performance of commercial buildings and business operations
- Engage at all levels of influence:
Tenants, Property Managers, Building Owners,
and Management Districts
- Lead towards third-party certification (such as LEED, Energy Star)
- Ensure energy use reductions align with goals of City of Houston

Houston's GHGs

Houston GHG Emissions



Start Here!



Register for Challenge



Assess performance



Set goals



Create a plan



Implement plan



Recognize accomplishments



Evaluate progress



**Green
Office
Challenge
Milestones**

Tenants

Tenants can sign up for the Green Office Challenge – but the way they participate is different.

- Tenants participate via behavioral change
- Property managers/owners improve building systems
- Together, a holistic approach to conservation and efficiency can be achieved
- Separate metrics for tenants according to the things that each can control

Let's look into what is being asked of each group.

Criteria For Tenants

Self-evaluation in 5 Categories

- Outreach
- Waste
- Energy
- Transportation
- Property Manager Engagement

Levels of Achievement

- Tier 1: 76 - 100 points
- Tier 2: 51 - 75 points
- Tier 3: 26 - 50 points
- Tier 4: 15 - 25 points

Green Office Scorecard

How "green" is your office?

Read and respond to the questions below.

There's no need to type.

Just click the Response box and then click on the arrow to the right to get a list of choices.

Score:	0
Tier:	

50 Strategies to Green your Office	Help	Response Click in each cell below for a response menu.	Points Achieved	Points Available	How did you achieve this strategy? Please provide a short description of the action taken.
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Waste						
W1	Have you conducted a waste stream audit, established a waste diversion/reduction goal of at least 50%, and assessed progress against goals?	Help	Click here. Then click arrow on right.		3	
W2	Have you developed a green purchasing policy to procure green products where feasible and circulated the policy to employees electronically?	Help	Click here. Then click arrow on right.		2	
W3	Have you established a recycling policy that codifies all office recycling practices in coordination with your building's recycling provider?	Help	Click here. Then click arrow on right.		2	
W4	Are all employees given a recycling bin to use at her/his desk? Have you verified that the cleaning staff separates the recyclables from the trash?	Help	Click here. Then click arrow on right.		2	
W5	Have you found out how much copier/printer paper your office uses and established	Help	Click here. Then click arrow on right.		2	

Outreach Strategies

- Create a "Green Team"
- Attend a training session
- Designate a "Green Week"
- Update staff with quarterly progress reports
- Encourage companies in your building to join the challenge
- Implement innovative green practices



Energy

- Purchase CFLs
- Inventory your office appliances/ equipment
- Write an ENERGY STAR purchasing policy
- Use power-saving mode for office equipment
- Purchase emissions offsets



Waste

- Audit your waste stream
- Write a green purchasing policy
- Start a recycling program
- Purchase post-consumer recycled copy paper and paper products
- Use both sides when printing
- Say "no" to junk mail
- Think before you print
- Donate/recycle unused electronics
- Purchase reusable kitchen supplies and refillable beverage containers



Transportation

- Conduct a commuter survey
- Permit alternative work options
- Install EV infrastructure in building garage
- Park and Ride
- Create a carpool program
- Start a bike sharing program
- Rent hybrid vehicles
- Offset business travel emissions
- Post METRO route map in break room



Criteria For Property Owners and Managers

<u>Category</u>	BASE GOAL	STRETCH GOAL
Energy Use	10%	30% OR Energy Star Score of 85+
Water Use	10%	30%
Waste Diversion	30%	50%
Tenant Engagement	25%	50%

Assessing Performance

Energy & Water

- Establish EPA Portfolio Manager account
- Upload 12 months of data (baseline)
- Share Portfolio Manager account with City

Waste

- Request waste diversion report from hauler
- Insert 12 months of waste diversion data into spreadsheet provided by Green Office Challenge Team

Creating A Plan

Energy & Water

- Large Customer Energy Analysis Program
- Performance Contracting
- Create your own plan

Water, Waste & Tenant Engagement

- Create your own plan
- Identify biggest opportunities through audits, data analysis, and outreach
- Work with tenants to generate enthusiasm

Making Improvements

- Secure contractors or use in-house resources
- Take advantage of utility rebates and programs offered by the City:
 - **Energy Efficiency Loan Program**
 - **Seed funds for small projects**
- Enlist building-wide green team
- Host educational workshops for tenants
- Plan regular building-wide green team meetings to leverage resources and best practices

Ingredients for Program Success

- Local leadership and recognition
- Buy-in from all levels at participating companies
- Program partners
 - **Management Districts, EPA, High-Profile Participants, Parent Companies, Sponsors**
- One-on-one assistance and regular communication
- Make it fun!
- Collaboration among participants



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SIGN UP TODAY:
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