

**February 2015**

**Forms for LEED EBOM Recertification**

**Waste and Sustainable Purchasing Tracking Forms: Instructions and Information**

### **Monthly Waste Tracking**

Use this form to track shredding, printer cartridges, electrical equipment, furniture disposal or any other miscellaneous waste. If you use the recycling programs already in place at 720 King for e-waste, batteries and lamps, you do not have to fill in the forms for these particular items.

Not sure what to do with used furniture, appliances or other gently used items that are not damaged and ready for the landfill? One option is to sell your items within the building to other tenants. Take advantage of the shared poster stands located in the lobby to advertise. Another option is to donate to the following charities, most of which offer pick-up services, below:

Salvation Army - <http://www.thriftstore.ca/central-ontario/furniture-pick>

Yonge Street Mission - <http://www.ysm.ca/double-take/>

The Furniture Bank - <http://www.furniturebank.org/>

Goodwill - <http://www.goodwill.on.ca/> No pick up service, but there are many drop boxes located around the city which are suitable for smaller items.

**Please don't forget to log what you are selling or donating, the information is required for LEED EBOM recertification.**

### **Facility Additions and Alterations Waste Diversion Tracking**

Use this form to track any construction waste resulting from any work done in your suite. The goal is to divert at least 70% of waste from disposal to landfills and incinerations facilities.

This applies to building components and structures (wall studs, insulation, doors, windows), panels, attached finishings (drywall, trim, ceiling panels), carpet and other flooring materials. Furniture, fixtures and equipment do not apply. Mechanical, electrical and plumbing components are also excluded.



## Durable Goods Purchasing – Electrical Equipment and Furniture

Use this form to track the purchasing of durable goods, specifically electrical powered equipment and furniture. Our goal is to achieve 40% sustainable purchasing (by cost).

Sustainable purchases are those that are ENERGY STAR labelled (for product categories with developed specifications). Examples of electric powered equipment include, but are not limited to:

- Office equipment (computers, monitors, copiers, printers, scanners, fax machines).
- Appliances (refrigerators, dishwashers, water coolers).
- External power adapters.
- Televisions and other audiovisual equipment.

For furniture, sustainable purchases are those that are GREENGUARD Gold certified or that meet one or more of the following criteria:

- Contain at least 10% postconsumer and/or 20% post-industrial recycled content material.
- Contain at least 70% salvaged from off-site or outside the organization.
- Contain at least 70% material salvaged from on-site, through an internal organization materials and equipment reuse program.
- Contain at least 50% rapidly renewable material.
- Purchases of wood-based furniture products contain at least 50% Forest Stewardship Council (FSC)-certified wood.
- Contain at least 50% material that meet the requirements listed below:
  - The final manufacturing location of the product is within 800 km of the building, and the product (or component) did not leave the 800 km (500 mile) radius surrounding the final manufacturing location (2,400 km or 1,500 miles if shipped by train or water). This includes all extraction, harvesting, recovery and processing.

If you have any questions or require assistance, please contact Anne Vit ([avit@triovest.com](mailto:avit@triovest.com)) or James Feran ([jferan@triovest.com](mailto:jferan@triovest.com)).

