

## **#5.26 OPERATIONS: SUSTAINABLE PRACTICES POLICY**

The Spokane Public Facilities District recognizes resource sustainability as a critical element for the well-being of our facilities, our guests and our community and is committed to stewardship of the environment and reduction on dependency of non-renewable energy sources.

A District Green Team will be established to monitor the Sustainable Practices and will report annually to the Executive Director on the impact of the program on events, operations and costs.

### **SUSTAINABILITY GOALS:**

1. CONSTRUCTION, RENOVATION, OPERATIONS AND MAINTENANCE  
Incorporate the principles of energy efficiency and sustainability in capital projects, renovation projects, operations and maintenance within budgetary constraints and event specific requirements.
2. ENERGY CONSERVATION  
Minimize the use of non-renewable energy sources by creating a campus approach to energy use. This includes the use of local renewable energy and the purchase of green power from the grid as well as conservation measures that will further reduce energy use.
3. INDOOR AIR QUALITY  
Maintain a high standard of indoor air quality that meets or exceeds the LEED standard.
4. ALTERNATIVE TRANSPORTATION  
Encourage alternative means of transportation to/from and within the campus to improve the quality of life on campus and the surrounding community. Continue to work with partners to reduce the volume of commutes to and from venues.
5. REDUCE, REUSE AND RECYCLE  
Work to decrease the volume of generated waste sent to the landfill by the campus-wide practice of reduce, reuse and recycle. Incorporate baseline and percentage goals for recycling within the venues that establish a measurable yearly outcome.
6. WATER CONSERVATION  
Incorporate the principles of water efficiency in capital projects, renovation projects, operations and maintenance within budgetary constraints and event specific requirements.
7. PURCHASING  
Utilize the District's purchasing power to help meet sustainability objectives.
8. EDUCATION  
Educate District employees and contract service personnel to help them meet the required standard for their area of expertise.

Approval – November 25, 2008

## **#5.26 OPERATIONS: SUSTAINABLE PRACTICES PROCEDURE**

### **1. CONSTRUCTION, RENOVATION, OPERATIONS AND MAINTENANCE**

#### **SCOPE:**

The District will design, build, operate and maintain its Facilities in a sustainable manner with the intent of assuring our guests of a quality environment. All Employees will be made aware of the goals set forth for these tasks.

#### **GOALS:**

##### **CONSTRUCTION OF NEW BUILDINGS**

- New building projects will strive to outperform the energy efficiency standards by at least 20 percent.
- New buildings will be Designed and built to a minimum standard equivalent to the *LEED 2.2 Certified* rating.
- Strive to achieve a standard equivalent to a LEED “Silver” rating or higher, whenever possible within budgetary constraints and event specific requirements.

##### **RENOVATIONS**

- Apply sustainability principles for all significant renovation projects to systems, components and portions of the building undergoing renovation. At budget request, projects should include a listing of sustainable measures under consideration. Design and specification of renovation components such as mechanical, electrical and plumbing components, lighting, finishes, materials, etc. will meet or exceed the LEED-EB Baseline Green Building points.
- Renovation of buildings that require 100% replacement of mechanical, electrical and plumbing systems and replacement of over 50% of all non-shell areas (interior walls, doors, floor coverings and ceiling systems) will comply with an equivalent to a LEED-NC 2.2 or most current version of the LEED-NC certified rating program.
- Renovation projects with a project cost of \$5 million or greater that do not fall under items above will comply with an equivalent to a LEED Commercial Interiors certified rating.

