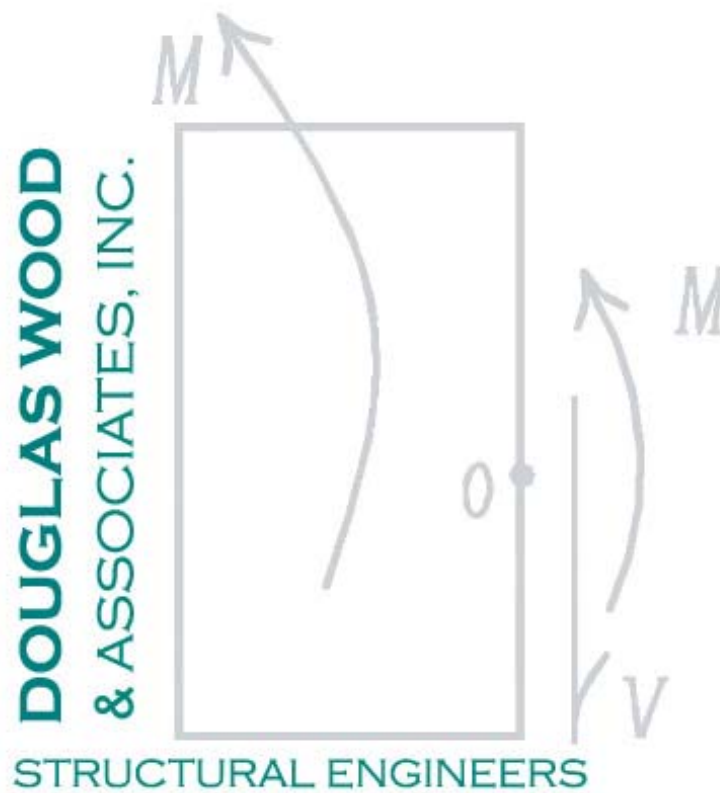


# DOUGLAS WOOD & ASSOCIATES, INC.

## Environmental Plan

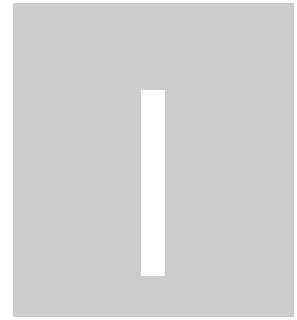


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AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER

EB 6353



# I. Reduce Consumption

## A. Electrical Energy

- 1) Daily routine
  - a) Turn off lights when a room will not be occupied for more than a few minutes (including those in the common restrooms on the floor).
  - b) Turn off desk-top computers, monitors, printers, plotters, copiers, personal fans and other similar equipment nightly.
  - c) Unplug battery chargers (cellphones, cameras, flashlights, etc.) when batteries are charged.
  - d) Consider using the stairs instead of the elevator.
- 2) On-going
  - a) Use florescent lamps instead of incandescent.
  - b) When selecting all types of office equipment, consider its energy consumption and give selection preference to the more efficient equipment.
  - c) Use light-colored wall and ceiling paints to enhance day-lighting and to reduce lighting requirements.

## B. Fossil Fuel Energy

- 1) Daily routine
  - a) Consider walking rather than driving to nearby clients, project sites, Coral Gables City Hall, stores, lunch restaurants, etc.
  - b) Rather than driving to work, consider walking, biking, carpooling and using public transportation. If not daily, consider alternatives for one or two days per week.
  - c) When possible, deliver correspondences, drawings and other documents electronically rather than via post or courier.

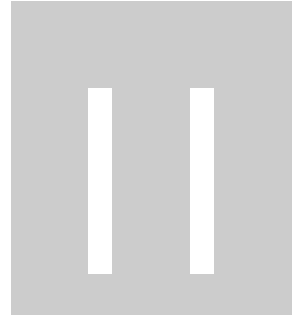
- d) Have office supplies delivered rather than making a trip to the office supply store.
  - e) Make payroll, pay bills and perform other banking functions via the internet rather than by post or by making trips to the bank.
- 2) On-going
- a) To reduce energy consumption in transportation, consider and favor sources of supplies, furniture and equipment which are closer to the office.

#### C. Water

- 1) Use water only to dampen and rise hands. Don't let the faucet run while washing.

