



# Tenant Sustainability Guide

14 Place du Commerce



## TABLE OF CONTENTS

Our Sustainability Principles .....	3
Environmental Initiatives at 14 Place du Commerce .....	4
<b>Reducing Your Environmental Footprint</b>	
Energy Use .....	5
Water Use.....	6
Paper Use.....	7
Waste Management .....	8
Indoor Environment.....	9
Transportation .....	10



## OUR SUSTAINABILITY PRINCIPLES

Canderel 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.

**Canderel adheres to the following sustainability principles:**

- 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 a wide array of 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.
- Regularly 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 14 PLACE DU COMMERCE

14 Place du Commerce is certified BOMA BEST Level 2. This is a testament to our long-term dedication to rigorous environmental performance and management standards. In keeping with this commitment, Canderel has undertaken the following programs and initiatives:

- In 2008, we relamped the building with high-efficiency T8 lights. The new lamps use 20% less energy than the previous model and have the added advantage of requiring less harmful chemicals to manufacture.
- In 2010, we implemented a tenant recycling program for glass, plastic and metal as well as paper and cardboard. In the last year alone, we have collected more than 20 tonnes of paper and cardboard and more than 200 kg of glass, plastic and metal. Recycling these materials helped save the equivalent of close to 350 trees, 70 cubic metres of landfill space and enough electricity to power more than 6 Canadian homes for one year.
- We offer electronic waste (E-Waste) office recycling. Our 2012 Earth Day E-Waste drive collected more than 120 kg of obsolete electronic devices.
- Low-flow urinals were installed in the washrooms throughout the building. The new models save almost 2 litres of water per flush.
- We insist that our cleaning service provider use green cleaning products as well as 100% recycled hand towels and toilet paper.
- So as to enable our tenants to cycle to work, we provide bicycle parking spaces in our garage.



## REDUCING YOUR ENVIRONMENTAL FOOTPRINT

### TIPS FOR TENANTS

While we do everything we can to improve the efficiency of operations at 14 Place du Commerce, we also encourage you to do your part by implementing the measures suggested in this document. Canderel has taken many of these steps in our own offices so as to reduce our operational footprint.

### ENERGY USE

In Quebec, our reliance on relatively inexpensive and clean hydro-power means that electricity generation produces less greenhouse gas emissions, however, the low cost also results in us using much more than we should. While Quebec accounts for about one quarter of Canada's population, we consume more than 35% of the country's total energy use, ranking us first in provincial per capita 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

While Canada has an abundance of fresh water, approximately 60% of it drains to the north while 85% of the population lives within a two hour drive of the border with the United States. This means that in spite of our relative wealth, the bulk of our water isn't necessarily abundant where people need it most. We must all do our part to reduce water consumption so as to ensure its health and abundance for future generations. As Canadians rank second in the world in terms of per capita water use at more than 325 litres 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 10,000 litres 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 average Canadian office worker uses approximately 10,000 sheets of paper per year. Reducing that consumption by 10% (1,000 sheets) would save approximately 12.5 kg of wood, 400 litres of wastewater and over 13 kg of greenhouse gas emissions per person. 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 Canadian throws away approximately 800 kg 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. Tonnes of pharmaceuticals find themselves in to our waterways every year, with adverse effects on aquatic life.



## INDOOR ENVIRONMENT

On average, Canadians spend as much as 90% 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 mould 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 avoiding 20 km of driving a week will eliminate approximately 275 kg of greenhouse gases in a year? Emissions from cars are responsible for close to 20% of Canada's 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 Canada.
- When choosing a car, make fuel efficiency one of the deciding factors in your selection process.



## CONTACT US

**CANDEREL MANAGEMENT INC.**

2000 Peel, Suite 900  
Montreal, Quebec  
H3A 2W5  
514.842.8636

[www.canderel.com](http://www.canderel.com)