



FY 2011 Sustainability Plan

Office of Facilities Management

Table of Contents

Table of Contents.....	2
Division Contact Information	3
Sustainability Policy Statement.....	3
Program Description	3
Purposes of OFM’s Sustainability Plan:.....	3
Organization of OFM:.....	4
Key Roles & Responsibilities:	4
Executive Management:	4
Facilities Services:	4
Energy:	5
State Leasing:	5
Current Year Goals.....	6
Two-Year Goals	8
Five-Year Goals	10
Current Year Task List	12
Goal 1: Implement Sustainable Building Practices	12
Goal 2: Reduce Internal Engine-Associated Pollution	13
Goal 3: Maximize Recycling, Minimize Waste	14
Goal 4: Reduce Facility-Related Energy & Water Use	16
Goal 5: Reduce Use of Toxic Products and Chemicals.....	18
Goal 6: Sustainable Practices in State Leasing	19
Overview of Sustainability Efforts.....	20
Additional Efforts	20

Division Contact Information

Michael Enneking	Director of Facilities Management	(405) 522-1320
Richard Kitchen	Energy Program Manager	(405) 522-5813
Craig Cherry	Building Operations Manager	(405) 522-8920
Thomas Bowman	Sustainability Programs Officer	(405) 522-6913
Liz Cope	Sustainability Project Coordinator	(405) 521-3315

Sustainability Policy Statement

The Office of Facilities Management (OFM) is committed to sustainable practices and the stewardship of resources to make state government and its public sector partners an example of sustainable stewardship for the citizens of the state. OFM will pursue sustainability*, as reflected in OFM's Strategic Plan, through its unique role of assisting customers in procurement of goods and services, remodeling and renovations, and operation of state facilities.

**Sustainability is defined by the EPA as meeting the needs of current generations without impairing the ability of future generations to meet their own needs, and is an important strategy for the long-term health of the state's environment, economy, and citizens.*

Program Description

Purposes of OFM's Sustainability Plan:

- To assess OFM's environmental impacts.
- To create a long-term vision for reducing the division's environmental impacts with interim organizational goals.
- To provide a structure and mechanism with accountability for OFM to reduce negative environmental impacts from its operations.
- To address issues to make OFM's programs and activities more sustainable.

- To document OFM's leadership and commitment to improving the environment by more sustainable practices.
- To help our customers continue with their own sustainability efforts through OFM's example, leadership and technical assistance.

Organization of OFM:

- Executive Management
- Facilities Services Division
- Energy Office
- State Leasing

Key Roles & Responsibilities:

Executive Management:

- Goods & Services contract development and administrations for OFM's purchasing policy, & provides training events.
- Supports OFM divisions to hire, promote, reward, discipline & separate personnel; manages OFM's training and safety.
- Has lead responsibility for Capital Programs budget management.
- Performs long-range facility planning, pre-design documentation, 5-year capital project planning, historic preservation projects, monuments/memorials planning, and other major facility & policy studies.
- Reports on management & policy challenges as one element of OFM's performance management system.
- Maintains OFM's official financial records, provides financial management information to OFM divisions, and develops & coordinates division's financial policies & procedures.

Facilities Services:

- Oversees maintenance & grounds operations on the Capitol Campus, manages customer tenant improvement services, fire & security systems maintenance, chiller operations, environmental concerns, life/safety issues, & card access for public facilities.

Energy Management:

- The Energy Management (EM) division provides energy accounting services, manages building energy profiles through the EPA's Energy Star program, and maintains the OFM Sustainability Plan. EM collaborates with the Facilities Services (FS) division during the planning and management of construction projects and to establish efficiency standards for equipment, processes, and buildings. Each quarter, EM publishes the *State of Efficiency*, a hub of educational resources for tenants and DCS employees alike, to inform of new policies and to promote current projects and accomplishments.

State Leasing:

- Assigns and leases space in state owned and non stated-owned facilities, authorizing the amount of space to be acquired by agencies, and executing all leasing contracts on behalf of state agencies, boards, and commissions. Assists state agencies, boards and commissions in accomplishing their missions by providing essential real estate services, lease contract management and property management expertise.

