EAST GROUP
PROPERTIES

GREEN OFFICE GUIDE

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PURPOSE

The goal of EastGroup's Green Office Guide is to help our employees maximize resource efficiency while at the same time enhancing productivity and wellbeing in the workplace. By implementing this guide, EastGroup employees will have access to several simple and low-cost strategies that will assist in greening our office spaces.

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1. INTRODUCTION

EastGroup has long been committed to environmentally responsible building design, construction, and operations. To demonstrate that commitment, we have published this Green Office Guide consisting of best practices and resources for operating our corporate and other offices.

Many green building discussions focus on strategies that owners and property managers can pursue to maximize resource efficiency and enhance the well-being and productivity of building occupants. However, optimizing energy and sustainability improvements requires cooperation from everyone, especially the people who work in the building. Typically, over half of all the energy use in a commercial office building is under the control of tenants. Our choices, such as buying ENERGY STAR–rated electronics and turning off lights when not in use, significantly affect our building's energy use and carbon footprint. Whether working from home or in the office, the purpose of this guide is to educate and provide a resource for those that want to green their workspaces through simple and low-cost strategies.

This guide provides simple steps to sustainability across five key categories:
- Energy and Atmosphere
- Materials and Resources
- Transportation
- Indoor Environmental Quality
- Innovation

For each of these categories, we have developed a series of best practice strategies including resources to help us achieve them.

2. WHAT IS A GREEN BUILDING?

A green building is one that incorporates design, construction and operational practices that significantly reduce or eliminate the negative impact of development on the environment and occupants. Green buildings address the following:
- Smart growth
- Energy efficiency
- Greenhouse gas emissions reduction
- Water conservation
- Waste avoidance, reuse, and recycling
- Pollution prevention – noise, water, air, soil, and light
- Enhanced biodiversity
- Reduced natural resource consumption
- Productive healthier environments
- Flexible and adaptable spaces
- Triple-bottom-line profit: People (social) + Planet (environment) + Profit (economic)

3. GREEN OFFICE BEHAVIOR

Green building behavior typically results in energy savings for the office space and a healthier working environment for employees. Sustainability has become a source of competitive advantage for corporations, individual buildings, and real estate portfolios. The following graphic summarizes strategies that contribute to a green workspace.

Top Ways to Green Your Office

Turn off and unplug computers and monitors at night and over weekends and holidays to reduce energy usage from these devices by as much as 40%.

Turn off equipment, computers, printers, TVs, power strips, and lights when leaving the office.

Install power strips or smart strips to keep your electronic devices from using excess power while they are in standby mode, and switch power off when not in use.

Replace older, inefficient monitors with Energy Star certified models to cut energy usage up to two-thirds.

Disable screen savers on computers.

Get your daily dose of sunshine! Turn off any unnecessary lights and use natural light.

OFFICE

BATH ROOM

Install low flow devices on all indoor plumbing fixtures (sinks, toilets, urinals, showerheads)

Turn off lights when not in use to maximize savings.

Help us cut down on our heating and cooling usage. Wear light layers in the summer and bring a jacket in the winter.

Depending on showerhead efficiency, a shower can use 2-5 gallons per minute. Help us save water. Please keep showers to under 5 minutes.

Dishwashers use 6-16 gallons of water per load, depending on the age and efficiency of the machine. To save water, only run the dishwasher when there is a full load.

A photocopier left on overnight uses enough energy to produce over 1,500 copies. Save energy by turning off printers and copiers before you leave.

COPY ROOM

When handwashing dishes, turn off the water while scrubbing.

Refill toner and printer cartridges instead of buying new ones.

Set a 15-minute sleep mode for copiers and printers when not in use.

KITCHEN

Use reusable mugs, dishware, and silverware.

Use biodegradable products if disposable plates, cups, and bowls are necessary.

Have a bin near the printer for reusing paper that has one side printed on it.

Print media and marketing materials on recycled and Forest Stewardship Council (FSC)-certified paper.

© 2016 VerdaniPartners. For more strategies for greening your workplace, please visit **www.verdani.com**

Below is an image for the ENERGY STAR Bring Your Green to Work program.
To view the program please visit https://www.energystar.gov/buildings/tools-and-resources/bring-your-green-work-interactive-cubicle:

Bring Your
GREEN TO WORK
with ENERGY STAR®

The small steps you take at work to save energy can make a big difference in the fight against global warming.

