

One Market Plaza

SAN FRANCISCO, CALIFORNIA



Green Office Guide



One Market Plaza – Green Office Guide

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Introduction



According to U.S. Department of Energy's 2003 CBEC survey, a typical office building of 200,000 sq. ft. in California can generate approximately 4 million lbs of CO₂ a year.

One Market Plaza is without question a large office building, so it is important that we (the building staff, tenants, and contractors) do our part when possible to reduce our impact on the environment. The building management office has taken initiatives to provide a greener place to work, and we ask you for your participation.

This guide is designed to provide you with simple steps that can be taken at home and in the office to reduce your environmental impact.

One Market Plaza's Green Mission

For tenants and staff to

Reduce the amount and toxicity of trash you throw away.

Reuse containers and products.

Recycle as much as possible and buy products with recycled content.

Reasons to Participate

- Participating in green initiatives helps the environment by saving natural resources and lowers One Market Plaza's carbon footprint.
- Reducing electricity and water consumption and trash helps reduce utility bills, thereby reducing operating expenses for tenants.
- Sound environmental practices = good public relations for your clients and a healthier workplace for employees.

How You Can Get Your Staff to Participate

- Create a Green Committee and appoint a Green Team Leader to oversee green initiatives. Brainstorm!
- Educate your staff with training sessions, laminated signs, electronic newsletters and emails.
- Announce success stories.
- Generate friendly company contests between departments for green ideas and participation.

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Reduce

Reduce energy consumption

Office Lighting

- Use natural instead of artificial lighting during the daytime when possible. Large windows and stunning bay and city views at One Market provide perimeter offices and conference rooms with ample natural light. Natural lighting is also easier on the eyes! It is most ideal only when solar loads are low.
- Turn off lights every time you leave an office, workstation, or conference room for more than 10 minutes. While many spaces have light sensors, the cumulative impact of the 10-15 minutes periods prior to the sensors shutting off lights is substantial.
- Turn off all lights (common, office, and workstations) at the end of the day. Remind the last person that it is his / her responsibility to turn off lights. Janitorial staff have been instructed to do the same.
- Use energy efficient lighting such as Compact Fluorescent Lamps (CFLs) and LEDs for new build-outs and when considering upgrading light fixtures. Please visit PG&E for their [lighting rebate catalog](#).

Heating and Cooling

- Ensure that registers and induction units are NOT blocked by furniture. This will prevent building equipment from working harder than necessary to provide cooling and heating to tenant spaces. This also allows the building staff to perform maintenance on the equipment as needed.

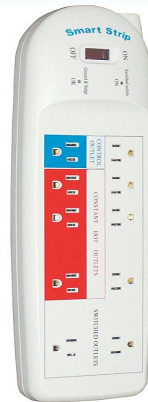
- During heat waves & summer days turn off unnecessary lighting (especially accent lighting) and draw blinds and macroshades. This will decrease the solar load on the building and retain cooling.

Equipment

- Turn off computers, monitors, and printers / copy machines at the end of the day.
- Unplug peripherals when not in use. Many electronics continue to consume electricity under a “standby mode” even though they are not on.



- Purchase appliances and electronics with an energy star sticker. The Energy Star logo is placed on energy-efficient products.



- Use smart power strips on computers and peripherals. They allow power control to specific devices. The sample as shown allows you to choose a control device (like your computer). Once the computer is turned off, the strip is triggered to power down all other devices. Red plugs are safe and will not turn off. These can be purchased at a BestBuy, Staples, Office Depot, Target, and Wal-Mart.
- Contact your IT department and have printers and copy machines set as default to lower (lighter) settings. More toner ink is used for dark prints.

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Reduce

Reduce water consumption

- Do not leave the water run when washing dishes, lathering hands with soap, shaving, or brushing your teeth. Every little bit counts.
- Only run dishwashers when full.
- Notify the building management of leaky faucets, urinals, and toilets.