##### **OPERATIONS/MAINTENANCE**

- Planning and design process will include specific consideration of lifecycle cost in the project planning and design process.
- Training programs will be designed specific to operations for the upgraded space
- Training programs will be designed specific to maintenance that address equipment, waste and daily tasks for the upgraded space

##### **STAFF RESPONSIBILITIES**

- Contractors, consultants, designers and architects will report to the project manager
  - The project manager is responsible for reporting to the Project Committee and the Executive Director of the District
  - The project manager will distribute sustainability information and criteria to the architects/designers, construction contractor and sub-contractors
  - The project manager will understand the LEED criteria and how it affects the bidding and building processes
  - When appropriate, the project manager will gather the information for LEED credits and forward to the Green Team to compile for LEED processing and submittal
- Appropriate capital construction projects will be executed to qualify for LEED certification

#### IMPLEMENTATION:

- When a project begins the project manager will document the discussion about the District's Sustainability Goals and policy with the design team and the Contractor
- The project manager will understand the LEED criteria and how it affects the bidding and building processes
- All RFPs, POs and small contracts will include language specific to the sustainability goals set forth by the District
- Staff will be trained in best practices for the newly renovated or designed space

#### PERFORMANCE MEASUREMENT:

- Project specs will be reviewed by staff to make sure the Sustainability Goals are clearly outlined
- Projects will be evaluated for recycled content, recycled product and LEED criteria that fits the particular project
- Operation and maintenance records will be compiled for the first year of operation to establish a baseline for future yearly comparison
- If applicable the project will be submitted for LEED certification

#### QUALITY ASSURANCE:

The Green Team will:

- Work with the project manager to assure that sustainability goals are in all RFP's, PO's and small contracts
- Annually report on the goals and achievements of each project
- On an annual basis, objectively evaluate the performance of the new construction or renovated space
- Annually report on lessons learned

## 2. ENERGY CONSERVATION

### SCOPE:

The District will operate all Facilities with the intent to reasonably control energy costs by conserving gas and electricity while still providing guests with a high quality and safe guest experience. All Employees will be made aware of the District's Energy Conservation Policy, and the importance of conserving heat and electricity. Employees will be expected to actively conserve these resources and to help control energy costs.

### GOALS:

- Maintain energy usage in each facility 19% below the established energy use baseline
- Operate all venues on 100% Green Power
- Minimize the use of non-renewable energy sources by creating a campus portfolio for energy usage
- Work with third party providers for energy audits and recommendations for further savings
- Train staff and Contract Service employees in energy efficient operations

### STAFF RESPONSIBILITIES:

- Engineers report to the Operations Manager regarding heating and cooling systems
- The Security team is responsible for lighting systems in the facilities

#### **District Offices (720 building and CC Office)**

- Shut down personal computers at the close of the business day and set computer monitors to go to energy saving mode after 30-60 minutes
- Turn off office lights and all peripheral equipment at the close of the business day
- Program HVAC thermostats for occupancy conditions according to schedule
- Set hot water heaters to 110 degrees Fahrenheit
- Use electric space heaters only when absolutely necessary and only when space is occupied

#### **820 Building**

- In the office areas and the shop areas, set thermostats to lower the heating levels unless office or shop areas are in use
- The storage area of the building, set thermostats to 55 Fahrenheit unless a specific project requires elevated heat levels

#### **Arena**

- All HVAC will be scheduled efficiently through the building management system from the Engineer's office
- Lighting levels in the Arena bowl should be kept at the lowest levels needed
  - 50% standard cleaning
  - 75% extreme dirty conditions
  - 50% for all changeovers
  - 100% for team practices
  - 75% for all ice rentals
  - 100% while painting ice
  - 25% while flooding ice
- Event and non-event lighting in concourse and restroom areas will only be on for events or when working in that specific area
- The Ice floor system will be operated in energy saving mode when not in use for skating
- Hot water heaters are set at 140 degrees Fahrenheit during hockey season and at 110 degrees during the off-season
- Roll-up doors in the Marshalling area should be kept closed at all times when not being used for load-in and load-out operations

- Decorative exterior lights will be turned off 15 minutes after the start of events

**INB Performing Arts Center /Spokane Convention Center and Group Health Exhibit Halls**

- Lighting levels in the facilities should be used in an efficient manner and kept at the lowest levels possible
- Lights will be turned off in areas not in use
- Use work lights only during Dec-In/Out; Move-In/Out, set up, cleaning and other operational activities
- Full lighting will be used only during events and detail work/cleaning
- All HVAC equipment will be scheduled for maximum efficiency through the building management system
- Hot water heaters will be set at 110 Fahrenheit

