

A close-up photograph of green palm fronds, showing the intricate vein structure and the way light reflects off the surfaces, creating a vibrant, textured background.

GET INTO THE GREEN SCENE

Eco-Guide for Tenants

Welcome to Michigan Plaza's **Eco-Guide For Tenants**. The purpose of this guide is to provide practical ideas and strategies for your office space that will help save energy, minimize waste and reduce your carbon footprint. By creating a more sustainable workspace, your company is demonstrating leadership and a commitment to best practices and responsible citizenship. Implementing these strategies will not only enhance your company's reputation but can also help reduce operating costs, increase profitability and improve employee wellbeing and productivity.

Increasing the environmental efficiency of office buildings is critical to helping Chicago reduce its impact on the planet's changing climate. We applaud your commitment to a more sustainable future and wish you success in your effort to make Chicago a greener place to live and work.



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- ii. Water Efficiency
- iii. Energy & Atmosphere
- iv. Materials & Resources
- v. Indoor Air Quality



Encourage Partnerships with socially responsible vendors/contractors

Operate your space efficiently
saving money and natural resources

RECYCLE, REDUCE, REUSE - MAKE EVERYDAY EARTH DAY



SUSTAINABLE SITES

Eco-Guide for Tenants

Site selection and development are important components of a building's sustainability. Sustainable Sites seeks to minimize a building's impact on ecosystems and waterways, rewards smart transportation choices; promotes reduction of erosion, light pollution, and construction-related pollution.

SUSTAINABLE SITES

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|--|---|--|--|--|
| Encourage employees to use public transportation | <p>Offer "alternative" transportation incentives - telecommuting options, flextime policies, zip car credit, etc.</p> <p>Eliminate free or subsidized parking</p> <p>Provide a tax-free public transit benefit program</p> | Reduces carbon emissions, which contribute to air quality issues such as smog and acid rain | Reduces personal expenses on parking, gas, and vehicle wear and tear | Reducing the need for parking allows for the opportunity to enhance green space to be enjoyed by the community | <p>Chicago Transit Authority www.transitchicago.com</p> <p>Wage Works www.wageworks.com</p> |
| Expand use of video or teleconferencing | Utilize web software for meetings to teleconference or conduct webinars | Reduces carbon emissions, which contribute to air quality issues such as smog and acid rain | Reduces expense of hotels, taxis, car rentals, off-site conference rooms and time spent traveling to conference/meetings | Teleconferencing makes communicating easier and more organized, resulting in more efficient meetings | <p>Business.com www.business.com/telecommunications/teleconferencing/</p> |
| Promote a healthy lifestyle by encouraging walking and biking | Get involved in events through the Active Transportation Alliance such as 'Chicagoland Car-Free Day' or 'Bike Commuter Challenge' | Reduce carbon emissions, which contribute to air quality issues such as smog and acid rain | Reduce expense and/or frequency of purchases, maintenance, repair and disposal of vehicles | Biking and walking leads to better health and a better sense of well being, which could result in reduced medical expenditures | <p>City of Chicago, Department of Transportation (Biking) http://www.cityofchicago.org/city/en/depts/cdot/provdrs/bike.html</p> |



Reduce carbon emissions! Incentivize employees to use alternative and smart transportation methods.

A close-up photograph of numerous water droplets of various sizes on a light blue surface. The droplets are in sharp focus, showing their rounded, reflective shapes. The background is a soft, out-of-focus blue, creating a bokeh effect with light spots. The overall color palette is monochromatic, consisting of various shades of blue.

WATER EFFICIENCY

Eco-Guide for Tenants

Buildings are major users of our potable water supply. The goal of the Water Efficiency category is to encourage smarter use of water, inside and out. Water reduction is typically achieved through the use of more efficient appliances, fixtures and fittings inside and general water-conscious choices.