Organizations across the country are working with EPA to improve the energy performance of the buildings where we work, shop, play and learn. You can help!

Click on the blue stars to learn more and start saving energy today.

ENERGY STAR

4. ENERGY AND ATMOSPHERE

Saving energy is one of the most effective ways to go green. Simple changes in behavior such as turning off lights or shutting down computers can yield a big payoff in reduced operating costs and energy use. Office equipment such as computers, monitors, and printers is the largest user of energy in commercial offices, accounting for 40% of the total electricity usage. The table below shows the average energy consumption and operating costs for many office appliances.

Energy Usage of Office Equipment

Items	Energy Consumption (kWh/year)	Operating Cost ($/year)
Cold beverage vending machine	3,318	$298.62
Coffee maker	1,349	$121.41
Water cooler	799	$71.91
Refrigerator	701	$63.09
Router	350	$31.50
Personal Space Heater	329	$29.61
Desktop Computer	236	$21.24
Projector	204	$18.36
Cathode Ray Tube Monitor	186	$16.74
Flat Panel Monitor	97	$8.73
Incandescent lamp, 75 watts	88	$7.92
Laptop Computer	72	$6.48

Turning off and unplugging computers and monitors at night and over weekends and holidays can reduce energy usage from these devices by over 40% and replacement of older, inefficient monitors with Energy Star models cuts energy usage by two-thirds. The strategies below are just a few of the ways to reduce energy usage. Many of these steps are simple to adopt and do not require any new equipment.

Strategies:
- Maximize natural light and turn off unneeded lights
- Use compact fluorescent lights and LED's instead of incandescent lights
- Have task lighting at individual workstations
- Utilize lighting occupancy sensors to automatically turn off lights
- Use power or smart strips to eliminate vampire loads and switch power off when not in use
- Turn off equipment, computers, printers, TVs, power strips, and lights when leaving office
- Consider selecting ENERGY STAR models when replacing older, inefficient equipment
- Place heat producing equipment away from thermostats
- Label light switches with "Please turn off lights when not in use"
- Reduce the time delay before computers revert to power saving mode
- Set 15-minute sleep mode for copiers and printers when not in use
- Disable screen savers on computers
- Lower blinds in the summer and raise them in the winter
- Keep windows and doors closed to prevent the loss of heated / cooled air

Resources:
- Energy Star: www.energystar.gov
- Federal Energy Management Program Office Energy Checklist: https://www.energy.gov/eere/femp/office-energy-checklist

5.   MATERIALS AND RESOURCES

Reducing, reusing, and recycling are great ways to limit our environmental impact as it relates to material and resource use. By reusing materials and using materials with recycled content, fewer virgin resources are consumed for building purposes. In a green office, opportunities for all three can be found in copy rooms, in the kitchen, and in each individual desk space. Offices use massive amounts of paper and making small changes such as printing double-sided or reviewing longer documents digitally when feasible can make a large impact. By recycling and utilizing reusable products, we can reduce the amount of trash our office generates.

Strategies:
- Utilize the reusable mugs, dishware, and silverware available in the kitchen
- Use biodegradable products for disposable plates, cups and bowls
- Limit use of Styrofoam products
- Reduce or eliminate bottled water purchases
- Set office computers to default print double-sided
- Bring reusable containers for bag lunches
- Have annual e-waste collection programs that donate or recycle old electronics
- Convert paper forms to electronic forms where feasible to reduce paper usage
- Utilize the office recycling bins and request a recycling bin for your desk if one is missing
- Keep a bin near your printer for reusing paper that only has one side printed on it
- Collect plastic bags and drop off at Target for recycling
- Refill toner and printer cartridges
- For external printing, request soy vegetable-based ink
- Print media and marketing materials on recycled and FSC certified paper
- Cancel unwanted paper publications and subscriptions or register for e-newsletters
- Properly dispose of furniture and office equipment (donate, refurbish, and/or recycle)