**District Site-Tour Lighting**

- Sales Team will coordinate with Building Security on times that lighting will need to be turned on and an approximate time for lights to be turned off
- Security will double check with the Sales Team contact before turning lights off
- It is everyone's responsibility to check with Security before turning off lights as they may be on for a tour
- Natural lighting will be used when available and appropriate

IMPLEMENTATION:

- Assist all Departments with employee training for policy understanding and best practices
- Educate staff on all tools that are available for recording progress and how they shall be used
- The Engineering Team will assemble a manual on best practices for staff reference

PERFORMANCE MEASUREMENT:

- Compare data to baseline and previous year on an annual basis reflecting the kWh and therms
- Track and report all maintenance upgrades that reflect energy savings and lifecycle cost comparison
- Track and report grid purchases for local renewable energy
- Document employee training

QUALITY ASSURANCE:

The Green Team will:

- Perform bi-annual assessments of staff responsibility
- Annually report to management on energy savings and lifecycle costs
- Collect, analyze and report on all data collected for energy savings
- Evaluate and report on training successes and lessons learned

### 3. INDOOR AIR QUALITY (IAQ)

#### SCOPE:

The District will to make every reasonable effort to provide our guests, employees, and partners an indoor environment free of harmful levels of contaminants and airborne disease agents.

#### GOALS

- Practice “prudent avoidance” by choosing materials and products that do not contribute to poor indoor air quality
- Select materials that meet Green Seal and Environmental Choice criteria
- Evaluate the costs and benefits of all strategies. Compare life cycle costs versus potential health consequences of occupants, decrease in guest satisfaction, and work production
- Use “Green Cleaning” standards that are acceptable to LEED  
(Reference the Green Team acceptable practices manual)

#### STAFF RESPONSIBILITIES:

- The engineering team will do periodic walkthrough inspections which will include all areas of the venues, with IAQ check lists for noting and follow up
- The custodial staff is responsible for spill response procedures that are outlined in the Green Cleaning procedures
- The project manager will convey to all sub-contractors the specifications for work done within the District’s venues
- The engineering team will perform routine maintenance according to O&M Manuals for that particular equipment
- The engineering team will establish the operating schedules for all HVAC systems
- The operations staff is to obtain the MSDS (material safety data sheet) for products purchased that have a potential impact on IAQ
- Staff is to notify engineers regarding IAQ concerns

#### IMPLEMENTATION:

- Establish IAQ check lists for Engineering Team
- Educate all Employees on IAQ protocol and reporting to Engineering Team
- Partner with the cleaning contract service to educate their staff on the Districts “Green Cleaning Procedures”

#### PERFORMANCE MEASUREMENT:

- Develop a procedure for investing, documenting, responding and resolving IAQ concerns or problems
- Train all employees in the recognition, prevention, and resolution of IAQ issues
- Specify green cleaning products to be used within the building
- Submit an IAQ annual report based on IAQ requests and resolutions along with maintenance logs
- Evaluate annually and update procedures with new criteria

#### QUALITY ASSURANCE:

The Green Team will:

- Monitor purchasing quarterly and formally report annually on materials and products
- Analyze all IAQ issues and resolutions and annually report on achievements and lessons learned
- Will evaluate and annually report on all new construction and renovation for IAQ issues and resolutions

#### 4. ALTERNATIVE TRANSPORTATION

##### SCOPE:

Because the District campus is large and faced with the rising cost of fuel, maintenance costs, and environmental issues, the District is encouraging the use of alternative transportation to and between venues. Our facilities are located in the hub of Downtown Spokane and many of our guests shuttle from the airport and walk from their hotels to our venues. The District will work with our partners on the availability and convenience of alternative means of transportation.