WATER EFFICIENCY

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|--|--|---|--|---|
| Install high-efficient fixtures in restrooms, break rooms, and kitchens | Replace standard fixture aerators with low-flow aerators | Reduces water and energy usage by lessening the demand for hot water | Reduces water bill | Not Applicable | Alliance For Water Efficiency www.allianceforwaterefficiency.org/resource-library/default.aspx |
| Eliminate the use of bottled water | Install water filtration systems in pantry sinks or at drinking fountains to discourage the use of bottled water | Reduces waste going into landfills - specifically excess plastic | Cost - effective/consistent No ordering/delivery disruptions. Limitless supply. | Useful, efficient information can be passed on to others and used outside the office | Environmental Futures, Inc. www.efiwater.com/facts.asp |
| Take note of leaky/dripping faucets | Notify building management when leaks are present | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | Contact Building Management |
| Modify dishwashing behaviors | Scrape food particles off to avoid rinsing before washing | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | Nature's Voice Our Choice www.naturesvoice-ourchoice.org/conservation-devices/72.html |
| | Use plug in the sink to soak dishes rather than letting the tap run continuously | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | City of Chicago's Department of Water Management www.cityofchicago.org/content/city/en/depts/water/supp_info/conservation/whatcanido.html |
| | If using a dishwasher, only run full loads, install water efficient dishwasher. | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | EPA's Energy Star www.energystar.gov/index.cfm?c=products.pr_find_es_products |
| Improve food/ lunchtime routines | Wash fruits/vegetables in a bowl instead of running the tap | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | North Carolina Department of Environment and Natural Resources www.northgeorgiawater.com/files/Water_Management_Options--Kitchen_and_food_Preparation.pdf |

WATER EFFICIENCY

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|---|--|--|---|--|
| Improve food/ lunchtime routines | Defrost foods in the refrigerator | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | The Living Green Solution www.thelivinggreensolution.com/how-we-cut-our-water-consumption-in-half/ |
| | Throw excess ice cubes into a planter instead of in the sink | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | EPA's Energy Star www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=CIM |
| | When waiting for hot water, fill a cup/bowl/bucket with the initial cooler water, and use to water plants | Reduces water usage | Reduces water bill | Useful, efficient information can be passed on to others and used outside the office | Tree Hugger www.treehugger.com/culture/7-simple-unexpected-ways-to-save-water.html |
| Reducing water used for plant maintenance | Water plants deeply, but less frequently | Encourages root growth and drought tolerance | Increases plant life longevity, saving money on interior landscaping | Plants (based on improved indoor air quality) have been known to improve employee productivity levels | Earth Kind Landscaping http://aggiehorticulture.tamu.edu/earthkind/drought/water/ |



MAKE EVERY DROP COUNT - Encourage smarter use of water

ENERGY & ATMOSPHERE

Eco-Guide for Tenants

According to the U.S. Department of Energy, buildings use 39% of the energy and 74% of the electricity produced each year in the United States. The Energy & Atmosphere category encourages a wide variety of energy-wise strategies: commissioning; energy use monitoring; efficient design and construction; efficient appliances, systems and lighting; the use of renewable and clean sources of energy generated on-site or off-site; and other innovative measures.

