
ENERGY STAR Tenant Space Requirement: Energy Efficient Equipment Procurement Policy

Applicants for ENERGY STAR Tenant Space recognition must have a procurement policy in place that:

- Specifies that the tenant will procure ENERGY STAR Certified equipment whenever possible (or substantially similar language).
- Is in effect as of date of application.
- Applies to the Tenant Space. It may be a corporate-wide policy or a policy specific to the Tenant Space.
- Is submitted with an application for ENERGY STAR Tenant Space recognition.

Below is an example procurement policy, which may be used as a template if applicant does not have a current policy.

Tenant Company, Inc. Energy Efficient Equipment Procurement Policy

1. Policy Statement

As part of our continuing efforts to save energy, money and to help protect the environment, Tenant Company, Inc. commits that it will only purchase ENERGY STAR certified equipment *{for {address, if specific to Tenant Space} as of {date}.}** ENERGY STAR certified products use less energy than standard products without costing more or sacrificing performance.

* *{Mention any conditions where purchasing ENERGY STAR products is not required.}*

2. Guidance for Staff

Tenant Company, Inc. staff will do the following in accordance with this policy:

- A. When purchasing new equipment, visit www.energystar.gov/products for a list of ENERGY STAR certified products and/or look for the ENERGY STAR certification mark (shown here) in product descriptions, on product boxes, in online catalogs, etc.
- B. When setting up a service contract or purchasing agreement, include the following language:



Wherever possible, the Vendor must provide products *{or insert name of specific products of interest (i.e., computers, monitors, copiers)}* that earn the ENERGY STAR and meet the ENERGY STAR specifications for energy efficiency. The vendor is encouraged to visit energystar.gov/products for complete product specifications and updated lists of certified products.