



# GOING GREEN

YOUR GUIDE TO FINDING ECO-FRIENDLY OFFICE SPACE



EVERYTHING YOU'VE ALWAYS WANTED TO KNOW ABOUT LEASING A GREEN OFFICE SPACE BUT DIDN'T KNOW WHERE TO START.



Everything you've always wanted to know about leasing a green office space but didn't know where to start.

Don't know LEED from Green Globes? Think Energy Star is a comic book hero? If you want to lease an office space that's green but you're not sure where to start, this Green Guide is for you.

Here, in one convenient place, you'll find an easy-to-understand and informative guide to help in your current or upcoming search for an office space. Category by category, you'll learn to evaluate what it means to be sustainable... and why it matters.

**A single office worker can use a quarter ton of materials in a year – including 10,000 pieces of copier paper. Heating, cooling and powering office space is responsible for almost 40% of all carbon dioxide emissions in the United States and uses more than 70% of all electricity. And office computers burn \$1 billion in electricity annually – and that's when they're not being used.**



## GREEN, BY THE NUMBERS

What began with a recycling bin and an energy-efficient light bulb is now a global movement. Going green. According to a recent sustainability survey among corporate real estate executives, more companies are now willing to pay extra for green office space – growing from 37% of companies in 2009 to 50% of companies today.

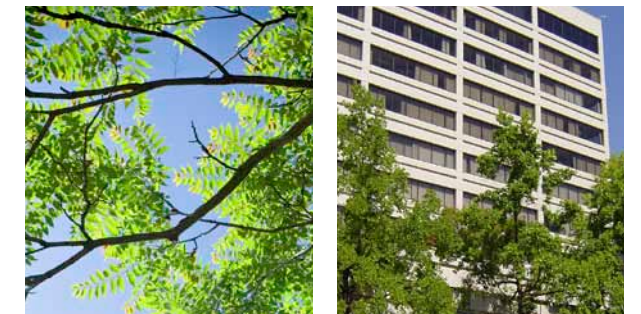
- 64% consider sustainability a critical business issue
- 92% polled said they consider sustainability when making decisions about office location
- 32% cite energy costs as their #1 factor...31% cite concern for health and productivity as their #1 factor
- 65% focus on energy efficiency programs
- 61% focus on recycling

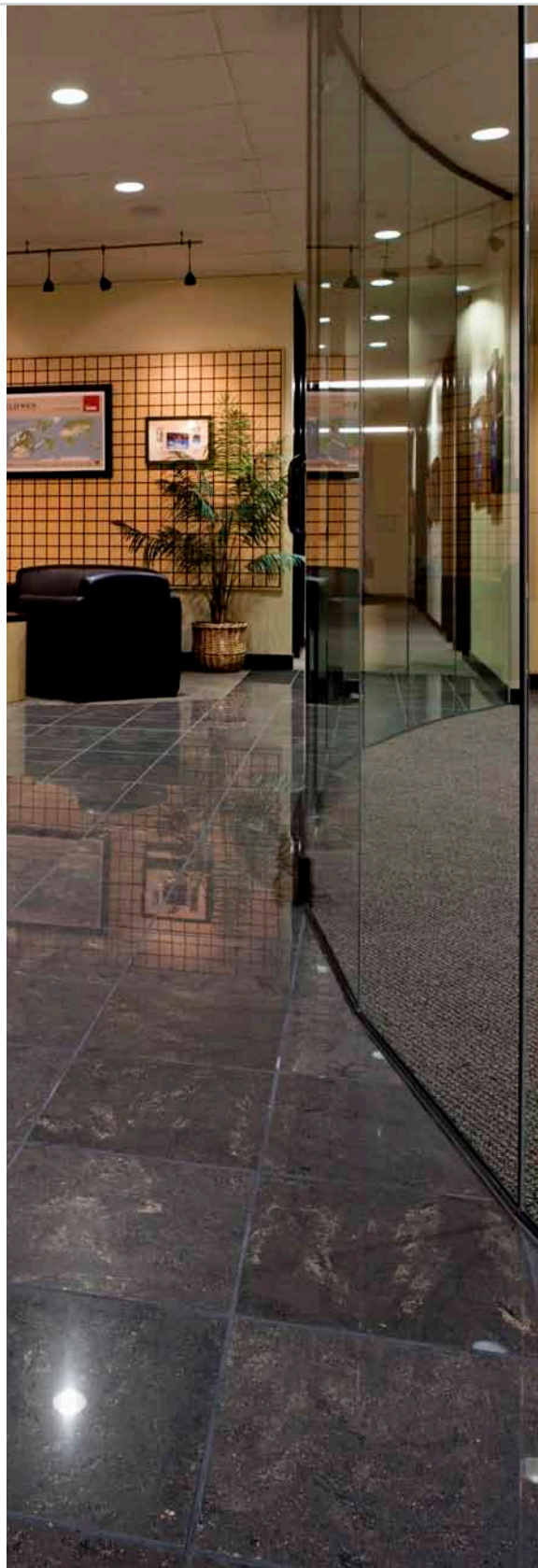
NOTE: Source = New CoreNet Global/ Jones Lang LaSalle survey dated February 9, 2011 ... <http://www.us.am.joneslanglasalle.com/UnitedStates/EN-US/Pages/Newsitem.aspx?ItemID=21199>