ENERGY & ATMOSPHERE

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|--|--|--|--|--|---|
| Reduce computer related energy consumption | Change setting on computers to "sleep mode" when not in use | Reduces energy consumption and heat load from equipment | Reduces energy costs and extend life of computer and monitor | Demonstrate leadership and a commitment to best practices | Natural Resources Defense Council www.nrdc.org/air/energy/genergy/easy.asp |
| | Shut off computers and monitors completely at night | Reduce energy consumption and heat load from equipment | Reduces energy costs and extend life of computer and monitor | Demonstrate leadership and a commitment to best practices | Natural Resources Defense Council www.nrdc.org/air/energy/genergy/easy.asp |
| | Choose efficient LCD flat screen monitors that are ENERGY STAR compliant | Reduce energy consumption and heat load from equipment | Reduces energy costs and extend life of computer and monitor | Demonstrate leadership and a commitment to best practices | Natural Resources Defense Council www.nrdc.org/air/energy/genergy/easy.asp |
| Use surge protectors and turn them off at the end of the day | Purchase surge protectors for all necessary office equipment | Reduces energy consumption | Reduces energy costs, the loss of equipment due to voltage spikes and maintenance costs | Demonstrate leadership and a commitment to best practices | Office Supply Vendors |
| Purchase Energy Star rated appliances and equipment where applicable | Replace inefficient appliances and equipment with those that have an Energy Star rating | Reduces energy consumption | Reduces energy costs; Eligible for rebates and incentives | Demonstrate leadership and a commitment to best practices | EPA's Energy Star www.energystar.gov/index.cfm?c=products.pr_find_es_products |
| Install occupancy sensors in common areas, private offices, and kitchens | Obtain quotes from electrical vendors to install occupancy sensors | Reduces energy consumption | Reduces energy costs. Reduces amount of light bulbs purchased thus reducing waste | Demonstrate initiative to save energy while providing added convenience for employees | US Department of the Interior www.doi.gov/greening/energy/occupy.html |
| Install high-efficiency lamps | Conduct a lighting audit to determine lamp types and replace inefficient lamps. Replace incandescent bulbs with compact fluorescents | Reduces energy consumption and the heat load on base building air conditioning | Reduces energy bills | Create a more comfortable and productive work environment for employees by reducing glares and eye strain | Eartheasy: Solutions for Sustainable Living http://eartheasy.com/live_energyeff_lighting.htm |
| Install energy efficient vending machines | Use a vending machine miser | Reduces energy consumption | Reduces energy bills | Demonstrate support for environmentally conscious manufacturers | EPA's Energy Star www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=VMC |
| Use window blinds to control thermal comfort | During cold weather, leave blinds open on sunny days but close them at night to reduce heat loss through windows. Close blinds during the summer or when air conditioner is in use | Reduces amount of heating or cooling loss through windows | Reduces energy bills used to heat space during the winter and cool space during the summer | Natural sunlight can reduce use of artificial lighting creating a more comfortable indoor atmosphere for employees | Green Building Advisors http://www.greenbuildingadvisor.com/blogs/dept/building-science/do-window-shades-save-energy |

ENERGY & ATMOSPHERE

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|--|--|--|--|---|
| Use copier/printer power-saving mode | Convert settings to "standby mode" once 15 minutes of non-use has elapsed. Completely turn off at the end of the day | Reduces energy consumption and heat load from the most energy-intensive office equipment | Reduces energy bills and extends life of equipment | Demonstrates leadership and a commitment to best practices | EPA's Environmentally Preferable Purchasing - Copiers http://www.epa.gov/ep/p/pubs/copiers.htm |
| Remove one bulb from 3-bulb light fixtures | If fluorescent light fixtures (electronic ballast only) in the office have three bulbs, remove the middle bulb from each | Reduces energy consumption and waste | Reduces energy costs. Reduces amount of light bulbs purchased therefore reducing waste | Demonstrates inexpensive and easily implemented approach to energy consumption reduction | Contact Building Manager for a consultation with a building engineer or electrician |
| Request thermostats be set to a predetermined temperature | Have temperature adjusted by increasing 1-3 degrees in the summer and decreasing 1-3 degrees in the winter | Reduces energy consumption | Reduces energy bills | Demonstrates commitment to year round energy reduction | Contact Building Manager for a consultation with a building engineer or electrician |
| Offset emissions by purchasing renewable energy credits | Purchase green power for a portion of office electricity usage | Helps reduce dependence on fossil fuel and supports alternative energy generation such as wind power | Energy credits will go towards development and new infrastructure of renewable energy projects | Creates awareness about renewable energy credits and green power production | Renewable Choice www.renewablechoice.com |