Reduce trash

- Reduce the use of bottled water and use tap water instead. San Francisco water originates from the Hetch Hetchy reservoir and is supplied from high quality spring snowmelt located in the Yosemite National Park.*Source SFPUC.
- Please use one toilet paper roll completely before starting the secondary roll in the restrooms. This will prevent unnecessary replacement and will generate less trash.
- Use non-disposable plates, glasses, and utensils.
- Buy products with minimal packaging.
- Email when possible instead of printing, faxing, or mailing.
- Print double sided if your printer allows it.

Reduce use of toxic chemicals

- Please purchase green products when possible. Green products are being used by janitorial staff on a nightly basis in your spaces.
- Discourage the use of antibacterial soap. It is harmful to the environment and difficult to be filtered out at waste treatment centers.

Reduce carbon emissions

- Use public transportation when possible and encourage others to do so as well. One Market Plaza is fortunate enough to be in a location accessible by Ferry, BART (Bay Area Rapid Transit), and the extensive Muni system (light rail, diesel buses, alternative fuel vehicles, historic streetcars, electric trolley, and the world famous cable cars).

Useful Links:

511.org – One-stop phone and web source for up-to-the-minute Bay Area traffic, transit, rideshare, and bicycling information.

[East Bay Ferries](#) – Info on Alameda/Oakland Ferry (daily service between Alameda, Oakland, San Francisco Ferry Building and Pier 41) and Alameda Harbor Bay Ferry (Southernmost ferry to San Francisco)

[San Francisco Municipal Transportation Agency \(SFMTA\)](#) – Info, trip planner, schedules and maps for the Muni system. Muni operates 80 routes throughout San Francisco with stops within 2 blocks of 90% of all residences in the city.

- If driving is necessary, please carpool when possible.

Reuse

Reuse office supplies

- Use scratch paper when possible.
- Make notepads out of scratch paper.
- Buy recycled paper and other office supplies when possible.

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Recycle

One Market Plaza has implemented a commingled recycling and composting program with aggressive goals of diverting upwards of 65% of the building's waste from landfills. The effectiveness of the program is heavily dependent on tenant participation and we are looking for your support. The City of San Francisco has set a long term goal of zero waste by taking proactive initiatives including credits for trash bills to commercial buildings that can divert more than half of their waste stream. Participation in the program will help us not only reach this goal, but reduce disposal costs and lower operating expenses.

Building Standard Recycling and Refuse Program

In order to keep our recycling and refuse program uniform throughout the building, we kindly request our tenants to follow the building standard when purchasing and placing receptacles in your space. Tenants still using the caddies are requested to transition to the 13 Qt black waste bin.

Private Office and Workstations

- Each office or workstation should have (1) 13 Qt BLUE Recycling container for RECYCLABLE PRODUCTS
- Each office or workstation should have (1) 13 Qt BLACK Trash container for NON-RECYCLABLE PRODUCTS

Kitchens

- Each kitchen should have at a minimum (1) 23 Gal BLUE Recycling container or (1) built-in receptacle for RECYCLABLE PRODUCTS
- Each kitchen should have (1) 23 Gal BLACK or (1) built-in receptacle designated for NON-RECYCLABLE PRODUCTS
- Each kitchen may have at a minimum (1) 23 Gal GREEN Container or or (1) 13 Qt Green container or (1) built-in receptacle designates for COMPOSTABLE PRODUCTS

Copy / Office Supply Areas

- Each copy area should have at a minimum (1) 13 Qt BLUE recycling container or (1) 23 Gal Blue Recycling container for RECYCLABLE PRODUCTS

SAMPLE CONTAINERS

For Office & Workstations



Can be purchased from an office supplier (e.g. Office Depot, Staples) and cleaning suppliers (e.g. Waxie, Cleansource, Cole Supply).

For Kitchens and Copy Areas



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Recycling Program

One Market Plaza offers a commingled recycling program. Tenants will typically have one (1) 13 Qt. blue can for commingled recycling at each desk side and a 23 Gal larger recycling receptacle in their copy rooms and kitchens.

