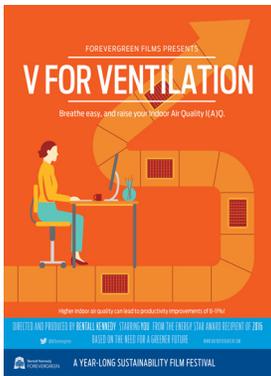


FOREVERGREEN TEAM PACK

SESSION 2 GUIDE - May - August 2017

MAY: INDOOR AIR QUALITY

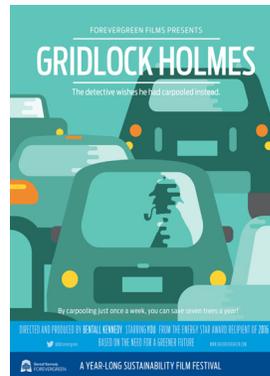


In May, we will discuss the importance of indoor air quality and provide recommendations on how you can create a healthier and more productive environment.

Recommended ForeverGreen Activities:

- *Activity 1: Bring a Plant to Work*
- *Activity 2: Sustainable Procurement & Green Cleaning Policy*
- *Activity 3: Host a DIY Green Cleaning Lunch n' Learn Workshop*

JUNE: CARPOOLING

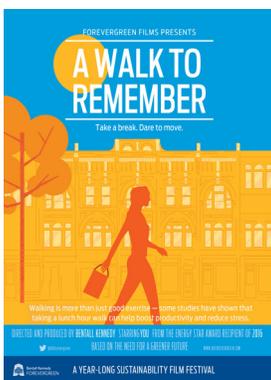


This summer, try carpooling and make your commute sustainable, cost efficient and fun!

Recommended ForeverGreen Activities:

- *Activity 1: Commuter Challenge Cup*
- *Activity 2: Employee Commuting Survey*
- *Activity 3: Set up a carpool*

JULY: WALKING

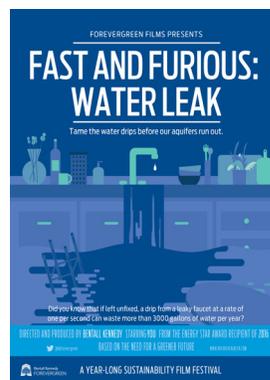


In July, we provide information about the benefits of walking which improves health, productivity and creativity.

Recommended ForeverGreen Activities:

- *Activity 1: Walking Meetings*
- *Activity 2: Set up a Walking Group*
- *Activity 3: Walking Pledges*

JULY: WATER CONSERVATION



In August, we discuss the importance of water conservation and how we can save water at work and at home.

Recommended ForeverGreen Activities:

- *Activity 1: 'Water the Facts?' Jeopardy Lunch n' Learn*
- *Activity 2: Water Poster Campaign*
- *Activity 3: Documentary Screening*

Within this Team Pack, for each monthly theme, you will find:

- Background/Tips on the topic
- 3 Recommended ForeverGreen Activities

INDOOR AIR QUALITY (IAQ)

Background/Tips on the Topic

North Americans spend up to 90% of our time indoors and many of us spend our working hours in an office environment. Studies have shown that good air quality and ventilation increases productivity, and improves occupant health. A recent Harvard study displayed that improved indoor environmental quality (reduced pollutants and carbon dioxide) has profound impact on decision making. Cognitive scores were a whopping 61% higher in green building conditions compared to conventional buildings.

While most of what can be done to improve IAQ depends on the design, maintenance and operation of building ventilation system, there are also things that can be done in tenant spaces to ensure we maintain a good level of IAQ.

Tips - Improving IAQ in the workplace:

- Do not block air vents or grilles
 - Take a walk around your workplace looking to ensure that no vents are being blocked.
 - If you notice blocked vents, either remove the obstruction (if it is not too heavy to do so alone) or make a note of it and then follow up to have the appropriate person relocate the items obstructing the vent.
- Comply with the office and building smoking policy
- Don't use harsh chemical cleaners around the office;
- Integrate indoor air quality concerns into your purchasing decisions and specify low volatile organic compound (VOC) materials and chemicals in all products being used.
- If possible, improve filtration by selecting air filters with a higher MERV rating.
- Dispose of garbage promptly and properly;
- Keep your desks clean!
- Collaborate with your property management team:
 - Notify your property manager if you suspect an indoor air quality problem.
 - Work with the building manager to ensure use of only necessary and appropriate pest control practices, and non-chemical methods where possible;

FOREVERGREEN ACTIVITIES: INDOOR AIR QUALITY (IAQ)

FOREVERGREEN ACTIVITY #1: BRING A PLANT TO WORK!

