



Tenant Sustainability Guide

The Offices at Bedminster
500 & 550 Hills Drive
Bedminster, NJ 07921





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OUR SUSTAINABILITY PRINCIPLES

Avison Young believes it has an important role to play in reducing the environmental impact associated with the operation of our properties, while ensuring the comfort and safety of our tenants. We can achieve this by holding ourselves to rigorous standards regarding the efficient use of resources, the implementation of cost effective technologies and the use of innovative environmental management strategies.

Avison Young adheres to the following sustainability principles at The Offices at Bedminster:

- Provide our tenants with a safe and comfortable environment.
- Minimize building operating costs and resource use through the implementation of effective technologies and environmental management strategies.
- Offer our tenants recycling options so as to divert the maximum amount of waste away from landfills.
- Continually monitor the performance of our properties to ensure the effectiveness of environmental initiatives and programs.
- Communicate with tenants to inform them of building initiatives and means by which they can reduce their environmental footprint.
- Monitor industry trends so as to keep up to date with technological and management strategies.



ENVIRONMENTAL INITIATIVES AT The Offices at Bedminster

550 Hills Drive is LEED Certified. This is a testament to our long-term dedication to rigorous environmental performance and management standards. In keeping with this commitment, Avison Young has undertaken the following programs and initiatives at the Offices at Bedminster:

- In 2010, we re-lamped the building with high-efficiency T8 lights. The new lamps use 20% less energy than the previous model and have the added advantage of using half the mercury during manufacturing.
- In 2008, we implemented a tenant recycling program for glass, plastic and metal as well as paper and cardboard.
- In 2015, we collected more than 15 tons of mixed paper and 18.5 tons of cardboard and more than 8.4 tons of commingled glass, plastic and metal.
- In 2009 we installed a new Trane Tracer ES Energy Management system
- In 2010, Low-flow urinals and toilets were installed in the washrooms throughout the buildings. The new toilets save almost about 1.5 gallons of water per flush.
- In 2010, we installed LED lighting throughout the parking lots and garages.
- In 2015 and 2016, we again re-lamped common area lights with LED lights as they became more affordable resulting in an additional 20% reduction in energy usage.
- We insist that our cleaning service provider use green cleaning products as well as 100% recycled hand towels and toilet paper.
- We offer electronic waste (E-Waste) office recycling twice each year.



REDUCING YOUR ENVIRONMENTAL FOOTPRINT

TIPS FOR TENANTS

While we do everything we can to improve the efficiency of operations at The Offices at Bedminster, we also encourage you to do your part by implementing the measures suggested in this document. Avison Young has taken many of these steps in our own offices so as to reduce our operational footprint.

ENERGY USE

Here's what you can do to reduce energy consumption:

- Turn off computers, printers and copiers when leaving the office at night; they will continue to draw a small amount of power even if they are in sleep mode.
- Make sure power saving mode is activated on the computers in your office. As screens use the majority of a computer's energy they should be set to go into sleep mode after a determined amount of time.
- Turn off lights in offices and boardrooms when not in use or when daylight is sufficient. The energy used when turning lights on is not enough to justify keeping them on.
- Draw blinds on sunny days in the summer to reduce cooling requirements.
- Purchase Energy Star certified computers, office equipment and appliances. Energy Star certified products are designed to consume less energy.
- Plan office purchases carefully so as to minimize the amount of delivery trips. If there are other tenants on your floor, try and coordinate deliveries with them whenever possible.



WATER USE

We must all do our part to reduce water consumption so as to ensure its health and abundance for future generations. As Americans, we rank first in the world in terms of per capita water use between 80 and 100 gallons per day, there are many areas in which we can reduce our consumption.

What you can do to help reduce water use:

- Let us know if there are any leaks or plumbing issues anywhere in the building. Leaks can be costly. A leak of only one drop per second wastes about 2,640 gallons of water per year.
- Keep a jug of water in the fridge to avoid running the tap unnecessarily.
- Avoid using sinks or toilets to dispose of garbage or toxins.
- If you have a dishwasher in your office kitchen, only run it when it is full. If you are in the market for a new dishwasher, purchase an Energy Star certified machine, they consume far less water and energy.



PAPER USE

The per capita consumption of paper and cardboard per year in the U.S. is 481 pounds. The average number of paper sheets used by office work annually is 10,000. The number of times the average document is copied is 10. The percentage of office paper printed that ends up in the trash by the end of the day is 45%. When you consider the number of people working in this building, those numbers can start to add up quickly.

