

LITMUS DESIGN + ARCHITECTURE SUSTAINABILITY PLAN (Phase 1)

done in process rejected			
OPERATIONS & HUMAN RESOURCES			
TASK	ADVOCATE	STATUS	TO DO
Create sustainability plan with help of the BEST Business Center	Nanci		Send Plan to Marlowe 9/1
Revitalize the Green Team and add more members	Nanci		Boosted to 40% office participation.
Audit all supplies and identify green alternatives	Nanci		Changes made to supply purchasing list.
Create Green Resource Center on Share as clearinghouse for green knowledge sharing	Green Team		Done.
Gather information on One Percent for the Planet and Earth Share of Oregon	Nanci		Identify next steps with Nicole
Ensure all cleaning supplies are green (and used)	Nanci		Hiring new company. Interviews scheduled for next two weeks.
Increase use of viewing PDFs over printing documents	Nanci		Malia to give lunch & learn on 9/12
Increase use of paperless billing	Nanci		We have achieved 100% paperless billing
Increase use of paperless bill-pay	Nanci		Follow-up with Nicole
Purchase plants for indoor air quality at Litmus south	Nanci		Will happen when funds are released
Adopt a sustainable purchasing policy for office operations	Nanci		Drafted and submitted, awaiting edits.
Ensure office policies and practices are in line with sustainable mission	Nanci		Awaiting creation of employee handbook
Offer employees a flexible/compressed/telecommuting work schedule	Nanci		Staff poll drafted, awaiting approval. Body of research compiled on productivity, morale, recruitment + retention benefits. Will submit with poll results.
Establish systems for quantifying results of Operations and HR initiatives	Nanci		

SOLID WASTE & RECYCLING			
TASK	ADVOCATE	STATUS	TO DO / NOTES
Create system for recycling misc. office plastics	Alan		bins are set up in each office
Recycle/donate unwanted electronic equipment	Alan		Ongoing. Resource list created
Properly dispose of/recycle batteries, paint etc.	Nanci		Ongoing. Resource list created
Kick the can: replace desk-side waste baskets with centralized containers in kitchens	Alan		Done!
Shift to 100% post-consumer recycled content paper for copiers	Nanci		Done! Purchased through EP& P
Install paper recycling boxes in bathrooms for paper towels	Alan		Done. Resulting in 99% reduction in bathroom trash!
Purchase hand towels for kitchen and bath	Nanci		Approved. Will purchase when funds are released.
Establish office-wide composting system or worm bin	Nanci		Worm bin to be purchased by 9/19 from green source and Earth Angels.
Shift to 100% post-consumer recycled content paper for plotter	Nanci		Nanci investigating
Increase use of one-sided scrap paper + duplexing by changing print default settings	Alan		Included in September contest challenge
Replace plastic garbage bags with green alternative (compostable?)	Nanci		Will bring up with new cleaners
Apply to become a RecycleWorks award winner via the city's Recycle at Work Program	Nanci		Have application, will apply by 9/15
Use "eco-board" as amounting board for displays and models instead of foam core	Nanci		See green purchasing policy

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Eliminate use of aerosol spray mounts	Nanci	☹️	Working to identify alternative
Establish system for quantifying results of Solid Waste + Recycling initiatives	Nanci		

ENERGY & WATER USE

TASK	ADVOCATE	STATUS	TO DO
Get energy-use audits and evaluate recommendations for both offices	Nanci	☹️	PGE Done, Energy Trust next
Reduce energy use from equipment in stand-by mode	Malia	☺️	Will purchase five SmartStrips by 9/15
Purchase renewable energy via utility bills	Nanci	☹️	Presented. Follow-up with Nicole
Weatherize leaky windows and doors	Malia		Budget approved. Schedule Energy Trust audit. Get buy-in (\$?) from landlord.
Eliminate the use of computer screen savers.	Christel	☹️	Included in September contest challenge
Use MAC's Energy Saver feature to adjust computer sleep mode.	Christel	☹️	Included in September contest challenge
Purchase products with low stand-by power usage.	Nanci	☺️	incorporate into green purchasing policy
Install low-flow aerators on sink faucets	Nanci	☹️	Would only slow, not reduce use.
* (south) Update lobby lighting with high-performance T8 lamps in 2 of the 4 lamps.	Nanci		Only if landlord will pay. Will ask.
* (south) Install a white powder coat reflector and reposition the remaining lamps with a kit using new lamp holders.	Nanci		Only if landlord will pay. Will ask.
* (south) Replace 60 watt incandescent bulb with CFL in alcove in Julia's office.	Nanci		Have bulb, will replace
* (south) Replace hallway fixtures to lights that are CFL compatible	Nanci		Only if landlord will pay. Will ask.
* Replace bulbs in pendant lights with CFLs with a translucent globe to reduce glare	Nanci	☹️	Bulbs already CFLs. Glare not an issue
* Replace track lighting CFL bulbs with better performing CFLs.	Nanci	☺️	Source identified. Will do as needed
* Replace two supply area socket CFL bulbs with one T8 ceiling mounted strip fixture	Nanci	☹️	Not necessary for energy savings.
* Diffuse bathroom skylight during summer to reduce the need for air conditioning.	Nanci		Do next year using leftover art glass.
Calculate Litmus' carbon footprint and identify ways to reduce carbon emissions.	Christel	☹️	Christel will complete by Monday, 9/8.
Calculate annual savings resulting from implementing Energy + Water Use initiatives	Nanci		

* PGE audit recommendation

TRANSPORTATION

TASK	ADVOCATE	STATUS	TO DO
Develop incentives for carpooling, bike commuting, TriMet	Nanci	☹️	In progress, part of September contest.
Explore feasibility of future purchase/lease of green vehicle/car share membership	Nanci	☹️	Nicole researched ZipCar, is awaiting approval.
Explore feasibility of providing secure and covered bike parking: roof?	Alan		Phase 2 of Sustainability Plan?
Establish cubbies for staff to store commuting gear	Nanci	☹️	Approved. Nanci will purchase by 9/30.
Establish system for quantifying results of transportation initiatives	Nanci		

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COMMUNITY EDUCATION, OUTREACH & MARKETING			
TASK	ADVOCATE	STATUS	TO DO / NOTES
Purchase reusable to-go containers, get buy-in from more local restaurants	Nanci	😊	Restaurants on 28th on board.
Identify and share events, workshops, seminars and other opportunities for staff	Malia	😊	ongoing
Explore LEED training for staff	Nanci	😐	Sent info to upper management
Explore possibility of participating in the Natural Step Program	Nanci	😐	May register for 9/11 or 10/9 training.
Identify BEST award criteria and other opportunities for recognition	Nanci	😊	File on Green Resource Center
Track the number of clients that ask about green building technologies.	Nanci		
Tout sustainability efforts as a marketing tool in materials and on website	Nanci	😐	Reflected in new website. Awaiting logo redesign to incorporate into new materials.
Offer employees incentives/rewards for helping Litmus meet Sustainability Plan goals	Green Team	😊	\$30/month budget approved for contests. September contest underway!
Produce annual report on Sustainability Plan results	Nanci		

NEW INITIATIVES (NEED APPROVAL)			
TASK	ADVOCATE	STATUS	TO DO / NOTES
Utilize sustainable web-hosting and market it on website	Nanci		