



Cushman & Wakefield's Green Office Tool Kit

Green Office Tool Kit



C&W Office Information			
Site Address	_____		
City	_____	State	_____ Zip _____
Operations Manager			
Name	_____ Title _____		
Email Address	_____		
Address	_____		
City	_____	State	_____ Zip _____
Phone1	_____	Phone2	_____

Office Space Characteristics	
C&W Occupied Space (SF)	_____
Number of Employees	_____
Separately metered for Electric?	_____

Total Building SF	_____
Year Constructed	_____
Building/Site Manager (Name of)	_____
Green cleaning practices	_____
Energy Star Rated	_____
LEED Certified	_____
Other Certifications	_____

Building Information

Green Office Tool Kit



ENERGY			
Instructions:			
Status: Indicate if the status is: "Not Started", "In Progress", or "Completed". This will establish the baseline for your office.			
Notes: Document additional thoughts. If the action cannot be completed, indicate the reasons in this column.			
#	Action Item	Status	Notes
No Cost Action Items			
1	Conduct an energy audit using this form and walking through the office space to evaluate options for increasing conservation efforts/efficiency		
2	Encourage all employees to turn off lights when spaces are not in use (i.e. override motion sensors to turn lights off if leaving for meeting/lunch or at the end of day, turn off task lighting when not in use) (see handout ("Actions/Resources"))		
3	Encourage employees to reduce plug and phantom loads (i.e. unplug chargers and devices plugged into wall outlets or turn off power strips when not in use) (see "Low Cost Measures" at end of section, and "Actions/Resources")		
4	Work with IT to set equipment (computers, monitors, printers, copiers, fax machines, etc.) on energy saving power settings		
5	Develop a team responsible for shutting down equipment during non-working hours (i.e. holidays, end of day, weekends) (see "Actions & Resources")		
6	Place signs at light switches and office equipment as a reminder to shut them off. In addition, post energy-saving tips throughout the office. (see "Actions & Resources")		
7	Ensure that refrigerator coils are cleaned quarterly for more efficient operation		
8	Ban employees from using inefficient space heaters or fans from the office and communicate the ban with employees. (see "Actions & Resources")		
9	Communicate with employees about the practice of clearing areas near vents of furniture, file cabinets, and stacks of paper. (see "Actions & Resources")		
10	Encourage employees to complete the following actions: In warm weather, close window shades to keep out the sun's heat. In colder months keep shades open to the sun's warmth. (see "Actions & Resources")		
Low Cost Action Items			
11	Purchase and install motion sensors in individual offices spaces, meeting/conference rooms, pantries		
12	Purchase and install plug load control devices (i.e. Smart Powerstrips, Watt Stoppers)		
13	Select energy-efficient lighting. Replace incandescent bulbs in desk lamps for energy-efficient compact fluorescent lights (CFLs) or LEDs.		
14	Work with the vending machine vendor to request the installation of occupancy-based control devices (i.e. Vending Mi\$er™) that shuts vending machines off when the area has been vacant for a preset period of time http://www.vendingmiserstore.com		