Current Year Goals

Goals	Objectives – FY11
1[Energy] Implement Sustainable Building Practices	<ul style="list-style-type: none"> ● 1.1 - Publish OFM sustainability building standards. ● 1.2 - 75% of OFM’s remodel and renovation projects will exceed minimum code standards. ● 1.3 - 100% of OFMs repair and replacements will be best available for the application.
Goal 2 [Facilities Services] Reduce Vehicle Associated Pollution	<ul style="list-style-type: none"> ● 2.1 - 10% reduction of gasoline use by Mansion grounds equipment compared to the FY 08 baseline.
Goal 3 [Facilities Services] Maximize Recycling, Minimize Waste	<ul style="list-style-type: none"> ● 3.1 - 10% reduction in office paper use based on FY10 baseline. ● 3.2 - Maintain 100% of copy paper purchased for OFM use is 100% recycled content (white 8 ½ 11). ● 3.3 - 87% of OFM waste office paper will be recycled. ● 3.4 - 100% of janitorial paper products will be of 30% recycled content and chlorine free if available in the market. ● 3.5 - 100% of all fluorescent bulbs and rechargeable batteries will be recycled. ● 3.6 – 100% compact fluorescent bulbs will be disposed of through an environmental management program.
Goal 4 [Energy] Minimize Facility Related Energy & Water Use	<ul style="list-style-type: none"> ● 4.1 – 22% reduction in greenhouse gas emission/energy use. ● 4.2 - 30% reduction of water use per square foot. ● 4.3 – Increase renewable energy production by 10% based on FY10 baseline. ● 4.4 - Energy Star rating of 75 for ten (10) buildings on the Capitol Campus based on FY 08 baseline.

	<ul style="list-style-type: none"> • 4.5 - Achieve Energy Star Portfolio average rating of >85. • 4.6 - Achieve Power Factor of 90 in all buildings. • 4.7 – Six (6) Energy Star-certified buildings. • 4.8 - Two certified energy managers • 4.9 – Two LEED Green Associates
<p>Goal 5 [Facilities Services] Reduce Use of Toxic Products & Chemicals</p>	<ul style="list-style-type: none"> • 5.1 - OFM (Purchasing) will establish procedures and guidelines (checklist) for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products. • 5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent. • 5.3 - Eliminate all persistent toxins in OFM managed landscaping.
<p>Goal 6 [State Leasing] Sustainable Practices in State Leasing</p>	<ul style="list-style-type: none"> • 6.1 - Establish “best practice” sustainability standards and guidelines for procurement of leased space. • 6.2 - Establish cost tier to enable consideration of sustainable practices when calculating the total cost per square foot of leased space. • 6.3 – Earn LEED Green Associate Certification 66% of State Leasing division.

Two-Year Goals

Goals	Objectives – FY12
Goal 1 Energy Implement Sustainable Building Practices	<ul style="list-style-type: none"> ● 1.1 - 100% of OFM’s remodel and renovation projects will exceed minimum code standards. ● 1.2 - 100% of OFMs repair and replacements will be best available for the application.
Goal 2 Facilities Services Reduce Vehicle Associated Pollution	<ul style="list-style-type: none"> ● 2.1 - 15% reduction of gasoline use by Mansion grounds equipment compared to the FY 08 baseline.
Goal 3 Facilities Services Maximize Recycling, Minimize Waste	<ul style="list-style-type: none"> ● 3.1 - 15% reduction in office paper use based on FY10 baseline. ● 3.2 - Maintain 100% of copy paper purchased for OFM use is 100% recycled content (white 8 ½ 11). ● 3.3 - 90% of OFM waste office paper will be recycled. ● 3.4 - 100% of janitorial paper products will be of 30% recycled content and chlorine free if available in the market. ● 3.5 - 100% of all fluorescent bulbs and rechargeable batteries will be recycled. ● 3.6 – 100% compact fluorescent bulbs will be disposed of through an environmental management program.
Goal 4 Energy Minimize Facility Related Energy & Water Use	<ul style="list-style-type: none"> ● 4.1 – 25% reduction in greenhouse gas emission/energy use. ● 4.2 - 30% reduction of water use per square foot. ● 4.4 – Increase renewable energy production by 10% based on FY10 baseline. ● 4.5 - Energy Star rating of 75 for ten (10) buildings on the Capitol Campus based on FY 08 baseline. ● 4.6 - Achieve Energy Star Portfolio average rating of >85.