These receptacles will have a **clear liner** to represent that only recyclable products are allowed. Commingled recycling allows tenants to dispose of all acceptable recycled products in a blue trash can without the need to separate cans & bottles from paper products. The following are considered acceptable and non-acceptable recycled products per Recology:

YES - These items are acceptable:

Metal – (no liquids or food)

- Aluminum cans
- Aluminum foil and trays (ball foil up to softball size)
- Caps and lids from bottles, jars and steel (tin) cans
- Paint cans (must be empty or dry)
- Spray cans (must be empty)
- Steel (tin) cans

Plastic – (except those labeled "compostable", no liquids or food)

- Bottles (leave caps on)
- Buckets (metal handle ok)
- Coffee cup lids
- Containers and clamshells
- Cups and plates (plastic only, no styrofoam)
- Flower pots and trays
- Toys (no electronics, metal or batteries)
- Tubs and lids

Paper - (clean, dry and unsoiled)

- Bags (paper only, no plastic)
- Cardboard (non-waxed)
- Cereal boxes (remove plastic liner)
- Computer and office paper
- Egg cartons
- Envelopes (windows okay)
- Junk mail and magazines
- Newspapers
- Packing or craft paper
- Phonebooks
- Sticky notes
- Shredded paper (place in sealed paper bag and label "Shredded Paper")
- Wrapping paper (non-metallic)

Glass – (no liquids or food)

- Glass bottles and jars only (metal caps and lids too)



NO - These items are *NOT* acceptable:

- Batteries
- Ceramic dishware or glassware
- Clothing and linens
- Coat hangers
- Electronics
- Foil-backed or plastic-backed paper
- Food
- Glass mirrors and windows
- Juice or soy milk type boxes with foil liner
- Large items (furniture, metal, plastic, wood, etc.)
- Light bulbs: Incandescent, Fluorescents, and HIDs
- Plastic bags, wrappers or film
- Plastic items mixed with metal, fabric or rubber
- Plastic labeled "Compostable" or "Biodegradable"
- Soiled paper (paper cups, plates, napkins, tissues, towels, take-out boxes and greasy pizza boxes)
- Styrofoam
- Waxed cardboard and paper
- Wood
- Yard Trimmings

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Composting Program

One Market Plaza is proud to also offer compost service at the tenant's request in your common areas (i.e. conference rooms and kitchens). The building has purchased 23 Gal green slim jim compost bins (for larger offices) and 13 Qt. green compost bins (for smaller offices) and will supply to the tenants if available. Used hand towels in the building's restrooms will be composted in 2011 as long as only compostable products are deposited in the receptacles.

Compost bins will have a **clear liner** or a **green compostable bag** to represent that compost materials are allowed.

The following are considered acceptable and non-acceptable compostable products:

YES - These items are acceptable:

Food Scraps (anything that used to be alive)

- Bread, grains and pasta
- Coffee grounds
- Dairy
- Eggshells
- Fruit (pits and nuts too)
- Leftovers and spoiled food
- Meat (including bones)
- Seafood (including shellfish)
- Vegetables

Soiled Paper

- Paper bags, napkins, tissues and hand towels
- Coffee filters
- Greasy pizza boxes
- Paper cups and plates
- Paper ice cream containers (metal rim is okay)
- Paper take-out boxes and containers
- Paper tea bags
- Waxy paper milk and juice cartons (no foil liner or plastic spout)

Yard Trimmings

- Branches and brush
- Flowers and floral trimmings
- Grasses and weeds
- Leaves
- Tree Trimmings (less than 6 inches in diameter and 4 feet long)

Other

- Cutlery clearly labeled "Compostable"
- Plastic clearly labeled "Compostable" (green stripe or sticker to allow for easy identification)
- Small pieces of lumber or sawdust from clean wood only (no plywood, pressboard, painted, stained or treated wood)
- Vegetable wood crates (metal wire is okay)
- Waxed cardboard and paper



NO - These items are *NOT* acceptable:

- Aluminum foil or trays
- "Biodegradable" plastic (not labeled "Compostable")
- Ceramic dishware or glassware
- Clothing and linens
- Cooking oil
- Corks
- Diapers
- Dirt, rocks or stone
- Flower pots or trays
- Foil-backed or plastic-backed paper
- Glass, metal or plastic not labeled "Compostable"
- Juice or soy milk type boxes with foil liner
- Kitty litter or animal feces
- Liquids or ice
- Plastic bags, wrappers or film (not labeled "Compostable")
- Plywood, pressboard, painted or stained wood
- Recyclable/clean cardboard or paper
- Styrofoam

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Trash Waste

Tenants will typically have one (1) black waste bin or caddy at each desk side and a larger waste receptacle in their copy rooms and kitchens. These receptacles will have a **solid liner (black, gray, or brown)** to represent that non-recyclables (that are considered non-hazardous) are allowed.