#### D. Resources

- 1) Reduce use of paper by using e-mail and electronic transmission of drawings and other documents.
- 2) When possible, use double-sided printing of specifications, reports and other documents.
- 3) Use electronic data files for storage of drawings and other documents.
- 4) Use half-sized drawing prints when possible.
- 5) Do not discard consumable products until they are fully used (pencils, erasers, white-out, markers, etc.).
- 6) Do not oversubscribe to newspapers and technical magazines. Share subscriptions where possible. Receive e-mailed versions of such publications where possible.



## II. Reuse

### A. Paper

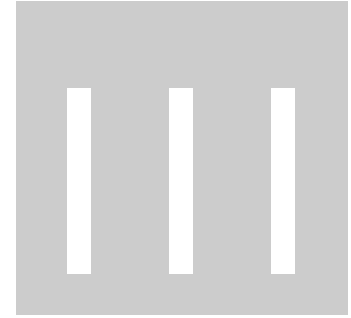
- 1) Reuse the blank sides of 8 1/2" x 11" sheets for roughing-out sketches, calculations, letters, memos, reports and other documents. Maintain a provision of these scratch papers throughout the office. Rather than discarding such paper, deposit it in one of the appropriate locations (or in your own supply) for later use.

### B. Renewables

- 1) Rather than using disposables, find and use appropriate supplies which can be reused, re-filled and/or recharged, such as refillable pens and markers, durable mechanical pencils rather than wooden ones, ink and toner cartridges, etc.

### C. Furniture and Equipment

- 1) Consider and favor moveable furniture of standard sizes, which can be re-arranged and reused as needs change. Avoid built-in furniture and specialized furniture.



### III. Recycle

#### A. Products Consumed in the Office

- 1) Find and use a paper recycler who will service our office.
- 2) Take non-functional and obsolete computer parts, cellphones and other equipment to a recycler (Donate usable equipment to charities).
- 3) Take other recyclables, such as plastic bottles, glass bottles and aluminum cans to appropriate collection points.

#### B. Products Obtained by the Office

- 1) Consider and favor recycled content in office consumables, particularly paper.

#### C. Water

- 1) Recycle unconsumed clean water by using it to water indoor office plants.



## IV. Indoor Environment

### A. Air Quality

- 1) Ours is a smoke-free building. Do not smoke anywhere within the building.
- 2) Consider and favor cleaning products made of natural materials.
- 3) When purchasing furniture, carpeting, paints, etc. consider the VOC content and favor those products with the lesser content..

### B. Indoor Quality

- 1) Daily routine
  - a) Adjust window blinds to divert direct sunlight, but to maximize daylight and allow views.
- 2) Ongoing
  - a) Use low partitions, and interior windows to allow natural light and exterior views to be enjoyed throughout.
  - b) Use light wall and ceiling colors to reflect day light.
  - c) Place and maintain a few indoor plants throughout the office.
  - d) Keep the office clean, orderly and well-maintained.



## V. Our Work

- A. Where there is no cost or where there is a potential cost savings to the owner, incorporate certain sustainable design principles in all of our work.
- 1) Strive for efficient structural designs in all buildings.
    - a) Analyze thoroughly and well.
    - b) Coordinate with architect, MEP and other design professionals.
    - c) Think creatively to obtain efficient solutions.
    - d) Where possible, use modular materials in efficient layouts.
    - e) Do not use more materials than necessary.
    - f) Do not use higher strength concrete than necessary.
    - g) Minimize foundation sizes and depths.
  - 2) Use recycled materials where beneficial.
    - a) Allow use of significant amounts of fly ash or slag in concrete mix designs.
  - 3) Design with durability in mind.
    - a) Review use of proper materials, finishes and coatings.
    - b) Review concrete coverages and w:c ratios.



## VI. Spread the Word

### A. Clients

- 1) Discuss sustainable design concepts and benefits with architects, building owners and contractors.

### B. Others

- 1) Encourage our building's landlord to institute an environmental plan which includes:
  - a) Reduction in energy consumption.
  - b) Reduction in water consumption.
  - c) Collection of waste paper for recycling.
  - d) Collection of other recyclables such as glass and plastics.
  - e) Participation by all building tenants.

### C. Ourselves

- 1) Extend the principles of our environmental plan to our homes and personal lives.
- 2) At home, consider signing up for FPL's Sunshine Energy program in which FPL customers can help offset carbon dioxide emissions by purchasing 1,000 kilowatt-hour blocks of energy from renewable sources ([www.FPL.com/sunshine](http://www.FPL.com/sunshine)).
- 3) Review and implement FPL's tips for energy conservation and make use of FPL's rebate and incentive programs ([www.FPL.com/store](http://www.FPL.com/store)).