Goals	Objectives – FY12
	<ul style="list-style-type: none"> ● 4.7 - Achieve Power Factor of 90 in all buildings. ● 4.8 – Six (6) Energy Star-certified buildings. ● 4.9 - Two certified energy managers ● 4.10 – Two LEED Green Associates
Goal 5 Facilities Services Reduce Use of Toxic Products & Chemicals	<ul style="list-style-type: none"> ● 5.1 - 100% of OFM Purchasing will comply with established procedures and guidelines (checklist) for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products. ● 5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent. ● 5.3 - Eliminate all persistent toxins in OFM managed landscaping, and reduce overall toxins by 10% below FY 11 levels.
Goal 6 State Leasing Sustainable Practices in State Leasing	<ul style="list-style-type: none"> ● 6.1 - Implement “best practice” standards and guidelines for utilization by lessors when submitting proposals and by agencies when evaluating space. ● 6.2 - Implement cost tier to enable consideration of sustainable practices when calculating the total cost per square foot of leased space.

Five-Year Goals

Goals	Objectives – FY15
Goal 1 Energy Implement Sustainable Building Practices	<ul style="list-style-type: none"> ● 1.1 - 100% of OFM’s remodel and renovation projects will meet exceed minimum code standards. ● 1.2 - 100% of OFMs repair and replacements will meet be best available for the application.
Goal 2 Facilities Services Reduce Vehicle Associated Pollution	<ul style="list-style-type: none"> ● 2.1 - 25% reduction of gasoline use by Mansion grounds equipment compared to the FY 08 baseline.
Goal 3 Facilities Services Maximize Recycling, Minimize Waste	<ul style="list-style-type: none"> ● 3.1 - 50% reduction in office paper use based on FY10 baseline. ● 3.2 - Maintain 100% of all paper purchased for OFM use is 100% recycled content. ● 3.3 - 100% of OFM waste office paper will be recycled. ● 3.4 - 100% of janitorial paper products will be of 30% recycled content and chlorine free if available in the market. ● 3.5 - 100% of all fluorescent bulbs and rechargeable batteries will be recycled. ● 3.6 – 100% compact fluorescent bulbs will be disposed of through an environmental management program.
Goal 4 Energy Minimize Facility Related Energy & Water Use	<ul style="list-style-type: none"> ● 4.1 – 30% reduction in greenhouse gas emission/energy use. ● 4.2 - 35% reduction of water use per square foot. ● 4.4 – Increase renewable energy production by 10% based on FY10 baseline. ● 4.5 - Energy Star rating of 75 for ten (10) buildings on the Capitol Campus based on FY 08 baseline. ● 4.6 - Achieve Energy Star Portfolio average rating of >85.

Goals	Objectives – FY15
	<ul style="list-style-type: none"> ● 4.7 - Achieve Power Factor of 90 in all buildings. ● 4.8 – Eight (8) Energy Star-certified buildings. ● 4.9 - Two certified energy managers. ● 4.10 – Four total LEED Green Associates.
Goal 5 Facilities Services Reduce Use of Toxic Products & Chemicals	<ul style="list-style-type: none"> ● 5.1 - 100% of OFM Purchasing will comply with established procedures and guidelines (checklist) for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products. ● 5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent. ● 5.3 - Eliminate all persistent toxins in OFM managed landscaping, and reduce overall toxins by 25% below FY 11 levels.
Goal 6 State Leasing Sustainable Practices in State Leasing	<ul style="list-style-type: none"> ● 6.1 - Have reportable data compiled to respond to inquiries on use and success of sustainable practices in leased space. ● 6.2 - Host annual training for agency customers on evaluation and implementation of sustainable practices in leased space. ● 6.3 - Coordinate with DRS to establish sustainable practices for Snack Bars.

Current Year Task List

Goal 1: Implement Sustainable Building Practices

Objectives	Measurable	Tasks
1.1 - Publish OFM building standards.	<i>OFM standards meet or exceed Energy Star standards.</i>	Develop OFM sustainable building standards (ANSI/ASHRAE/USGBC/IES 189.1)
1.2 - 75% of OFM's remodel and renovation projects will exceed minimum code standards.	<i>Number of projects exceeding minimum code standards divided by total projects.</i>	Notify architects & engineers of OFM building standards.
1.3 - 100% of OFMs repair and replacements will be best available for the application.	<i>Number of R&R projects meeting in-house guidelines divided by total projects.</i>	Distribute OFM standards to design teams.

Goal 2: Reduce Internal Engine-Associated Pollution

Objectives	Measurable	Tasks
2.1 - 10% reduction of gasoline use by Mansion grounds equipment compared to the FY 08 baseline.	<i>Current year gasoline use vs. previous year's gasoline use.</i>	Replace gasoline equipment with electric when feasible/applicable.