Sustainability starts with ENERGY



MATERIALS & RESOURCES

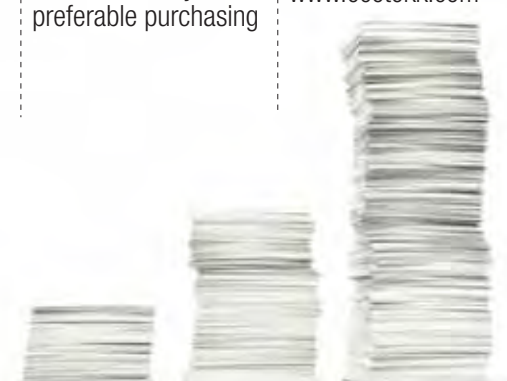
Eco-Guide for Tenants

During both the construction and operations phases, businesses generate a lot of waste and use large quantities of materials and resources. The Materials & Resources category encourages the selection of sustainably grown, harvested, produced and transported products and materials. It promotes waste reduction as well as reuse and recycling, and it particularly rewards the reduction of waste at a product's source.

MATERIALS & RESOURCES

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|-------------------------------------|---|--|--|---|--|
| Enhance Recycling Programs | Educate employees about building recycling programs (for paper, aluminum cans, plastic bottles, glass, toner/printer cartridges, furniture, electronic waste, batteries, lamps). Make sure all desks and work stations have recycling bins | Reduces amount of waste going to landfill | Reduces operating expenses | Reduces your carbon footprint | National Recycling Coalition www.nrc-recycling.com |
| | | Saves natural resources by purchasing local refurbished and recycled products | Increases equipment life | Gain respect of clients, peers, and employees | Ecotronix Recycling www.ecotronixrecycling.com |
| | | Reduces mercury and toxic air pollution from improperly recycled batteries, lamps, and electronics | Buying local decreases transportation costs | Encourages collaboration amongst colleagues | LampRecycle www.lamprecycle.org |
| Smart Procurement - Office Supplies | Contact office supplier and get list of "green" alternatives to traditional office supplies (paper, pens, envelopes, etc.) Purchase non-toxic, recyclable, recycled content, remanufactured and reusable products Purchase products with less packaging | Saves natural resources by purchasing recycled products | Often due to higher demand, you will see zero premium (or even savings) on environmentally - friendly products | Demonstrates support for environmentally conscious product manufacturers | Contact Office Supplies Vendor |
| | | Saves natural resources and reduces waste | Often due to higher demand, you will see zero premium (or even savings) on environmentally - friendly products | Demonstrates support for environmentally conscious product manufacturers | Contact Office Supplies Vendor |
| | | Reduces amount of waste going to landfills | Decrease in waste generation lowers the cost of manufactured products | Not Applicable | INFORM: Building Environmental Literacy www.informinc.org/pages/research/waste-prevention/factsheets/facts-waste-reduction-tips-for-the-office.html |
| Smart Procurement - Furniture | Purchase local, refurbished, and/or recycled furniture pieces | Saves natural resources and reduce waste. | Used furniture is less expensive than new. | Demonstrates initiative and dedication to environmentally preferable purchasing | Eco Tekk www.ecotekk.com |