Resources:
- GreenSpec: The online GreenSpec® Product Guide lists over 2,200 environmentally preferable products selected by editors at BuildingGreen, LLC. The guide includes key insights on the green attributes of each product and the most critical green issues for each product category. Editors at BuildingGreen conduct their own independent research in assessing manufacturer claims, ensuring that the directory contains unbiased, quality information. GreenSpec does not charge for listings or sell ads. GreenSpec product listings are accessed on BuildingGreen.com with a subscription to BuildingGreen Suite. https://www.buildinggreen.com/product-guidance
- EPA's Environmentally Preferable Purchasing (EPP) Database: https://www.epa.gov/greenerproducts, is a searchable database providing environmental information on over 600 products and services.
- Green Guard: www.greenguard.org/DesktopDefault.aspx?tabindex=3&tabid=16

6.   TRANSPORTATION

According to the U.S. Department of Transportation and US Environmental Protection Agency (EPA), the average person commutes 15 miles one way to work[1] and the average passenger vehicle emits 4.6 metric tons of carbon dioxide into the atmosphere each year.[2] Thus, this is an area where major sustainability gains can be achieved.

EastGroup's flexible work environment provides an opportunity for employees to work from home two days a week, reducing vehicle emissions as a result. While public or alternative transportation may not be

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1 https://doi.org/10.21949/1524195
2 https://www.epa.gov/greenvehicles/greenhouse-gas-emissions-typical-passenger-vehicle

an option for everyone, smaller actions such as carpooling to lunch and minimizing unnecessary travel add up, lowering costs and reducing greenhouse gas emissions in the local community.

Resources:
Alternative Transportation Resource Sites:
- Office of Transportation and Air Quality U.S. Environmental Protection Agency: www.epa.gov/otaq/
- Smart Commute Wellness Tips for Teleworkers: https://smartcommute.org/portfolio/wellness-tips-for-teleworkers/

7. INDOOR ENVIRONMENTAL QUALITY

Green buildings are designed to provide a healthy indoor environment for occupants by following certain operating procedures including, but not limited to providing fresh air and an adequate exhaust of contaminants to the outdoors and having high quality filtration media, smoking policies, indoor air quality programs, and a green cleaning policy in place. A healthy indoor environment has been shown to contribute to greater employee retention and productivity, and a more pleasurable experience for tenants. Property managers and tenants are encouraged to institute similar measures as part of an Indoor Air Quality (IAQ) Management program in order to prevent indoor air quality problems and maintain the well-being of all building personnel.

Strategies:
- Establish an IAQ Management Program
- Use only CRI certified carpet and carpet pad with Low-VOC adhesives where applicable
- Use water based interior paints with low or no volatile organic compounds (VOCs)
- Use interior materials with low or no volatile organic compounds (VOCs)
- Use furniture and seating certified by Greenguard Environmental Institute
- Use composite wood and laminate adhesives with no urea-formaldehyde
- Purchase Green Seal or Environmental Choice certified cleaning supplies
- Ensure occupants have access to daylight and views

Resources:
- Whole Building Design Guide's "*Enhance Indoor Environmental Quality (IEQ)*", from the National Institute of Building Sciences. www.wbdg.org/design/ieq.php
- EPA, IAQ website: www.epa.gov/iaq/index.html
- EPA "*Building Air Quality: A Guide for Building Owners and Facility Managers*": https://www.epa.gov/indoor-air-quality-iaq/building-air-quality-guide-guide-building-owners-and-facility-managers
- Building Owners and Managers Association (BOMA) International, www.boma.org
- Center for Disease Control "*Indoor Environmental Quality Policy*." http://www.thecanaryreport.org/wp-content/uploads/2010/04/CDC-2009-Indoor-Environmental-Quality.-internal-policy542.pdf

8. INNOVATION IN UPGRADES, OPERATIONS, AND MAINTENANCE

In addition to adopting specific measures targeted at specific areas of sustainability, creating a green office also involves sharing individual ideas and accomplishments. If you have suggestions for other measures we can take to create a greener workplace, please reach out to Bess Randall at bess.randall@eastgroup.net.

9. ESG POLICIES

EastGroup's ESG-related policies and practices are an important part of our overall company culture. These policies can be found at www.eastgroup.net/priorities. We aim to continue to develop innovative

strategies in an effort to minimize environmental impacts and maximize efficiencies within both our industrial properties as well as our corporate offices.

10. CONCLUSION

Thank you for taking the time to read about the various opportunities for making a "green" office space. We hope that you will reflect on the variety of the green strategies suggested in this guide and incorporate them in your day-to-day practices as feasible.