Goal 3: Maximize Recycling, Minimize Waste

Objectives	Measurable	Tasks
3.1 - 10% reduction in office paper use based on FY10 baseline.	<i>Measure amount of paper purchased versus previous year.</i>	Expand State Leasing digital filing system. Eliminate unnecessary hard copies in internal processing. Acquire Smart phones & provide training for AIM software to CM shop.
3.2 - Maintain 100% of copy paper purchased for OFM use is 100% recycled content (white 8 ½ 11).	<i>Measure 100% recycled content paper and total paper purchases.</i>	Obtain waiver for SW017 from Central Purchasing.
3.3 - 87% of OFM waste office paper will be recycled.	<i>Objective characterization performed by Division Leader via visual survey.</i>	Continue efforts.
3.4 - 100% of janitorial paper products will be of 30% recycled content and chlorine free if available in the market.	<i>Number of paper products vs. products with 30% post-consumer content.</i>	Monitor compliance of janitorial service contract.
3.5 - 100% of all fluorescent bulbs and rechargeable batteries will be recycled.	<i>Policy enforcement.</i>	Establish baseline. Publish recycle standard operating procedure.

<i>Objectives</i>	<i>Measurable</i>	<i>Tasks</i>
		Implement established procedures.
3.6 – 100% compact fluorescent bulbs will be disposed of through an environmental management program.	<i>Policy enforcement.</i>	Establish baseline. Publish recycle standard operating procedure. Implement established procedures.

Goal 4: Reduce Facility-Related Energy & Water Use

Objectives	Measurable	Tasks
4.1 – 22% reduction in greenhouse gas emission/energy use.	<i>Current Energy Star Portfolio Rating.</i>	See FY11 Project List.
4.2 - 30% reduction of water use per square foot.	<i>Water savings will be totaled annually for the capitol campus. Difference between BMY and CY; divided by BMY; multiplied by 100.</i>	See FY11 Project List.
4.3 – Increase renewable energy production by 10% based on FY10 baseline.	<i>Compare renewable energy generation with FY10 levels.</i>	See FY11 Project List.
4.4 - Energy Star rating of 75 for ten (10) buildings on the Capitol Campus based on FY 08 baseline.	<i>Current Energy Star Portfolio Rating.</i>	See FY11 Project List.
4.5 - Achieve Energy Star Portfolio average rating of >85.	<i>Current Energy Star Portfolio Rating.</i>	See FY11 Project List.
4.6 - Achieve Power Factor of 90 in all buildings.	<i>Run reports from the Energy Star Portfolio Manager.</i>	See FY11 Project List.
4.7 – Six (6) Energy Star-certified buildings.	<i>Run reports from the Energy Star Portfolio Manager.</i>	See FY11 Project List.
4.8 - Two certified energy managers	<i>Number of Certified Energy Managers.</i>	Research and complete training.

<i>Objectives</i>	<i>Measurable</i>	<i>Tasks</i>
4.9 – Two LEED Green Associates	<i>Number of LEED Green Associates.</i>	Study.

Goal 5: Reduce Use of Toxic Products and Chemicals

Objectives	Measurable	Tasks
5.1 - OFM (Purchasing) will establish procedures and guidelines (checklist) for the procurement of Environmentally Preferred Products/Services (EPP) contracts/products.	<i>Report number of contracts with sustainable options.</i>	Refine Sustainable Design/Features Checklist. Review all purchases with Sustainable Design/Features Checklist.
5.2 - 100% of OFM janitorial products used will be Green Seal approved or equivalent.	<i>Document volumes of green seal products used vs. total.</i>	Find alternatives for non-Green Seal products.
5.3 - Eliminate all persistent toxins in OFM managed landscaping.	<i>Track by volume the amount and type of chemicals used on capitol campus.</i>	Inventory all toxins. Baseline current persistent toxins. Require landscaping company to eliminate use, if used.

Goal 6: Sustainable Practices in State Leasing

Objectives	Measurable	Tasks
<p>6.1 - Establish “best practice” sustainability standards and guidelines for procurement of leased space.</p>		<p>Complete research of other states standards.</p> <p>Coordinate sustainability training schedule for all State Leasing employees.</p> <p>Include low-cost & no-cost project opportunities with signed leases.</p> <p>Create a link to OFM or DCS Sustainability web pages.</p>
<p>6.2 - Establish cost tier to enable consideration of sustainable practices when calculating the total cost per square foot of leased space.</p>		<p>Complete research of other states standards.</p> <p>Coordinate sustainability training schedule for all State Leasing employees.</p>
<p>6.3 – Earn LEED Green Associate Certification 66% of State Leasing division.</p>		<p>Study & take exam.</p>

