



Earth Day Tool Kit for C&W Managed Properties (2010 Edition)

The C&W Earth Day Tool Kit is designed to assist you with developing Earth Day activities at the property you manage. Click on the green folders to link to websites with resources. Please use one or more of the suggestions below or combine with already planned activities. All initiatives related to Earth Day must be discussed with and approved by your client.

Organize an Earth Day Information Fair

Contact vendors to host information tables in the building lobby. Encourage vendors to share information about their environmental programs and products and provide give-aways.

Suggested vendors to contact:

- Waste haulers
- Product suppliers (i.e.)
- Local utility companies
- Local public transportation
- Organizations offering

Post Visual Prompts and D

Hang posters in key locations in prompt occupants to practice s

EPA ENERGY STAR Free resc

- Guidelines; Client Solutions; Ea
- C&W branded posters
- Earth Day poster
- "Bring Your Green to W
- "Join Us in the Fight Ag;

DOE Free Resources:

- DOE Earth Day imag

Other options:

- Develop your own poste

Inform Building Occupants

Gain recognition for your green

Publicity ideas

- Document steps your propert
- Include information on implem
- ENERGY STAR label or has :
- Circulate an electronic fact sh

Host a Recycling Collectio

Earth Day is a great day to eno

Suggested collection events:

- Electronic equipment
- Unwanted mobile ph
- Old eye glasses
- Batteries

Organize an Environmental Event

Raise awareness, build community, learn together and take action.

Host an event in your building:

- Show a film or video on an environmental theme in a conference room.
- Host a weekly lunch hour brown bag lunch series on environmental discussion topics.
- Invite a guest speaker to present at your property on an environmental topic

Suggested volunteer events:

- Organize a river clean up.
- Organize a green home building project.
- Contact your local City Parks Department
- Design your own clean up or volunteer event

Earth Day Every Day

Make it Earth Day every day. Create a green team and implement green operations and maintenance practices that enhance the environmental performance of your building.

Create a green team:

- Start a green team at the office.

Implement green operations and maintenance practices:

- C&W Green Practice Policies (download from CW//Now; Business Resources; Policies Forms & Guidelines; Client Solutions; Property Facility Operations Manual).
- BOMA 40 Earth-Friendly Tips for Property Professionals

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Green your meet

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Take the C&W

Help C&W achie compared to a 2l water consumption Participating buil

For more inform

Educate Yours

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Resources for pe

- Study
- Calcul

Share Your Ea

Gain recognition

Document your E

study to [cssustai](#) properties will be

Questions?

Contact [cssustai](#)

****Disclaimer: Co**

C&W Earth Day Tool Kit (2010 Edition) - Managed Property & Facility Portfolio - Message (HTML)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply Reply to All Forward

You replied on 4/26/2010 10:00 AM.

From: Eleni Reed on behalf of CS Sustainability
Subject: C&W Earth Day Tool Kit (2010 Edition) - Managed Property & Facility Portfolio
Attachments: Earth Day Toolkit_ManagedProperties_2010_Final.pdf (123 KB)

Sent: Mon 4/12/2010 5:12 PM



EARTH DAY 2010

Earth Day, held on April 22, is intended to raise global awareness and appreciation for our environment. This is a good opportunity to highlight C&W's commitment to work in partnership with its clients to enhance the environmental performance of the firm's portfolio of managed properties.

Attached for your use is the 2010 edition of the C&W Earth Day Tool Kit, which provides a list of suggestions and resources for planning an Earth Day event in the managed properties. Please use one or more of the ideas in the Tool Kit or combine with already planned activities. **All initiatives related to Earth Day must be discussed with and approved by the client.**

The following action is required on your part to make this event a success:

1. Target as many properties as possible, review the C&W Earth Day Tool Kit, and determine the type of activities that are most appropriate for each property.
2. Obtain client approval.
3. Where client approval has been obtained, hold Earth Day activities on April 22, 2010.
4. If you would like to share your Earth Day event successes, send a brief description of your event and photos highlighting activities to cssustainability@cushwake.com by April 30th, 2010. Selected Earth Day activities will be featured in C&W's Energy & Sustainability Task Force Newsletter.

Please note that the EPA ENERGY STAR posters, booklets and tip cards referenced in the Tool Kit are posted on CW Now (Business Resources; Policies Forms & Guidelines; Client Solutions; Earth Day).

If you have any questions, please contact cssustainability@cushwake.com.

Happy Earth Day!