

TENANT & COMMUNITY SUSTAINABILITY GUIDE



ENERGY MANAGEMENT

- Replace incandescent lightbulbs with LED bulbs
LEDs use up to 90% less energy and last up to 25 times longer than traditional incandescent bulbs¹
- Install occupancy sensors
Occupancy sensors can reduce lighting costs by up to 40% in spaces where people move in and out in unpredictable patterns²
- Turn off electronics or set them to “power down” when not in use
Setting computers, monitors, and copiers to use sleep-mode when not in use helps cut energy costs by approximately 40%²
- Purchase ENERGY STAR appliances wherever possible
ENERGY STAR certified equipment and products use less energy than other products, save money on utility bills, and help protect the environment
- Install and adjust a programmable thermostat
You can save up to 3% for each degree the thermostat is raised in the summer and lowered in the winter²
- Change or clean reusable HVAC filters every month
Perform regular maintenance to keep your heating and air conditioning systems running more efficiently
- Use shades, blinds and/or sun-control film for windows
On hot days, draw the shades to keep the sun out. Remember to close doors to the outside to keep in cooler air



WATER MANAGEMENT

- Install WaterSense labeled showerheads, toilets, and flushing urinals where appropriate
WaterSense labeled products have been independently certified to be at least 20% more water-efficient and perform as well or better than standard models³
- Install aerators on faucets
Compared to 2.2 gallon per minute (GPM) aerators, 1.5 GPM aerators reduce water flow by 30% or more without sacrificing performance⁴
- Monitor your water bills and check water fixtures periodically for leaks
Check automatic sensors on faucets, toilets, and urinals to ensure they are operating properly and avoid unnecessary water use
- Insulate hot water pipes
Uninsulated water pipes require users to wait for hot water to flow, resulting in considerable water waste. Proper pipe insulation can also reduce energy consumption by controlling heat loss



WASTE MANAGEMENT

- Reduce
 - Give customers the option of e-receipts to reduce printed receipts
 - Reconsider printing documents or print double-sided when necessary
 - Encourage employees to bring lunches and beverages in reusable containers to reduce day-to-day waste in break rooms
- Reuse
 - Consider donating unused products or perishable foods to local organizations
 - Encourage customers to bring reusable tote bags or sell your own with your company's logo on it
- Recycle
 - Recycle cardboard and paper in the appropriate bins
 - Find a collection location near you for electronic waste (“e-waste”) such as cell phones, computers, and printers
 - Several national retailers offer free collection boxes for used batteries

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INDOOR AIR QUALITY

- Ensure sufficient ventilation
Increasing the amount of fresh air brought indoors helps reduce pollutants inside. When weather permits, open windows and doors, or run an air conditioner with the vent open
- Clean HVAC filters monthly
Central heaters and air conditioners have filters to trap dust and other pollutants in the air. Make sure to change or clean the filters regularly
- Maintain optimal indoor humidity levels
The humidity inside can affect the concentrations of some indoor air pollutants
- Install an air cleaner or air purifier
Air purifiers can remove harmful chemicals from indoor environments, eliminate germs and bacteria, and neutralize unpleasant odors
- Raise indoor plants
Indoor plants have the ability to clean the air of carbon dioxide
- Use low or no VOC paints
Volatile organic compounds (VOCs) are chemicals that evaporate at room temperature, some of which may have adverse health effects
- Use natural and eco-friendly cleaning products
Using “green” cleaning products can help to reduce the human health and environmental concerns that come with cleaning



ALTERNATIVE TRANSPORTATION

- Take alternative forms of transportation when and where available
 - Alternative forms of transportation include walking/biking, public transportation, hybrid vehicle travel, and carpooling
 - Alternative modes of transportation can reduce commuting costs, stress, energy consumption, and traffic congestion as well as free up time and improve health

CONTACT

For more information about InvenTrust Properties' sustainability efforts, contact your Property Manager or Charles Cayce.

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SOURCES

- 1 - energy.gov/energysaver/lighting-choices-save-you-money
- 2 - doee.dc.gov/service/energy-tips-commercial-buildings
- 3 - epa.gov/watersense/watersense-label
- 4 - epa.gov/watersense/bathroom-faucets