##### GOALS:

- Track commutes to and from our venues for 1 year; reduce by 10% by the end of the second year
- Reduce the use of individual vehicles for trips between our venues by District employees providing that those commutes are not impacted by inclement weather
- Encourage carpooling, biking or walking between buildings

##### STAFF RESPONSIBILITIES

- Department Heads will track their workers using alternative transportation
- The Green Team will compile annual reports of alternative transportation
- The Green Team, with the assistance of the Sales Team and the Event Supervisors will compile a report of guests who use alternative transportation

##### IMPLEMENTATION:

- Educate all Employees and contract service providers about the alternative transportation options available to them
- Put tools in place for all Department heads for tracking employee commutes
- Implement the Green Meeting program for planners

##### PERFORMANCE MEASUREMENT:

- Track employee commutes, car pool days and percentage of reduction on a yearly basis
- Track groups attending events at our venues using alternative transportation

##### QUALITY ASSURANCE:

The Green team will:

- Assemble the data and annually report on employee commuting tendencies
- Annually report on the groups attending events and what type of alternate travel they used

## 5. REDUCE, REUSE AND RECYCLE

### SCOPE:

The District is committed to protecting and improving the environment by implanting the three 'R's': reuse, reduce and recycle. The District will recycle commonly used materials such as mixed paper and cardboard, plastic bottles, glass and aluminum cans, and hazardous materials such as batteries, electronic equipment and mercury-containing lamps.

### GOALS:

- Divert 50% of the annual consumables waste stream from the landfill
- Divert 75% of the annual durable goods waste stream from the landfill
- Divert 80% of discarded batteries from the landfill
- Divert 70% of the annual construction waste from Alteration and Additions from the landfill
- Implement the "Green Meeting Plan" for Event Planners and track success ratio
- Train staff on policy and procedures so they can better help our guests

### STAFF RESPONSIBILITY:

- Encourage all District staff and Contract Service providers to understand and participate in this program
- Operations staff will track materials on all outgoing recyclables, reuse items and recycled items leaving our building
- Contract Service providers will report waste generated, any special recycling that they do within their departments along with items that are reused and how they have reduced their waste throughout the year
- The Green Team will investigate and report to Department Heads where certain items can be recycled and who to contact for a pick up
- The Green Team will investigate new avenues of recycling
- All District employees and contract service employees, when sensible and where possible will:
  - Flatten cardboard and place it in the bailers
  - Collect and recycle printed materials left over from events
  - Purchase products and materials that can be reused, recycled or made of recycled content
  - Reuse items whenever possible
  - Collect scrap metal and metal products including appliances, tools, pumps and pipe, cooking utensils etc. (with removal of all refrigerants) in a separate receptacle

### IMPLEMENTATION:

- Educate staff on policy understanding
- Distribute tracking material to employees so they can assist in data collection where appropriate
- Put visible instructions in recycling areas for staff
- Collect and recycle batteries in a separate container
- Collect all light bulbs containing mercury for recycling
- Return toner cartridges to the manufacturer in original packing
- Print items double sided, when possible
- Send materials electronically as a first choice, fax as a second choice and printed as a last resort
- Don't waste supplies and paper

#### PERFORMANCE MEASUREMENT:

- Track waste generated by type and by venue when appropriate
- Track recyclables as they leave the District venues and report increases from previous years
- Track paper use by amount purchased.
- Evaluate staff training by monitoring their efforts in the three “R’s”
- Gather information from other departments and Contract service providers efforts and achievements to recycle
- Educate the staff in resource use and how to conserve and help implement reduce, reuse, recycle

#### QUALITY ASSURANCE:

The Green Team will:

- Oversee a waste stream audit at each venue to establish best practices
- Monitor paper purchases after establishing a previous year baseline
- Report annually on percentages of recycling increase
- Report annually on the overall recycling effort by all entities of the District
- Post sustainability information on the District web site annually

## 6. WATER CONSERVATION

### SCOPE:

Efficiency and conservation of water can result in impressive savings of both water and money. The District recognizes that we house many guests and in many ways, we create a small population explosion within our facilities. Consequently, it is important we do everything possible to reduce the amount of potable water used in our facilities. The District will conserve water use for landscaping that will allow for conservation without compromise of the present standard.