These numbers are important, because in order to have a positive and lasting impact on the green movement, businesses need to play a key role. Businesses in America are responsible for:

- 72% of the electrical consumption
- 39% of energy use
- 35% of CO<sub>2</sub> emissions
- 40% of raw material use
- 30% of waste output (126 million tons annually)
- 14% potable H<sub>2</sub>O consumption

And sustainably built and managed properties offer high performance work environments that are healthier and more comfortable for businesses, and can help improve productivity and reduce absenteeism.





## ABCS OF GREEN CERTIFICATION

Developed by the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) provides building owners with a framework for implementing measurable green building design and operations solutions. LEED-certified buildings lower operating costs, reduce waste, reduce harmful greenhouse gas emissions, conserve energy and water and are healthier and safer for occupants. [Learn more at usgbc.org](http://usgbc.org).

Green Globes is a green building assessment program from The Green Building Initiative to improve the environmental performance and sustainability of commercial buildings. Buildings are rated on energy efficiency, carbon emissions, water conservation, green cleaning products, renewable energy, indoor air quality, use of recycled materials and other environmental impacts.

[Learn more at greenglobes.com](http://greenglobes.com)

ENERGY STAR® is a program from the U.S. Environmental Protection Agency and the Department of Energy to rate personal appliances, office equipment, and new and existing commercial buildings. Building owners provide information on energy consumption in several areas, which is rated on a scale of 1-100. A score of 75 or above earns the ENERGY STAR label.

[Learn more at energystar.gov](http://energystar.gov)

## SELECTING OFFICE SPACE WITH GREEN IN MIND.

Once upon a time, selecting the right office was as easy as finding a building you liked in a nice part of town and signing on the dotted line. These days, adding sustainability to the office search check-list adds a whole host of new challenges to the process. Knowing what to ask and what to look for can help you evaluate buildings as you look to lease a green office space.

### LOCATION, LOCATION, LOCATION

When considering a green office space, location can be key. Here are some questions to consider regarding the building's location:

- *are there personal amenities within easy walking distance – such as shopping, restaurants, dry cleaners, drug stores – or do workers need to get in their cars and drive?*

- *is the building located near the services you need to run your business?*
- *is reliable public transportation nearby?*
- *is housing within walking or bike-riding distance?*
- *is there a sense of community?*
- *are there parks and green spaces within walking distance for employee breaks?*