To prevent the possibility of items being accidentally thrown away as trash, trash that cannot be deposited in the designated receptacles **MUST** be labeled with “**TRASH / BASURA**” in order for our janitorial staff to remove from your space.

YES - These items are acceptable:

- Ceramic dishware or glassware
- Clothing and linens
- Coat hangers
- Cooking grease (solid only)
- Corks
- Diapers
- Foil-backed or plastic-backed paper
- Glass mirrors and windows
- Incandescent light bulbs (no fluorescents or HIDs)
- Juice or soy milk type boxes with foil liner
- Kitty litter and animal feces (bagged)
- Pens and pencils
- Plastic bags, wrappers and film (not labeled "Compostable")
- Plastic items mixed with metal, fabric or rubber
- Plastic labeled “Biodegradable” only
- Rubber bands
- Small pieces of plywood, pressboard, and painted or stained wood
- Styrofoam



NO - These items are *NOT* acceptable:

- Appliances
- Asbestos
- Batteries
- Construction debris
- Cooking oil
- Dirt, rocks or stone
- Electronics
- Fluorescent or HID light bulbs
- Food scraps, soiled paper or yard trimmings
- Household hazardous waste or chemicals
- Large items (furniture, metal, plastic, wood, etc.)
- Liquids or ice
- Motor oil
- Needles or syringes
- Paint
- Plastic labeled “Compostable”
- Recyclable cardboard, glass, metal, paper or plastic
- Toys with electronics or batteries
- Waxed cardboard and paper
- Waxy milk or juice cartons

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More information regarding acceptable and non-acceptable recycling, composting and trash items can be found on the Recology (SF's designated collection, recycling, & composting service) website at the following links:

Commercial Recycle Collection Program

[Recycling Home Page](#)

<http://goldengatedisposal.com/commercialRecycling.htm>

[Recycling Flyer](#)

http://goldengatedisposal.com/pdf/recycling_flyer_spanish_chinese.pdf

[Recycling Poster](#)

http://goldengatedisposal.com/pdf/recycling_poster_blue.pdf

[Recycling Poster, Blank to include own images](#)

http://goldengatedisposal.com/pdf/recycling_poster_blue2.pdf

[Acceptable Blue Cart Items](#)

http://goldengatedisposal.com/pdf/Acceptable_Blue_Cart_Items.pdf



Commercial Compost Collection Program

[Composting Home Page](#)

<http://goldengatedisposal.com/commercialCompost.htm>

[Compost Flyer](#)

http://goldengatedisposal.com/pdf/compost_flyer_spanish_chinese.pdf

[Compost Poster](#)

http://goldengatedisposal.com/pdf/compost_poster_green.pdf

[Compost Poster 2](#)

http://goldengatedisposal.com/pdf/compost_poster_green2.pdf

[Compost Poster, Blank to include own images](#)

http://goldengatedisposal.com/pdf/compost_poster_green3.pdf

[Acceptable Green Cart Items](#)

http://goldengatedisposal.com/pdf/Acceptable_Green_Cart_Items.pdf



Compostable Products

Retailers selling Compostable Bags & Compostable ware

<http://www.sfenvironment.org/downloads/library/stablebagsandotherproducts.pdf>

Certified Compostable Bags Manufacturers

<http://www.bpiworld.org/BPI-Public/Approved.html>

Certified Compostable Food Service Items Manufacturers

<http://www.bpiworld.org/Certified-Biodegradable-Foodservice-Items-Plates-Cups-Utinsels>

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Monthly Ewaste (Electronic Waste) Pickup

One Market Plaza is proud to partner with Green Citizen, Inc. to provide electronic waste (ewaste) recycling service to tenants at One Market Plaza. Green Citizen, Inc. will visit One Market Plaza twice a month (on the 2nd and 4th Monday of every month) and will remove ewaste from tenant suites during business hours.