### GOALS:

- Maintain indoor water usage in each facility 20% below the annual water use baseline established using the Uniform Plumbing Code (UPC) 2006 or the International Plumbing Code (IPC) 2006
- Incorporate the principles of water efficiency in all capital projects, renovation projects, operations and maintenance within budgetary constraints and event specific requirements
- Establish a landscaping strategy that includes plants and vegetation that are accustomed to a dry environment and are native in nature
- Reduce the potable water used for landscaping by 50% in comparison to conventional irrigation
- Educate staff and Contract service on the use and efficiencies of low flow water fixtures
- Educate our guests how our staff and Contract service are working to protect the environment

### STAFF RESPONSIBILITIES

- Operations staff will establish and maintain a fixture inventory and maintenance log for all facilities
- The Green Team will conduct an annual water analysis
- Operations will work to establish and implement a landscaping strategy that meets or exceeds the LEED standard
- All staff will report any leaks or malfunctioning fixtures to the engineers

### IMPLEMENTATION:

- Train staff on policy understanding and their role in the process
- Supply each team with the necessary tracking tools
- Establish a procedure for reporting malfunctioning or leaking fixtures and the resolution process

### PERFORMANCE MEASUREMENT

- Educate the staff and contract services in water conservation techniques
- A water budget analysis will be performed annually to assess water usage and savings percentages from the previous year and to assess other areas of potential savings
- Specify that low flow fixtures be used for any retrofit or replacement
- Specify that all fixtures used in new construction or renovated space meet the LEED standard

### QUALITY ASSURANCE

The Green Team will:

- Access the overall staff training and annually report on the success and lessons learned
- Annually report on water usage and conservation
- Work with the project manager on the review of construction documents for fixture specifications

## 7. PURCHASING

### SCOPE:

The District prefers to purchase and use environmentally friendly products whose quality, function and cost are equal or superior to products that are more traditional. Buying products with recycled content creates a market for these materials and drives their price down. Buying products that are locally produced help sustain and grow the local economy. These guidelines will enhance the existing District Purchasing Policy 3.4.

### DEFINITIONS:

**Environmentally Preferable Product:** A product that has a lesser or reduced negative effect on human health and the environment when compared to competing products that serve the same purpose

**Life Cycle Analysis:** The comprehensive examination of a product's environmental and economic effects throughout its lifetime, including new material extraction, transportation, manufacturing, use, and disposal

**Practicable:** Satisfactory in performance and available at a fair and reasonable price

**Post-Consumer Content:** The percentage of materials collected from end-users and recycled into the new product

**Recyclable Product:** A product that, after its intended end use, can be demonstrably diverted from the solid waste stream for use as a raw material in the manufacture of another product, preferably higher value use

**Reusable Product:** A product, such as a washable food or beverage container or a refillable ballpoint pen, that can be used several times for an intended use before being discarded

### GOALS:

At least 40% of the total ongoing consumables purchased will be sustainable

On-going consumables:

- Contain at least 10% post-consumer or 20% post-industrial material
- Contain at least 40% rapidly renewable materials
- Contain at least 50% materials harvested/extracted and processes within 500 miles of Spokane
- Contain at least 50% FSC certified paper product
- Rechargeable batteries

At least 50% of the total additions and alteration purchases will be sustainable

Durable Goods, electric-powered equipment:

- Are Energy Star labeled (if applicable)
- Purchased equipment replacing a gas-powered device.

