

## ARE YOU PLANNING ON RENOVATING YOUR OFFICE? HAVE YOU BEEN THINKING ABOUT MOVING TO A NEW LOCATION? IF SO, KEEP SUSTAINABILITY IN MIND DURING THE PROCESS.

It's now easier than ever to make sure that your office renovations have as little negative impact on the environment as possible, while providing a healthier, more comfortable place to work. Here are some things to consider before starting your renovation:

- **Hire Interior Designers, Engineers, and Contractors** that are knowledgeable about sustainable design and construction practices. One good place to start is the Canada Green Building Council's website where they have a directory of accredited professionals, expert in sustainable design/construction ([www.cagbc.org](http://www.cagbc.org)).
- **Install low VOC (Volatile Organic Compounds) materials.** Make environmentally conscious choices when selecting carpets, adhesives, paints, finishes, sealants and composite wood products.
- **Incorporate sunlight and access to views in the design** of the space so all of your employees reap the benefits. This can be achieved by using low height workstation partitions and interior glass doors and windows. Also, help the sunlight bounce further into your space by using light coloured surfaces including the floor and ceiling.
- **Insist that contractors recycle** as much construction waste as possible. Did you know that contractors can recycle concrete, metal, glass, wood drywall, plastics and even packaging waste? Demolition and construction waste accounts for over 30% of total waste sent to landfills. Recycling construction waste can also be less expensive than sending waste to the landfill, as tipping charges are much lower at recycling depots than landfills.
- **Install materials with high recycled content.** Building construction accounts for over 40% of raw materials used globally. By using materials with a high recycled content, you are reducing the need for raw material extraction and reducing the amount of waste that ends up in a landfill. Again, materials with a high recycled content are becoming readily available at little or no additional cost.
- **Take stock of what you already have.** Is there something in your existing space that could be reused or adapted in your new space?
- **Save energy! Put occupancy sensors and/or light switches** in rooms that aren't constantly used (kitchens, supply rooms, meeting rooms) so the lights automatically shut off when you aren't around. Minimize or eliminate specialty lighting.



### NOT SURE WHERE TO START?

#### Here are some suggestions:

- Use agrifiber board made from agricultural waste from the harvesting process or formaldehyde free MDF instead of wood for your millwork.
- If you want the real deal use wood that has been certified by the Forest Stewardship Council (FSC) as being sourced and harvested sustainably.
- Use recycled glass insulation for your walls.
- Use environmentally sustainable floor products like rubber tile floors made from recycled car tires and running shoes.
- Use compact fluorescent bulbs instead of incandescents.
- Build recycling depots into kitchen areas to encourage recycling.

### Think About It...

Studies have shown that sustainable work spaces generate the following benefits:

- Healthy work spaces improve worker productivity and reduce employee sick days.
- Affordable green choices can provide savings down the road.