Here are steps you can take to reduce paper use in your office:

- Encourage the practice of double-sided printing. Set printers to default double-sided where possible. If your printer does not offer the option, you may be able to print double-sided using your office photocopier.
- Purchase Forest Stewardship Council (FSC) or Sustainable Forestry Initiative (SFI) certified paper. Certification ensures that the paper comes from forests which were harvested in an environmentally and socially sustainable manner.
- Purchase paper with the highest recycled content possible for your needs. Recycled paper requires far less resources and energy to produce than virgin print.
- Post, send, and whenever possible, edit documents electronically. By learning to markup and edit PDF files on your screen you can save a great deal of paper.
- When printing out material from a web site, copy the text into a word file so that you avoid printing unwanted ads.
- Think twice before printing out emails. Try and handle as many emails as you can onscreen.
- Amend your email signature to encourage others to adopt the practice of onscreen reading.



WASTE MANAGEMENT

Did you know that the average American throws away approximately 1,606 pounds of solid waste per year? This underlines the importance of reducing waste, recycling and, when possible, purchasing recycled goods. Far fewer resources are used when producing goods using recycled materials rather than virgin.

Here are some things that you can do to reduce outgoing waste in your office:

- Make sure that there are recycling receptacles at all work stations and in strategic locations throughout your office.
- Make sure that everyone in your office is familiar with the recycling procedures in the building.
- Bring a mug or a reusable water bottle to work so as to avoid using disposable containers.
- Bring a zero-waste lunch to work whenever you can. By bringing your lunch in reusable containers you'll save money and use less disposable packaging.
- Purchase a water filter or jugs to avoid the use of bottled water in meetings. Millions of water bottles find themselves in landfills every year.
- Purchase office equipment designed to be recycled or remanufactured. These products are made to be easily disassembled and reused or recycled.
- Purchase remanufactured ink and toner cartridges and recycle them rather than throwing them away. Millions of cartridges find themselves in landfills every year. Most office-suppliers offer to pick up used cartridges free of charge.
- Ensure the proper disposal of larger office items such as computers or other appliances and machinery. Make sure that they are either recycled or donated to a charitable organization if they are still functional.
- Never dispose of pharmaceuticals using the toilet, sink or garbage. Most pharmacies have drug recycling programs. Tons of pharmaceuticals find themselves in to our waterways every year, with adverse effects on aquatic life.



INDOOR ENVIRONMENT

On average, Americans spend as much as 87% of their time indoors. Poor air quality can negatively impact the health and productivity of building occupants. Our building operations team is vigilant in maintaining indoor air quality through the proper upkeep of HVAC and ventilation systems. The use of a green cleaning service also reduces the amount of toxins and harmful chemicals in our buildings.

Here are measures that you can take to improve air quality and ensure a healthy building environment:

- Clean up water and coffee spills. Harmful mold develops in damp or wet areas.
- Take care of your plants. The presence of well-maintained plants in an office can help to remove toxins from the air while adding oxygen.
- Avoid blocking air vents or grilles. Blocked vents can negatively impact air circulation in the office.
- Try and minimize the use of whiteout and markers.
- Make sure to keep kitchens and staff rooms hygienic and tidy throughout the workday. Do not let waste accumulate. Dispose of garbage quickly and in the proper receptacle.
- Immediately notify building management if you have any concerns about indoor air quality.
- When undertaking any construction or renovation make sure to refer to our Design/Construction Manual.
- Make sure to seal and store all office chemicals such as solvents and cleaning compounds. If possible, avoid the use of these substances altogether.



TRANSPORTATION

Did you know that cars and trucks emit 24 pounds of carbon dioxide for every gallon of fuel burned? Emissions from cars and other transportation sources are responsible for close to 28.5% of greenhouse gas emissions and are a major contributor to smog in cities. Not only is taking public transit better for the environment, it can also be less expensive due to savings on gas and parking.

Here are measures that you can reduce the footprint associated with transportation:

- Take public transportation as often as possible. A full bus is equivalent to taking 40 to 60 cars off the road.
- Walk or cycle to work if you are able. Doing so will benefit both the environment and your health.
- Try setting up a carpool in your office. Carpooling has the added advantage of reducing emissions while reducing your transportation costs.
- Try and avoid work related travel through the use of video and teleconferencing.
- Consider purchasing carbon offsets for employee air travel. Many carbon offsetting agencies are reducing emissions through exciting energy efficiency projects and the development of renewable energy projects across the U.S.
- When choosing a car, make fuel efficiency one of the deciding factors in your selection process.



CONTACT US

www.TheOfficesatBedminster.com

