

# YGH SUSTAINABILITY OFFICE OPERATIONS

## STAFF EDUCATION

100+



presentations per year (Lunch and Learns, design lunches, Thursdays @ 4) relevant to the firm's project and design goals as well as regular trainings on maintaining our own in-house green facilities.

## ENERGY & WATER USE



YGH strives to assure that it minimizes its impact on energy and water use and has implemented the following:

- HVAC set to active 8-5 M-F only
- Computers, monitors and office equipment are set to go to sleep/energy saving mode after 15 minutes
- Lights are on motion sensor as well as auto-dimming when natural light is sufficient
- Our policy is for staff to shut down their computers and turn off their monitors each evening unless needed for remote access
- All major appliances and office equipment are Energy Star qualified
- All sinks, toilets and urinals are low-flow to reduce unnecessary water waste

**15**  
minutes



## OFFICE SUPPLIES

Our office prioritizes refillable, recycled content and sustainably produced office supplies including:

- Pens
- Pencils
- Scissors
- Labels
- Minimum 30% Post-Consumer Recycled Content Paper (100% when available)
- Printers default to double-sided printing to reduce waste
- Paper napkins/towels made from 100% recycled materials
- Correction Tape
- Binders
- Notepads



## CLEANING

Whenever possible, YGH uses green cleaning products.

- Kitchen soaps and detergents are biodegradable
- Organic surface cleaners are available to staff for cleaning
- Building Management cleaning service uses green cleaning products
- YGH uses an eco-friendly dry cleaner



## RECYCLING & COMPOSTING



Comprehensive recycling program includes collection of:

### Normal Recycling

- Paper
- Metal
- Regular Co-mingled Items
- Separated Glass

### Additional Recycling

- Rigid Plastic Caps and Lids (for Aveda's "Recycle Caps" program)
- Brita Water Pitcher Filters
- Standard Batteries
- Cell Phones and Personal Digital Assistants (PDAs)
- Corks

### Composting

- All Food Waste
- Related Soiled Packaging
- Paper Towels Collected in Restrooms for Composting



## CATERING POLICY

- Required family-style catering for in-house meetings.
- We provide our own durable dishware including plates, glasses, flatware, and serving utensils.
- Pitchers of water and glasses are provided in lieu of plastic water bottles.



## ALTERNATIVE TRANSPORTATION



YGH encourages the use of alternative transportation and all YGH employees are eligible to receive benefits/incentives. To help employees choose walking, busing, light rail or biking, YGH offers:

- 50% subsidy on TriMet bus passes and MAX tickets
- Quarterly cash incentive if walking or biking 75%+ of working days
- A building with covered and secure bike area and shower facilities
- Paid subscriptions for Zipcar
- Cab account for employees who are working late or emergency use
- Bike repair kit and lock

**50%**  
subsidy