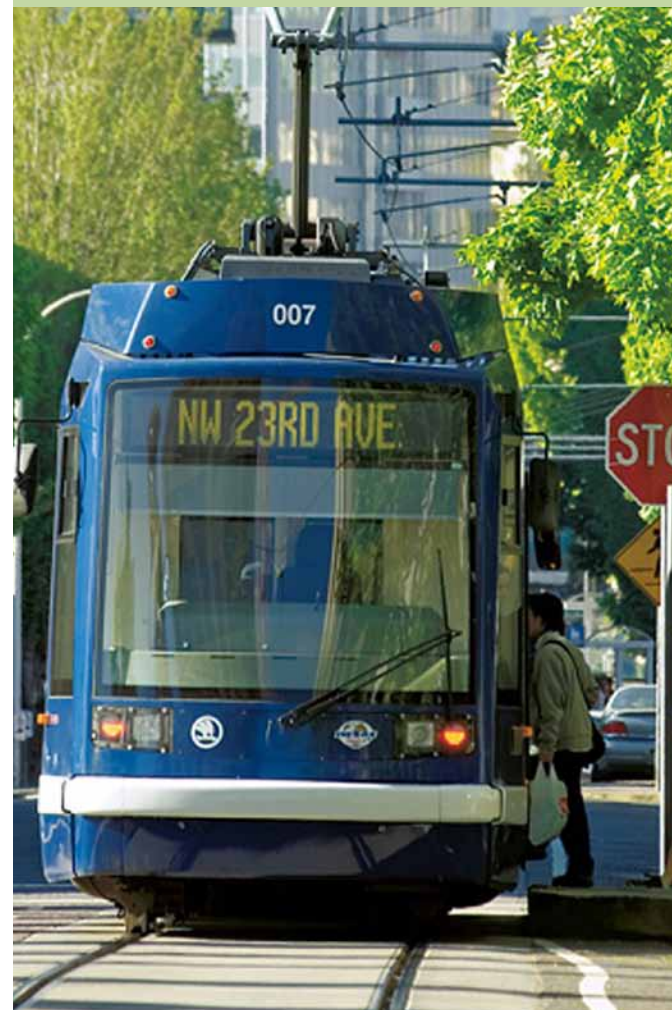


BUSINESSES ARE RESPONSIBLE FOR 35% OF CO<sub>2</sub> EMISSIONS

## TRANSPORTATION

Where the building is located makes a huge difference on its carbon footprint. Congestion caused by commuting to and from work, for example, costs U.S. employers more than 4 billion hours of lost productivity a year. Here are some questions to consider regarding transportation:

- *is the building near mass transit – bus, MAX, Portland Streetcar?*
- *is there on-site parking for those who drive? preferred parking for hybrids and electric cars? off-site shuttle service?*
- *is the building near established bike routes/bike lanes? is there bike parking? a shower/changing area for bike riders?*
- *is there any sort of building-wide carpool program?*



**Building commissioning is the process which ensures that all building systems are performing within set standards. It includes mechanical, electrical and plumbing systems which, when working within set standards, help provide healthier air, lower electrical use, energy savings, lower water use and so on. Landlords should commit to commission their systems every 2-3 years. The results should be documented...repairs or upgrades implemented...then re-tested for verification.**

## SAFE AND HEALTHY INDOOR AIR QUALITY

When workers are inside a building for eight to twelve hours a day, air quality can be a key factor in their health and well-being. Here are some questions to consider regarding indoor air quality:

- *what types of filtration systems are being used?*
- *do the paints, sealants, carpets, adhesives, finishes and building materials have low or no Volatile Organic Compound (VOC) content?*
- *can the landlord verify that there are no urea-formaldehyde products...asbestos...or PCBs used in the building?*
- *are there walk-off mats/grills at all building entrances to help keep contaminants out?*
- *do HVAC systems provide comfort for all occupants in all zones? can temperatures be adjusted from separate controls? are they auto controlled when the building is not occupied?*
- *what types of HVAC systems are being used? are there plans for upgrades to make them more energy efficient?*



**People are the largest operating expense per square foot, adding up to more than 10% of total business costs. Just 1% improvement in worker productivity may be worth more than 50% in energy savings. What's more, many of the benefits of a green work space – thermal comfort, healthy indoor air quality, natural lighting and acoustical comfort – can positively influence productivity ... and business success.**



Improving an office's lighting is one of the simplest and easiest ways to begin the process of going green. Energy-efficient light bulbs, use of natural light and sensors that turn lights off when no one is around can all save energy – and money.

## WATER CONSERVATION

From the water we drink to the water that helps crops grow, water is an essential element in everyday life. Here in the rainy Pacific Northwest, it's sometimes hard to believe that water needs to be conserved. But it does. Here are some questions to consider regarding water conservation:

- *how is stormwater runoff managed?*
- *is there a rainwater harvesting system in place? does the building capture and re-use rainwater or "gray water" as a potable water replacement for uses such as irrigation or flushing toilets?*
- *does the building use low-flush toilets? does the building use motion-sensor sinks/faucets? what other water conservation measures are being used?*
- *is the landscaping/xeriscaping done to minimize water use?*