MATERIALS & RESOURCES

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|---|---|--|--|--|
| Reduce paper consumption | Institute a double sided printing policy | Reduces landfill waste | Decrease in waste generation lowers the cost of manufactured products | Demonstrate leadership and commitment to best environmental practices | Contact your IT and Human Resources group for Assistance |
| | Use multiple monitors instead of printing documents | | | | |
| | Bring laptops to meetings instead of printing agenda and materials | Reduces extraction of raw natural resources | Source reduction is the most economical way to reduce waste | | |
| | Use electronic signatures to eliminate printing documents and limit use of couriers (save paper & \$\$) | | | | |
| Create fill-in PDFforms for PO's, HR forms, etc to eliminate paper use | | | | | |
| Reduce plastic waste | Use bottled-water filtration systems | Reduces landfill waste | Decrease in waste generation lowers the cost of manufactured products | Demonstrates leadership and commitment to best environmental practices | Environmental Protection Agency (EPA) www.epa.gov/epp/ Environmental Futures www.efiwater.com |
| | Use reusable mugs instead of using disposable cups | Reduces extraction of raw natural resources | Source reduction is the most economical way to reduce waste | Demonstrates leadership and commitment to best environmental practices | |
| Reduce toner consumption | Set black and white printers into draft mode by default; use eco-friendly font types (i.e. Garamond, Courier New) | Reduces landfill waste | Decreases in waste generation lowers the cost of manufactured products | Demonstrates leadership and commitment to best environmental practices | Cartridge World www.cartridgeworldpa.sadena.com/tips-tricks--1/tips-to-reduce--your-ink-or-toner-usage |
| | | Reduces extraction of raw natural resources | Source reduction is the most economical way to reduce waste | | |
| Eliminate the use of disposable cups, plates, bowls, utensils and use reusable kitchen-ware | Request catering companies not provide disposable items or those with individual packaging | Reduces landfill waste | Decrease in waste generation lowers the cost of manufactured products | Encourages collaboration amongst colleagues and strengthens market for reusable products | Green Your...Your Guide to Green Living www.greenyour.com/lifestyle/events/wedding/tips/choose-reusable-food-service-items |
| | Ask employees to bring personalized kitchenware from home | Reduces extraction of raw natural resources | Source reduction is the most economical way to reduce waste | | |

Reduce the amount of waste generated and promote reuse, recycling, and smart purchasing. Start a sustainability conversation with suppliers.

A close-up photograph of numerous small, five-petaled purple flowers, likely from a hydrangea, filling the entire background. The flowers are in various stages of bloom, with some fully open and others as buds. The lighting is soft, creating a gentle purple hue throughout the image.

INDOOR AIR QUALITY

Eco-Guide for Tenants

The U.S. Environmental Protection Agency estimates that Americans spend about 90% of their day indoors, where the air quality can be significantly worse than outside. The Indoor Environmental Quality category promotes strategies that improve indoor air as well as those that provide access to natural daylight and views and improve acoustics.

INDOOR AIR QUALITY

BENEFITS

| Initiative | Action | Environmental | Economic | Social | Resources |
|---|--|---|---|---|--|
| Implement green cleaning | Ask building Management for a list of 'Green Seal Certified' products used at the building | Reduces chemical/toxins released into the environment and increases air quality | Low-VOC is becoming mainstream thereby reducing cost premium | Good indoor air quality makes for healthier and more productive employees | Environmental Protect Agency (EPA) www.epa.gov/iaq/pubs/occupgd.html#things everyone in the building can do |
| Use low-VOC painting, carpet and furniture maintenance products | Work with contractor to find affordable and effective low-VOC alternatives | Reduces chemical/toxins released into the environment and increases air quality | Low-VOC is becoming mainstream so cost thereby reducing cost premium | Reducing odor and toxins release results in better indoor air quality for occupants | Environmental Protect Agency (EPA) www.epa.gov/iaq/pubs/occupgd.html#things everyone in the building can do |
| Enhance thermal comfort | Educate employees about proper use of thermostats. Prohibit the use of space heaters. Do not block air vents or grills in order to keep HVAC system balanced | Efficient use of thermostats reduces energy consumption and carbon emissions | Proper use will result in more effective operations and savings on energy bills | Comfortable indoor environment increases employee productivity and decreases comfort complaints | Environmental Protect Agency (EPA) www.energystar.gov/index.cfm?c=thermostats.pr_thermostats_guidelines |
| Enhance indoor air quality | Purchase live plants for offices or workstations | Plants absorb VOC's and filter the toxins in their soil | Improvement in indoor air quality can reduce employee sick time | Plants (based on improved indoor air quality) have been known to improve employee productivity levels | Green Your...Your Guide to Green Living www.greenyour.com/office/office--space/office-air--quality/tips/use-indoor-plants-to-improve-office-air-quality |



The U.S. Environmental Protection Agency estimates that Americans spend about 90% of their day indoors, where the air quality can be significantly worse than outside.