Activity Description:

Bring plants into the workplace such as peace lilly, spider plant or areca palm which thrive in indoor environments. You can also adopt a plant with your team. Studies have shown that plants improve indoor air quality, boost productivity and improve your health.

Add an element of competition, and have various departments in your office adopt plants. Depending on whether you have budget set aside for this type of initiative or not, you can encourage employees to make a small donation towards the adoption of their department's plant. Make sure to assign responsibility among team members to ensure you water the plant on a timely basis.

Resource Toolbox

Confused about which plants to bring in? Check out recommendations here:
<https://www.fix.com/assets/content/19994/5-best-plants-for-air-quality.png>

FOREVERGREEN ACTIVITY #2: SUSTAINABLE PROCUREMENT & GREEN CLEANING POLICY

Activity Description:

When making purchasing decisions, prioritize products with low chemical content. Consider instituting an office policy to recognize and encourage importance of green cleaning products, sustainable equipment and paper purchases.

Resource Toolbox

For a list of products that have low or no chemical emissions visit:
<https://spot.ulprospector.com/en/na/BuiltEnvironment>
<http://www.greenseal.org/FindGreenSealProductsAndServices.aspx>

FOREVERGREEN ACTIVITIES: INDOOR AIR QUALITY (IAQ)

FOREVERGREEN ACTIVITY #3: HOST A DIY GREEN CLEANING WORKSHOP

Activity Description:

Did you know that you can make your own natural cleaners? To promote the importance of green cleaning and good indoor air quality, host a Do-it-Yourself Green Cleaning workshop and learn to make natural home cleaners.

- You can lead or engage a local consultant to deliver the workshop
- Present the case for the importance of green cleaning and select a few green cleaning products to make. Check this list for recipe ideas: <http://cleanairsolutionshamilton.ca/blog.php?postID=21&article=The-Best-Natural-Home-Cleaners-to-Maintain-Good-Air-Quality>
- Provide ingredients to attendees and instruct them through the process of preparing their natural green cleaning solutions. Ensure you have gloves and cleaning supplies etc.

Resource Toolbox

List of green cleaning products/recipes:

<http://www.keeperofthehome.org/homemade-all-natural-cleaning-recipes>

CARPOOLING

Background/Tips on the Topic

Did you know that the most inefficient use of transportation energy is “single-occupant vehicle” use and reducing this is one of the most cost-effective solutions to limiting the release of transportation emissions. If more people carpooled and took public transit – particularly for commuting to work – transportation emissions would be dramatically reduced.

Why carpool?

- Save money – Sharing the costs of fuel and parking by carpooling can cut car related expenses by 50% to 75%! You can cut costs related to fuel, maintenance, parking and insurance.
- Reduce your total commuting time — Some cities have High Occupancy Vehicle (HOV) lanes so when you carpool, you can take advantage of this option and whiz by the traffic.
- Gain comfort & Save Time:
 - Reduce traffic congestion and the need for parking
 - It's flexible & convenient — Don't particularly like driving? Or, want to make your commute time usable? When you're not the one driving, you can use your commute time to read, check emails and chat with your fellow carpool buddies.

Tips - Reducing emissions from employee commuting:

- Educate staff about sustainable transportation options
 - Use bulletin boards to connect employees with carpooling opportunities
 - Develop walking/carpooling map
 - Connect employees with local car share and bike share networks.
- Discuss with your HR team and senior management to consider providing incentives or rebates for employees who use sustainable transportation or purchase fuel-efficient vehicles.
 - Reduced parking costs for carpools and vanpools.
 - Providing employer-assisted carpools.
 - Reduced parking costs for carpools and vanpools.
 - Compressed work schedules or telecommuting
- Host ride and drive events to expose employees to new technologies
- Use phone or video conferencing
- Choose taxi or car rental companies that operate hybrid or electric vehicles

Resource Toolbox

Check out these apps that make carpooling easy:

- <https://www.takescoop.com>
- <http://www.zipcar.ca/mobile>
- <https://carpool-kids.com>

FOREVERGREEN ACTIVITIES: CARPOOLING

FOREVERGREEN ACTIVITY #1: COMMUTER CHALLENGE CUP

Activity Description:

Host a two-week commuting challenge for employees in your workplace and encourage all employees to green their commuter habits by ditching the car and walking, biking, carpooling or taking transit to work.