## ENERGY EFFICIENCY

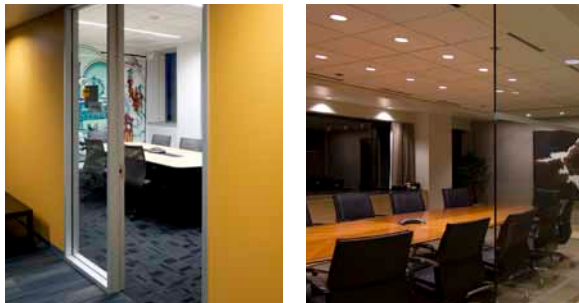
Energy use – for lights, computers, heating and air conditioning – is the single-most expensive building cost. Putting measures in place to minimize energy use while keeping tenant satisfaction high can greatly add to the greening of an office space. Here are some questions to consider regarding energy efficiency:

- *what is the building's energy consumption and how does that compare to similar buildings that are Energy Star rated?*
- *what (if any) is the on-site use of renewable energy sources – including wind, solar and biopower?*
- *not only is natural light more energy efficient, it helps reduce sick days and increases productivity... does the space contain plenty of natural light?*
- *does the building use LED, T8 or high-performance lighting? do occupancy controls turn lights off when no one is in the room?*
- *do HVAC systems provide comfort for all occupants in all zones?*

## DESIGN AND LAYOUT

Did you know the design and layout of an office space can have a major impact on sustainability? Here are some questions to consider regarding office design and layout:

- *are permanent walls limited, making it easier to accommodate future change with minimal cost, minimal waste and minimal disruption to the work environment?*
- *can equipment and furnishings be easily relocated and reconfigured?*
- *where appropriate, are raised access floor systems available, allowing for easy access/modifications to power, data and communications cables?*



- *can noisy equipment or group workspace be located away from quiet areas?*
- *does lighting design make effective use of natural light? is the light adjustable to the needs of different occupants?*
- *does an open plan provide amenities to the entire group or floor?*

## RESOURCE CONSERVATION

Everyone talks about conserving resources, but in the context of an office building or work space, what does that mean? Here are some questions to consider regarding resource conservation:

- *do building managers recycle construction waste?*
- *do they purchase durable, recycled-content materials for building design and construction?*
- *are natural, rapidly renewable and sustainable materials used throughout the building and during tenant improvements?*
- *are building materials and office products sourced locally?*
- *are certified wood products used?*

**More than 25% of Portland's landfill space is taken up by construction and demolition debris. Half of this could have been reused or recycled.**

## GREEN CLEANING

Creating a building following green practices is one thing. But keeping it clean on a daily basis using green cleaning standards is just as important. Here are some questions to consider regarding green cleaning:

- *does the cleaning crew use green cleaning programs?*
- *do cleaning products comply with the Green Seal standard?*
- *are there walk-off mats at building entrances to reduce contaminants from employees' shoes?*
- *are there hands-free hand dryers available in the restrooms?*

## RECYCLING PROGRAMS

Workplace recycling has come a long way since the days of limited options and few participants. These days, dozens of things in the office can be recycled – everything from white paper, envelopes and magazines to



cardboard, plastic bottles, printer cartridges and more. Office recycling has become part of everyday life at the office. Here are some questions to consider regarding recycling programs:

- *does the building have a comprehensive on-site recycling program, and what is included?*
- *are containers clearly labeled and grouped in high-waste areas to encourage and facilitate recycling?*
- *are there clear goals for waste reduction?*
- *is targeted collection for waste streams unique to your business allowed?*

## ENGAGED AND RESPONSIVE OWNERSHIP

High-performance office space is a true partnership between the ownership and tenants, where each shares the others values for a healthy, functional and sustainable workplace. Here are some questions to consider regarding engaged and responsive ownership:

- *how receptive is the ownership to making things greener?*
- *what have they done in the past? are there examples?*
- *do they foster a partnership with tenants?*
- *is there transparency in the process? (progress/status reports, web site, goals, etc.)*
- *are there educational opportunities for tenants – seminars, training, etc.*

## EXPERIENCED BUILDING MANAGEMENT AND OPERATIONS TEAM

Learning about the building management and operations team can provide insight about the owner's dedication to sustainability. It takes a trained and

motivated team to keep performance levels high. Here are some questions to consider regarding experienced building management and operations team:

