

## **JUST – APPLICABLE SECTIONS:**

- Local Sourcing

### **Staff Education**

YGH has a well-supported Sustainability Team that focuses on how we can be leaders in sustainability in our industry, and how our office can run in ever increasing sustainable ways. Our firm hosts weekly lunchtime speakers and Thursday@4 presentations that provide detailed information relevant to the firm's project and design goals. These can include general topics related to practice (for example, recent changes to local energy codes) or new products (like a spray-on roof membrane that enhances green-roof construction).

Often, these presentations are approved for continuing education credits, but generally, it is a way for staff to stay informed of major developments in the industry. The Sustainability Team also provides regular trainings on how to use and maintain our in-house green facilities, and the Sustainability Policy is distributed as part of employee orientation.

### **Recycling and Composting**

Our comprehensive recycling program includes the collection of paper, metal, and all regular comingled items; as well as separated glass. We have a compost collection in the kitchen for all food waste as per Portland's business composting regulations. Cloth hand towels are supplied in the restroom, which are taken home weekly and washed, to conserve paper towels. In addition, we collect and recycle Brita water pitcher filters, standard batteries, and all empty printer ink cartridges. Old or unused materials library samples are returned to the manufacturer or recycled when possible. Unneeded office supplies and electronics are donated when possible. We have also added paper towel composting in our restrooms to help reduce a large source of landfill waste. We are actively researching new ways to make our office more sustainable and energy efficient.

### **Office Supplies**

We make it a priority to provide refillable, recycled content (esp. post-consumer), sustainably produced office supplies to our employees, including items such as pens, pencils, scissors, correction tape, binders, labels, and notepads. Our primary copier/printer paper and our plotter paper are both composed of a minimum of 30% post-consumer recycled content, and 100% is used when available. All computers default to double-sided printing to reduce waste. We are currently tracking our paper usage in attempts to plan on ways to reduce it. All paper napkins and paper towels provided by the office are made from 100% recycled materials.

### **Catering**

For in-house meetings we request family-style catering rather than individual packaging. We provide our own durable dishware including plates, glasses, flatware, and serving utensils. Pitchers of water and glasses are provided in lieu of plastic water bottles.

### **Alternative Transportation**

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YGH offers alternative transportation incentives to all of its employees. The firm subsidizes the cost of public transportation, which is easy to use because the office is located downtown Portland on a major transit-mall thoroughfare, and within blocks of all MAX lines. YGH also offers a monetary incentive (compensated quarterly) to all employees who choose to bike or walk commute to and from work at least 75% of their monthly working days. Our building has ample covered bike parking, along with a secure bike parking area in the lowest level in the parking garage. Building shower facilities are available to all staff, so that biking, walking, or jogging to work are all viable options. A bike repair kit, air pump, and extra lock are available to staff and guests. YGH participates in Zipcar's car-sharing program, which enables employees to borrow vehicles as necessary for meetings and site visits when walking or using public transportation is not feasible.

### **Energy and Water Use**

YGH makes great strides to assure that it uses its energy efficiently. Our HVAC system is set to be active only during business hours, and all our of lights are on a motion sensor system. All bulbs used by our office are energy efficient, even in our emergency exit signs. Our lighting system is also set to react to natural light, and the outside set of bulbs will dim or turn off if there is sufficient enough lighting. All computers, monitors, and office equipment are set to go to sleep or into energy saving mode after 15 minutes of nonuse. We also ask staff to shut their computers down each evening unless they will need to remote into their systems. In addition, all major appliances and office equipment are Energy Star qualified. All sinks, toilets, and urinals are low-flow to reduce unnecessary water waste.

### **Cleaning**

When at all possible, YGH uses green cleaning products. Our kitchen soaps and detergents are biodegradable, and organic surface cleaners are available to staff for occasional cleaning. The cleaning team hired by our building also uses green cleaning products when servicing our office space. We also use an eco-friendly dry cleaner for our presentation linens and allow our staff to use that service and deduct the cost from their paychecks.

Sincerely,



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Thomas R. Robbins, Principal