- Register your workplace for national or local campaigns taking place in June to leverage posters, prizes and everything else you need to get going:
 - Commuter Challenge, June 4-10 2017 (Canada-wide): <http://commuterchallenge.ca/>
- If you can't find a commuter challenge in your area it can be easy to plan your own. Here is what you'll need to do:
 - Create a list or electronic spreadsheet to share among employees.
 - Every day people can check off beside their name if they got to work using a sustainable mode of transportation (e.g. walking, biking, transit or carpooling).
 - Track for a week and reward those who did best.

FOREVERGREEN ACTIVITY #2: EMPLOYEE COMMUTING SURVEY

Activity Description

An employee commuting survey helps you determine the greenhouse gas (GHG) emissions associated with the two main components of travel: daily employee commuting and business travel. WWF's Living Planet at Work Travel Audit Guide provides you with a step-by-step process for conducting a transportation audit at your own office.

WWF's Travel Audit Guide: <http://atwork.wwf.ca/EN/resources/TravelAuditGuideGetting%20Started.cfm>

Note: To access these resources you will have to create a free login for WWF's Living Planet at Work website.

Upon analyzing the audit results, consider setting travel goals for e.g. to increase the share of employees who commute by transit or walking/cycling to **X%**

FOREVERGREEN ACTIVITIES: CARPOOLING

Activity Description

If you already have a carpool, then we suggest doing further promotions, but if you don't have a carpool we suggest you help develop one and promote it throughout the workplace.

Many of your employees are likely driving in the same direction every day, might as well help them save gas, parking fees, and time.

- Organize a carpool group – ask around, send an email, post on a bulletin board, host a meet and green event.
- Create a schedule
- Figure out logistics
- Establish ground rules for driver and passenger

Resource Toolbox

- Online Carpool Sign Up Sheets: <https://www.groupcarpool.com>
- Self-Organizing Carpools: <http://www.carpool.ca/>

Need something sophisticated?

- Sign up for COMOVEE (<http://www.comovee.com/carpooling-incentive-company/>) a carpool planning software.



WALKING

Background/Tips on the Topic

Growing evidence showing the impacts that buildings have on health has broadened the conversation about sustainability beyond just environmental factors to one that also addresses the human component. Health & Wellness has thus become an emerging area of focus for building owners and tenants.

When it comes to incorporating health & wellness in your daily life, it doesn't get much better than taking a quick walk. This slight boost in physical activity will increase your productivity and workplace happiness. A number of health markers ranging from blood pressure to overall stress can be improved.

Did you know?

- Brisk walking at any speed can help with weight management. Walking just one mile/1.6km in 20 minutes can burn at least 100 calories.
- Regular walking has been shown to reduce the risk of chronic illnesses, such as heart disease, type 2 diabetes, asthma and certain types of cancer.
- Walking can result in increased productivity, morale, and creativity.



FOREVERGREEN ACTIVITIES: WALKING

FOREVERGREEN ACTIVITY #1: WALKING MEETINGS

Activity Description:

Jump on this proven productivity trend and walk the talk by hosting walking meetings.

- **Consider:** if the subject of your meeting is suitable for a walking meeting. Organize the route you will take prior to the meeting.
- **Time:** confirm for how long you expect attendees to be out of the office.
- **Attendees:** ideal for 2-3 people
 - **Inform attendees:** highlight the benefits of walking meetings and let them know about the plans in advance so they are prepared with suitable footwear.
- **Following the meeting, ask for feedback** – did colleagues find it useful?

FOREVERGREEN ACTIVITY #2: START A WALKING GROUP

Activity Description:

Get together with some of your co-workers and start taking daily walks, whether during the lunch hour or on a 15-minute break.

- Gather a group
- Plan a route and measure the approximate distance/time it will take to complete the walk
- Encourage early sign up so you can gauge the level of interest
- Be prepared: encourage employees to wear suitable shoes
- While walking, consider the needs of the users, and safety issues.
- To keep people interested: Think of a theme for your route e.g. Architecture, Food, Secret Paths etc.
 - Organize a guided tour, perhaps by a local historian or guide to take your employees around the local area.
 - Get snappy – organize a photography-themed walk. Capturing memorable images always makes walking interesting.

Take it a step further and organize a Monthly Walking Challenge.