How can tenants schedule a pick up?

Tenants will need to send an email to SFpickup@greencitizen.com and include the following information:

- Tenant Name
- Location of pick up (i.e One Market Plaza, Spear or Steuart Tower, floor, and suite #)
- Contact person and phone number
- Itemized list of ewaste and approximate amount

Please be sure to send requests NO later than 3 business days prior to the pick up date. Tenants must also submit a completed Guest/Vendor Access form to our management office fax at 415-814-6440 regarding the pick up. This will serve as authorization to allow Green Citizen, Inc. to enter your space on the scheduled date.

Green Citizen will be providing a door to door pick up service so please be sure the ewaste items are relocated to one location in the space, stacked neatly, and ready for pick up prior to the pick up date.

What items will be accepted with the ewaste recycling service?

One Market Plaza, at this time, is able to recycle the following **ACCEPTABLE ITEMS** at no additional cost to our tenants:

Toners, Computer Monitors – CRT or Flat Screen, Television Sets, Laptop Computers, Desktop Computers, Scanners, Keyboards, Small Computer Speakers, Mouse, All other computer equipments, Inkjet Printers, Laser Printers, Fax Machines, Copiers, All-in-One printers, DVD Players, VCRs, other Home Entertainment & Stereo Equipment, Cell Phones and Accessories, Regular Phones, Small Answering Machine, VHS tapes, DVDs, CDs.

Items not included in the above list may be accepted by Green Citizen, Inc. at a charge. Please contact Green Citizen, Inc directly by email at SFpickup@greencitizen.com on items normally not accepted.

Recycling Kiosk

The recycling is located in the mail room and is available to tenants at no additional cost. It serves as a collection center and will accept CDs, batteries up to D size, printer cartridges (not toner), cell phones, and clean plastic bags. Tenants are welcome to also bring these items from home.

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Monthly Ewaste (Electronic Waste) Pickup (Cont.)

What can tenants do to ensure proper disposal of ewaste?

Going forward, please DO NOT abandon toner and ewaste in elevator vestibules, common corridors, in the loading dock, or dispose of the items in the blue recycling bins or black trash cans. This is for the safety of our tenants and staff and ensures that ewaste is tracked and disposed of properly. It is also illegal to place electronic waste in traditional trash containers, as it has been banned from landfills in the State of California.

Why Green Citizen, Inc?

We have partnered with Green Citizen, Inc. because their detailed tracking system provides complete accountability and assurance of the safe disposal of ewaste. For more information regarding their company and services please visit their website at www.greencitizen.com.

Every year, an estimated 400 million units of obsolete electronics are scrapped. It has become a crisis and we are doing our part by offering an option for tenants to recycle electronics responsibly. Please contact Michael Shum at 415-814-6445 or mshum@paramount-group.com should you have any questions regarding the ewaste recycling service.

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Frequently Asked Questions

What if I am unsure if the items should go into TRASH, RECYCLING, or COMPOST?

When in doubt, throw it out (into the trash bin). It is crucial to not contaminate the recycling containers and compost receptacles. Minimizing the amount of contaminants in these bins will increase Recology's ability to recycle and compost items efficiently. The reference materials provided by Recology will also help you identify what is considered recyclable and compostable.

What should I do with trash and plastic bags?

At this time, Recology has instructed trash and plastic bags to be deposited in the trash bins. Please DO NOT deposit bags in the blue recycling containers. They will get jammed in the filter at the Recology recycling facility.

Can I throw away needles and syringes in the receptacles?

Needles and syringes need to be treated as biohazard and disposed of by a trained outside company. Never throw them into a receptacle as janitorial staff and other handlers of the rubbish are being put at risk of injury and potential infection.

How do I dispose of cardboard boxes?

Please flatten and use a Trash / Basura sticker OR write Trash / Basura on the items and leave near a large receptacle in the copy area or kitchen. Janitorial staff have been instructed to NOT throw any items outside of the receptacle containers unless noted as trash. If additional disposal is needed, please call the management office at 415-814-6480 or place a work order through Aware Manager to have a rolling cart or barrel requested. Please separate recycling and trash if possible.