At least 40% of the total furniture purchases will be sustainable

Durable goods, furniture:

- Contain at least 10% post-consumer or 20% post-industrial material
- Contain at least 70% salvage material
- Contain at least 50% rapidly renewable materials
- Contain at least 50% materials harvested/extracted and processed within 500 miles of Spokane
- Contain at least 50% FSC certified paper product

Food Purchases:

- The District will work with its contract service to achieve the following goals for food purchases
- Purchases are labeled USDA Certified Organic, Food Alliance Certified, Rainforest Alliance Certified, Protected Harvest Certified, Fair Trade, or Maine Stewardship Council's blue Eco-Label

- Purchases are produced within a 100-mile radius of the site

#### STAFF RESPONSIBILITIES

- Staff involved in purchasing decisions shall adhere to the guidelines set forth in the Sustainable Practices policy when making purchasing decision
- Staff will participate in establishing department related goals to increase the number of recyclable products or products that are made of recycled content used by the District.

#### Department Heads

- Evaluate recyclable products, products that are made of recycled content and products that reduce waste
- Implement the recommendations necessary to meet the goals of these procedures and the overall District objectives of this policy. New goals will be implemented yearly

#### Facilities Management

- Review building maintenance contracts, support services contracts, partner contracts new building and renovation proposals and internal work plans to ensure that all services conserves resources and uses non-toxic materials
- Assist with the development of sustainable operations

#### All Staff Records Management

- Implement electronic document management technologies, using electronic forms processing, and promote electronic capture and maintenance of records resulting in the reduction of paper consumption and storage requirements
- Educate and monitor others in the use of these technologies. The Green Team will assist in education and monitoring as well
- Determine the applicability and legality of electronic signatures that would promote a reduction in hardcopy generation of files and forms, with advice of counsel
- Use computer technology to perform daily tasks that result in the reduction of resource use

#### Employee

- Reduce or eliminate unnecessary use of supplies and other resources
- Turn off Personal, non-essential work items when leaving work for the day

#### IMPLEMENTATION:

- Educate staff in regard to policy understanding
- Distribute purchasing check list to all staff who purchase
- Begin research on electronic applications
- Develop the sustainable operations for the purchasing of goods and services

#### PERFORMANCE MEASUREMENT:

- Vendors will report the environmental attributes of their products
- The Green Team will design and implement a data collection system for review
- The District will compile records for the purpose of producing an annual summary of environmentally responsible purchasing actions and for evaluating the effectiveness of these actions in reducing the environmental impacts
- Identify opportunities to educate end users about the impacts of product choices by the purchasing bodies of the District

#### QUALITY ASSURANCE:

##### The Green Team will:

- Review the purchasing check sheets for consistency
- Work with the teams to assure compliance with sustainable operations for purchasing
- Report annually on the purchasing practices, successes and lessons learned

## 8. EDUCATION

### SCOPE:

The District is taking a leadership role in addressing building operations and construction projects through sustainability strategies, energy conservation, indoor air quality, alternative transportation, recycling, water conservation, and sustainable purchasing.

The success of LEED demonstrates that buildings are one of the most effective ways to reduce greenhouse gas emissions. The ongoing education of District employees and partners will help the District implement the sustainability policies.

### GOALS

- Educate facility users in a way that encourages ownership in the program and implementation of green practices in their event.
- Educate District and Contract Service staff so they understand the importance of sustainable practices and they show pride in the program
- Use media resources to educate the public on the benefits of the District's sustainability efforts

### STAFF RESPONSIBILITIES

- The District marketing staff will use all available resources to educate the public about the green efforts by the District
- Staff and contracted employees will attend training sessions at least once per year

### IMPLEMENTATION:

- Educate staff in a creative way to ensure program buy in
- Implement the Green Meeting Program
- Begin the public outreach for education

### PERFORMANCE MEASUREMENT:

- The staff will be educated and trained to perform the necessary tasks set forth. Educated in resource use and how to conserve and help implementing reduce, reuse, recycle
- The District web site will outline the sustainable practice programs
- The Sustainable Practices Policy will be implemented for meeting and convention planners.
- A "green" one sheet will be displayed prominently throughout the facilities

### QUALITY ASSURANCE:

The Green Team will:

- Monitor the District web site to assure factual information
- Keep one sheet displays adequately stocked
- Assess the education process on an annual basis