- Track your activity with Map My Walk, one of the most downloaded walking apps available, to keep a record of the distance you've walked, the speed, elevation, calories burnt and the route traveled.
- Gather results (miles/km walked) for participating co-workers on a weekly basis.
- At the end of the month, reward employees who achieved: largest distance or most improvement

For prizes, consider, a Swell water bottle, gift card for a sports store etc.

FOREVERGREEN ACTIVITIES: WALKING

FOREVERGREEN ACTIVITY #3: WALKING PLEDGES

Activity Description:

Walking pledges can be used to involve the whole company and reflect on individuals' own walking behaviour. It is also a good way to involve local charities.

Encourage your colleagues to make pledges and then be sponsored, or have a donation made, if the pledge is fulfilled.

Examples of Pledges:

- I will take the stairs instead of the elevator
- I will walk a minimum of 45 minutes every day
- I will go on evening walks on a daily basis

How to run this initiative?

- Invite staff to take part by email stating the pledge timeframe and some example pledges, ie "I will..." statements.
- Attach a pledge card for staff to print out and complete. Where staff don't have access to email, distribute pledge cards as hard copies.
- Collect responses - You could choose to invite donations or sponsorship in your initial communication and collect this when individuals hand in their pledge cards
- Display pledges in a common area (e.g. lunch room bulletin board)

Resource Toolbox

Walking Workplaces Toolkit: <http://www.tfgm.com/walking/Pages/pdf/TfGM-Walking-workplaces-Toolkit.pdf>

WATER CONSERVATION

Background/Tips on the Topic

According to the United Nations Environment Programme (UNEP) demand for water will exceed supply by 40% in 2030. Office buildings, schools, hotels, hospitals, restaurants, and other commercial and institutional facilities use a significant amount of water and energy in their daily operations.

Beyond the Building – What is a Water Footprint?

Our water footprint includes much more than the water we drink and use in our homes. In fact, the bulk of our water footprint comes from the water used to produce the goods and services we consume every day. All the food we eat, the clothes we buy and the products we use require water to be produced – and in some cases, in surprisingly large quantities. So when we consume these commodities, the water used to produce them becomes part of our water footprint.

Tips – water conservation in the workplace:

- If you notice a leaky faucet, contact your property manager.
- Having trouble getting to work on time? Take a shorter shower, save water, money and time.
- Use water wisely when cleaning up dishes in your workplace lunchroom.
- If your company is purchasing a new dishwasher for your lunchroom, be sure to purchase an ENERGY STAR one – not only will it save energy, but water too!
- Recycle indoor water and use for plants
- Create water conservation suggestion boxes, and place them in prominent areas.
- Install signs in restrooms and lunchroom, which encourage water conservation.



FOREVERGREEN ACTIVITIES: WATER CONSERVATION

FOREVERGREEN ACTIVITY #1: HOST A 'WATER THE FACTS? - JEOPARDY LUNCH N' LEARN'

Activity Description:

- Book a meeting room over a lunch hour and send an invite to your colleagues to attend the session.
- Arrange for any technology requirements you may have.
- Use these Jeopardy slides (https://green.harvard.edu/sites/green.harvard.edu/files/SSA_Iceberg_Jeopardy.ppt) from Harvard University as a template – modify as you see fit. See Resource Toolbox below for some additional resources from where you can incorporate content.
- Teams can have a maximum of five players at the bucket at any one time.
- Two small ice buckets (one for each team) are set up at the front of the room on a table.
- Players “buzz in” to answer questions by putting their hand in the bucket of ice.
- Award the winner water-friendly gifts:
 - Tickets to a local aquarium, nature center or similar organization
 - Home Water Filter (Brita, PUR, etc.)
 - Waterless car wash products

Resource Toolbox

Additional Jeopardy Water Facts: <http://www.josephbergen.com/viz/water/> OR <http://www.seametrics.com/blog/water-conservation-facts/>

FOREVERGREEN ACTIVITY #2: WATER CONSERVATION POSTER CAMPAIGN

Activity Description:

Raise awareness amongst your colleagues of the importance of reporting and repairing leaks by displaying the ForeverGreen Don't be a Drip poster in workplace bathrooms and lunchrooms. *See Appendix 1 for the Poster*

FOREVERGREEN ACTIVITY #3: HOST A DOCUMENTARY SCREENING

Activity Description:

- Book a meeting room over a lunch hour or two and send an invite to your colleagues to attend the lunch and learn. Encourage everyone to bring their own litter-less lunch, or if you have budget for employee events you may want to provide lunch (but no bottled water).
- Arrange for any technology requirements you may have.
- After watching the video host a discussion and ask your colleagues what they learned, what they found interesting and if any of their opinions on water use and water conservation have changed.