Overview of Sustainability Efforts

Sustainability efforts are being integrated where feasible at every level of OFM. The following are ways OFM communicates its sustainability efforts:

- Sustainability Plan will be reviewed annually. Goals will be assessed and projected out for the next biennium.
- Divisions report quarterly on progress towards Strategic Plan objectives, and review and revise annually when appropriate.
- Share sustainable information, practices, and procedures with Facility Managers at Monthly Facility meetings.
- Include pertinent sustainable information in the Energy Awareness quarterly publication.
- Division building managers will include sustainability as a topic in staff meetings.
- Implement use of Sustainable Office Practices guidelines for all personnel.
- Each employee will do their part in implementing sustainable practices.
- Annual progress report sent to the Agency Director.

Additional Efforts

1.) Implement Sustainable Building Practices

- OFM will develop sustainable building standards and provided limited training to all agencies regarding general sustainable building operations.
- OFM has integrated Energy Star requirements and processes for DCS-owned buildings.
- OFM has a five-year objective to achieve Energy Star 75 rating for ten (10) buildings on the Capitol Campus.

2.) Reduce Transportation Associated Pollution

- Reduce travel cost by encouraging video-conferencing and teleconferencing.

- OFM will utilize electric vehicles and equipment for the Capitol Campus maintenance and grounds staff.
- 2-stroke grounds equipment will be replaced with 4-stroke equipment where applicable.
- OFM owned and leased facilities are sited with public transportation in mind.
- OFM staff will encourage carpooling to meetings whenever feasible.

3.) Maximize Recycling, Minimize Waste and use of Products with 100% Virgin Materials

- Paper recycling is at nearly 100% for office related paper. Bins and established pick up schedules have been the standard for many years. Besides paper, OFM also recycles plastics #1 & #2, aluminum cans, rechargeable batteries, fluorescent lamps, cleaning solvents, ceiling tile, and toner cartages. OFM is working to expand the current recycling program to more DCS-managed buildings as well as establish a program to recycle metal, motors, glass bottles, and wood pallets.
- Other ways in which OFM supports recycling include:
 - Encouraging recycled content construction materials and office interior décor.
 - Encourage the establishment of statewide contracts that recognize recycle content goals including 30%, 40%, & 100% post-consumer recycled content office paper.
 - Providing electronic forms on OFM's Intranet, policies and procedures, monthly/daily reports.

4.) Minimize Facility Related Energy and Water Use

The OFM energy management program will reduce electricity consumption by about 4 million kilowatts from its inception July 2008.

- Continuous energy monitoring of all Capitol Campus buildings.
- Building commissioning (to assure building systems are operating according to design) is required for new systems installed in all state capitol projects.
- Identifying energy conservation opportunities at leased properties prior to lease negotiations and re-negotiations.
- On-going effort to add separate water meters for each building on the Capitol Campus to track domestic, irrigation and cooling tower water usage.

- All division computer monitors automatically go into “Standby” mode after 20 minutes of inactivity, and all computers go into the same energy-saving status after 30 minutes of not being used.
- All appliances purchased are EPA Energy Star rated.
- Installed Vending Misers on all campus cold beverage vending machines.
- Promoting use of 150 watt radiant heating panels to replace 1500 watt personal space heaters with to save energy and reduce fire hazards.
- Energy Life Cycle Cost Analysis (ELCCA) process requires all major renovation OFM projects to examine energy systems that are 30% better than the minimum standard.

5.) Reduce Use of Toxic Products and Use of Toxic Chemicals

OFM provides numerous services and is involved in efforts that meet sustainability goals including:

- Custodial staff uses environmentally preferred cleaning supplies and sustainable practices that reduce the use of energy and water while cleaning.
- Central Maintenance staff utilizes best practices integrated pest management to reduce toxic chemical usage.
- Central Maintenance staff uses low VOC (volatile organic compounds) paints to avoid health/environmental risks.
- Sustainability will be the theme of OFM in-house and off-site training.
- OFM is working to audit and properly dispose of persistent toxins in OFM-owned and managed construction and demolition projects.
- OFM bid documents will include as standard specification language to preclude the purchase of materials with known hazardous toxics.

6.) Sustainable Practices in State Leasing

- Joined ‘Digital Signature Committee’ to aggressively pursue implementation. The approval would foster significant paper reductions in space requests and purchase-order processing.