How do I dispose of misc. large items?

Three types of compactors are used at One Market Plaza to efficiently dispose of trash, recycling, and compost. Due to their limitations, we cannot dispose of any items that will not fit in the compactor or will damage the rams such as broken chairs, furniture pieces, and other office equipment. These compactors are designed to only accept typical day to day office rubbish. The building is willing (at its discretion) to assist with disposing of one-off items as a courtesy to tenants for a charge. Please contact the building office for more details.

Please DO NOT leave unwanted items (that are not considered typical day to day office rubbish) in the freight elevator vestibules, in the loading dock, or in the compactors. Janitorial staff will not remove these items and if determined tenants will be charged a nominal fee for their disposal.

It is requested that large usable items be recycled through companies like iReuse <http://www.ireuse.com/> and Goodwill. Items that cannot be reused should be coordinated with a rubbish remover such as Recology at the expense of the tenant.

Will my kitchen smell if I have a compost bin?

You shouldn't notice any differences in terms of smell because the same type of trash is still being deposited in the kitchen. The main difference is that compostable items are being directed to a compost bin versus a trash receptacle.

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How often is TRASH, RECYCLING, or COMPOST emptied?

Trash, recycling, and composting is emptied on a nightly basis, Monday through Friday excluding Building Holidays.

Is biodegradable the same as compostable?

Biodegradable is NOT the same as compostable. There are stringent requirements for products to be considered compostable and the timeframe it takes to breakdown and decompose. Recology is facing many issues with food service item ware that are being deposited in compost that are referenced as biodegradable. Please use one of the links in the compost section or in the links / contact info section for vendors that provide certified compostable ware if you choose to purchase compostable items for your kitchens and pantries.

Can I get help with implementing and training my staff on recycling and composting?

The building management is happy to assist with helping your team implement a recycling and/or composting program. Please contact Michael Shum at 415-814-6445 or mshum@paramount-group.com to discuss how the building management and janitorial teams can assist.

In addition, Recology provides free onsite training through ESA Renewable Resources. Please reach out to Larry at 415-896-5900 or Adam Lenz at 415-962-8457.

What should I do with confidential paper?

Please do not recycle confidential documents in the blue receptacles. You should contact an outside contractor like NorCal Shredding Services (415) 621-6200 (<http://www.shreddinganddestruction.com/>) to have these documents properly handled.

Where can I visit to find out more information about recycling and composting?

Please visit SF Recycling at <http://www.sfrecycling.com/>

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Miscellaneous Links & Contact Info.

PG&E

Lighting Rebate Catalog

http://www.pge.com/includes/docs/pdfs/mybusiness/energysavingsrebates/incentivesbyindustry/lighting_catalog_final.pdf

Business Computing Rebate Catalog

http://www.pge.com/includes/docs/pdfs/mybusiness/energysavingsrebates/incentivesbyindustry/businesscomputing_final.pdf

SF Environment

Free assistance and training for waste reduction & reuse, recycling, composting

EcofindeRRR – To find locations to properly dispose of just about everything!

<http://www.sfenvironment.org/index.html>

SF Approved Green products and service catalog

http://www.sfenvironment.org/downloads/library/fsw_vendor_list_edited_10.1.2010.pdf

Retailers selling Compostable Bags & Compostable ware

<http://www.sfenvironment.org/downloads/library/stablebagsandotherproducts.pdf>

BPI World

Certified Compostable Bags Manufacturers

<http://www.bpiworld.org/BPI-Public/Approved.html>

Certified Compostable Food Service Items Manufacturers

<http://www.bpiworld.org/Certified-Bioedgradable-Foodservice-Items-Plates-Cups-Utinsels>

iReuse

Recycle unwanted usable items

<http://www.ireuse.com/>

Goodwill Industries (San Francisco)

Recycle unwanted usable items

<http://www.sfgoodwill.org/contactusmain.aspx>

Donation Information: 1-888-4-GOODWILL (1-888-446-6394)

Recology San Francisco

San Francisco's Collection, Recycling, & Composting Service

<http://sunsetscavenger.com/commercialRecycling.htm>

(415) 330-1400 Recycling Services and questions