Resource Toolbox:

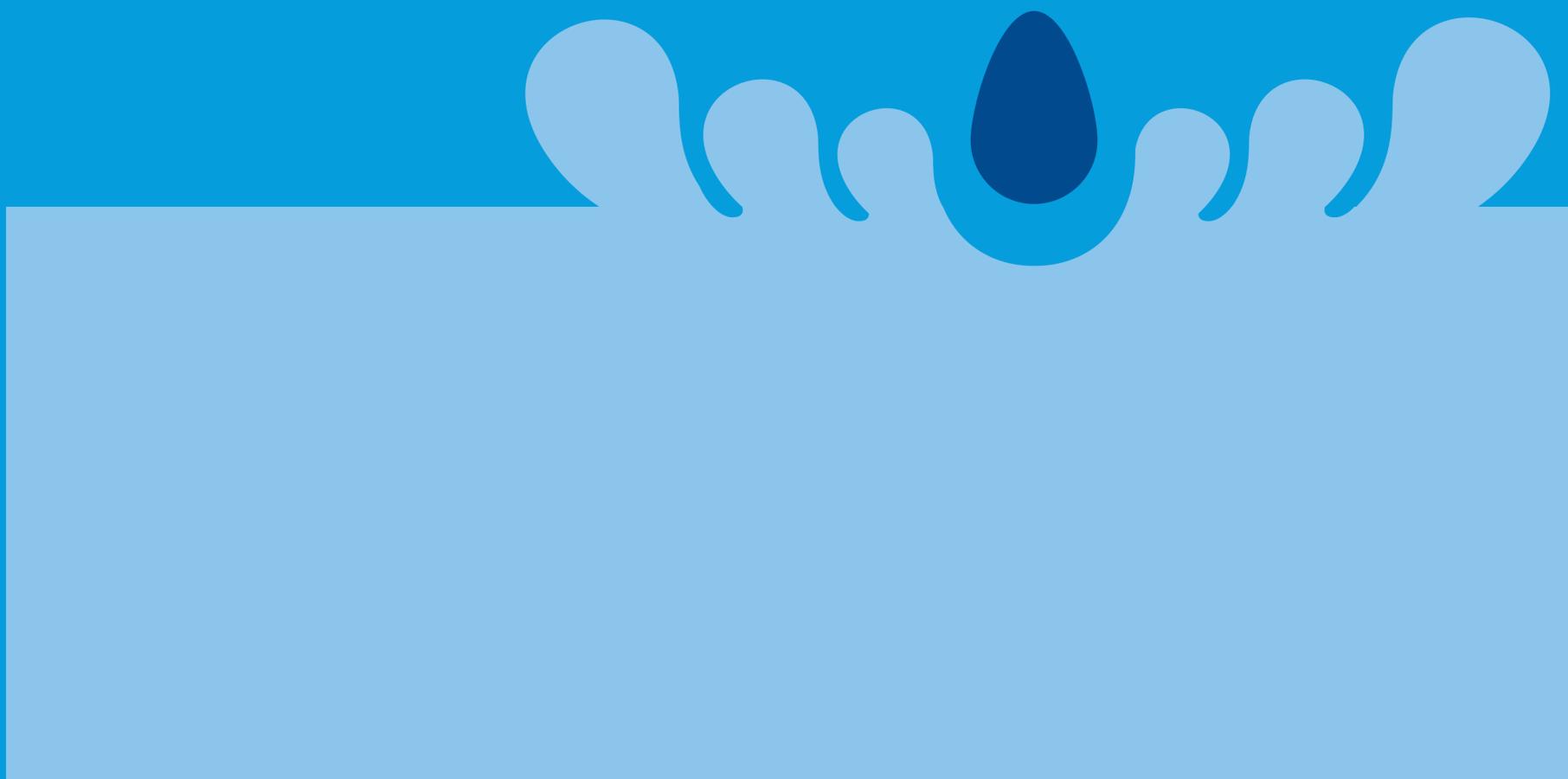
List of Water-Themed Documentaries: <https://hydrationanywhere.com/illuminating-documentaries-world-water-crisis-cant-afford-miss/>



FOREVERGREEN

DON'T BE A DRIP

A leak of only one drop per second wastes
about **10,000 litres of water per year!**
See a leak? Let us know.



For more information contact your property manager or visit www.bkforevergreen.com