- *does building management acknowledge requests from occupants and complete the requested action within a timely manner?*
- *does building management understand and monitor building systems*
- *does management openly share policies and procedures, as well as goals?*
- *is the property management knowledgeable about green practices and certifications? do they have a green team? do they receive regular, ongoing training?*
- *are there green guidelines for staff and contractors/vendors?*

## NATURAL AREAS AND GREEN SPACES

In today's workplace environment, what's outside the building can be almost as important as what's inside. Here are some questions to consider regarding natural areas and green spaces:

- *is there extensive natural space outside the building?*
- *is the landscaping installed around the building in a way that helps cool/heat the building, reducing energy costs? does the landscaping help filter storm water runoff?*
- *are there trees planted around the building and the parking lot to help cool the building and reduce the "heat island" effect?*
- *does the building have a green roof covering at least 50% of roof surfaces?*
- *does the building re-use rainwater to irrigate the landscape?*
- *are native plants used instead of invasive and non-native plants?*

**If you're interested in sustainably-built and managed commercial office space, knowing what to look for and what questions to ask will not only help make your company more eco-friendly, it could greatly reduce your operating expenses.**



# GREEN OFFICE SPACE CHECKLIST.

## LOCATION

- Personal services within walking distance
- Business services within walking distance
- Housing within walking or bike-riding distance
- Parks and green spaces within walking distance

## TRANSPORTATION

- Convenient access to public transportation
- On-site or nearby parking
- Charging station for electric vehicles
- Access to bike routes/bike lanes
- Secured bike storage on-site
- Shower/changing area onsite
- Building-wide carpool program

## SAFE AND HEALTHY INDOOR AIR QUALITY

- Use of low-VOC and environmentally-friendly paints, sealants, carpets, adhesives, finishes and building materials
- Urea-formaldehyde products, asbestos or PCBs on-site
- Walk-off mats/grills at all building entrances

## WATER CONSERVATION

- Use and management of stormwater runoff
- Rainwater harvesting system or use of “gray” water
- Low-flow toilets
- Motion-sensor sinks/faucets
- Other water conservation measures
- Native landscaping or drought-tolerant landscaping

## ENERGY EFFICIENCY

- Building energy management plan
- Overall energy efficiency strategies
- ENERGY STAR certification
- Other nationally recognized sustainable building certifications
- On-site use of alternative energy sources — such as wind, solar and biopower
- Use of natural light or daylighting
- High-performance lighting and lighting controls
- Individual HVAC or lighting controls

## DESIGN AND LAYOUT

- Flexibility of space to accommodate layout changes or relocation of equipment and furnishings
- Raised floor access for relocation of cables and computer systems
- Noise control areas for office equipment

## RESOURCE CONSERVATION

- Construction waste recycling performance
- Recycled-content materials used in building construction and tenant improvements

- Natural and sustainable materials used in the building and tenant improvements
- Building materials and office products sourced locally
- Use of certified wood products
- Hands-free hand dryers available in the restrooms

## GREEN CLEANING

- Green Seal certified products or green cleaning programs used on-site

## BUILDING-WIDE RECYCLING PROGRAMS

- Comprehensive on-site recycling program
- Building goals for waste reduction
- Recycling collection for items unique to your business

## ENGAGED AND RESPONSIVE OWNERSHIP

- Owner or management commitment to sustainability
- Track record of performance and updates to tenants

## EXPERIENCED BUILDING MANAGEMENT AND OPERATIONS TEAM

- Responsive building management and maintenance
- Timely resolution of maintenance issues
- Green performance guidelines for contractors and vendors

## NATURAL AREAS AND GREEN SPACES

- Natural space outside the property
- Landscaping to cool/heat the building
- Landscaping to filter stormwater runoff
- Green roof covering 50 percent of roof surfaces
- Reuse of rainwater for landscape irrigation

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**As you can see, there's a lot to keep in mind when you're considering leasing office space that's green. To help you remember the features that are important to your business, use our handy Green Office Checklist of key points to review as you tour properties with your real estate broker.**

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For more information on finding green and sustainable office space, visit [melvinmark.com/sustainability](http://melvinmark.com/sustainability) or contact Jon Carder, president, Melvin Mark Brokerage Company, 503-223-9203.



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SAVING ENERGY CAN SAVE ON UTILITY BILLS AND LOWER OPERATING COSTS