

The Planning Center's Sustainability Policies

In addition to our professional commitment to employing the most current planning and landscape design techniques that incorporate principles of sustainability throughout various projects undertaken by the company, we also recognize our responsibility to incorporate these same principles into our everyday work environment. This also extends, in many cases, to our personal lives. In recognition of this commitment, the following policies provide daily guidance to achieve those ends.

Everyone will:

- Recycle all paper, aluminum and glass containers used in the office.
- Turn all computers, monitors, printers and copiers off at the end of business every day.
- Turn off interior lighting every night at the close of business.
- Turn off lights in storage areas when not in use.
- Minimize the use of in-house printed reports.
- Utilize electronic filing whenever possible to reduce unnecessary paper files.
- Whenever possible, utilize double-sided printing.
- Wherever feasible, reuse single-sided printed paper for draft documents in printers and copiers.
- Always refill mechanical pencils rather than disposing them.
- Recommend and use recycled exhibit boards with the client's approval.
- Bring personal reusable utensils and dishes for snacks and lunches.

The Planning Center will:

- Provide recycled paper for use in printers, copy machines and plotters.
- Purchase fair trade certified coffee if available.
- Provide filtered tap water rather than bottled water for employees and visitors.
- Incorporate a sustainability update and education component in company staff meetings.
- Evaluate office appliances and water fixtures for efficiency and, when appropriate and financially feasible, replace or retrofit those components.
- As office carpeting wears out, eliminate it or replace it with recycled carpet and use low VOC paint in any future office improvements or relocation.
- Encourage/select employees to participate in LEED training.
- Encourage the use of alternative modes of transportation by employees including energy efficient vehicles, bicycles, public transit and car pooling.
- Support individual employee memberships in company-approved conservation organizations.
- Institute an office book/video/DVD exchange to recycle professional and leisure materials.
- Encourage employees to post notices on the bulletin board for things they wish to trade, sell or give away.