



Green Workplace Handbook



Madison Park Development Corporation

Celebrating 50 Years of Activism, Renewal, and Culture



MPDC is GREEN

Madison Park Development Corporation works to be a good steward of Roxbury. By developing and preserving affordable housing, building the power of its residents and supporting arts and culture, we are revitalizing the neighborhood for the next generation. **We are a NeighborWorks America Green Organization Designee.**

Green sustainable practices are a key part of achieving the MPDC mission. By reducing our environmental footprint and adopting greener practices throughout our properties and programs, MPDC will be a more viable, sustainable organization.

Six years ago MPDC made a commitment to reduce energy consumption and employ green management and maintenance practices at each of its properties through green retrofit projects and new construction of LEED certifiable homes. Since 2009 the Community Action department has sustained several partnerships with Boston Public Health Commission and Dana Farber Cancer Institute to address social determinants of health and the intersection of community health and sustainability practices (urban gardening, CSA program, Farmers Market, fitness classes, alternative modes of transportation, walking clubs, biking clubs, and implementation of Complete Streets principles).

This year the MPDC Board unanimously passed a resolution declaring its support of our efforts to become a sustainable green workplace and promoting green practices throughout the entire agency. With our Board's mandate, we are adopting green practices into all aspects of our daily work. Green practices address climate change, conserve the environment, make our community healthier, make our workplace safer and save money.

As we seek to maintain a green office, we need your help.

Learning about and adopting green office practices takes some effort and change but the outcomes are beneficial to all of us, as employees, residents, property managers and community.

Take some time to read this handbook and take the next steps to making MPDC, Roxbury, and our world a greener place to work and live.

Green Operations

The key elements to a green operation include:

- Energy Efficiency and Renewable Energy
- Water Use, Air Quality and Landscaping
- Sustainable Materials and Products
- Waste & Recycling
- Transportation
- Staff Awareness and Training

We need your help to maintain a green workplace!

Green Tips

Digitize your meetings! Use projectors and PowerPoints or bring a laptop for notes when practical.

Use a green font – 10 point Century Gothic uses less ink than other fonts and can save 31% in printing costs compared to Arial.

Reduce! When printing is necessary, use both sides when practical. Think twice before printing out emails.

Energy Efficiency and Renewable Energy

USE “POWER SAVE” AND TURN OFF YOUR COMPUTER AT NIGHT

- Shutting off, rather than “sleeping” your computer at night can save up to \$90 per year in energy costs.
- If you aren't going to use your computer for over 20 minutes you should shut off the monitor
- Shut off the whole computer if you won't be using it for over two hours

TURN OFF LIGHTS WHEN NOT IN USE

- Shutting off lights when leaving the room will save energy and cost over time
- Make use of your windows for natural lighting
- Switch to a desk or task light to save on overhead lighting

STAKE OUT VAMPIRE ENERGY – UNPLUG YOUR CHARGERS

- “Vampire” energy from power cords and chargers not in use cost the US \$10 Billion in annual energy costs
- Unplug your cell phone or other chargers when not in use, or change to a power strip with an on/off switch

BE RESPONSIBLE WHEN ADJUSTING THE THERMOSTAT

- We will seek to keep our work environments responsibly while comfortably adjusted. Please be willing to accommodate these changes.
- Make sure that the thermostat in your area gets adjusted (or is automatically set to adjust) at night.

Water Use, Air Quality and Landscaping

- **Make your desk green, literally! Keep a plant on or near your desk. Plants naturally purify the air and make synthetic air fresheners unnecessary.**
- **Wash dishes in the dishwasher only when it is a full load.**
- **Boston has great water and MPDC has a water cooler in our office that chills and purifies tap water. Pitchers and glasses are provided in the kitchen to be used for meetings replacing a need for bottled water and drinks.**
- **Make sure you shut the water off while you soap your hands (or brush your teeth), and then turn it on to rinse them.**
- **We organize quarterly neighborhood clean-up events such as *Boston Shines* for staff and residents to do trash pick-up and general cleanup around our properties. Stay tuned for the next date!**

Ecological Savings

In the US alone we throw away 50 Million plastic water bottles every day. When laid end to end, that would stretch the distance from San Francisco to New York City and back again.

Our office has a filtered water cooler; please use it instead of bottled water. Bottled water is not only wasteful but bottling companies deplete the ground water of communities in order to fill the bottles. Water is a human right, not a commodity.

Sustainable Materials and Products

- Please see the office manager for our listing of preferred green products.
- Be mindful to completely use items like printer cartridges before replacing them.

Green Purchasing Facts

Recycled copy paper is a great way to be green. Each ton of 100% recycled paper saves 17 trees, 7,000 gallons of water and enough energy to power a home for 6 months!

Organic, Rainforest Alliance Certified, or Certified Fair Trade coffee and tea have strict requirements on pesticide use, resource conservation and worker rights.

Waste & Recycling

Reduce!

- Saving on supplies and papers cuts down on general operating spending.
- Print documents double sided to help cut down on paper costs and use.
- Give information here on office locations for resources such as an office supply reuse station or general supply cabinet, scratch paper bins, etc.
- Email whenever possible.
- Keep mailing lists up-to-date.

Reuse!

- Bringing your own mug to the office saves on purchasing disposable replacements
- Plastic containers and a reusable lunch bag are a good combination for those who prefer to pack a lunch.
- Some cafés and stores offer a discount on bringing your own bag or cup.

Did you know?

Our finance department is transitioning to a paperless accounts payable system. This will drastically reduce the amount of paper used in their department. How can your department develop paperless processes?

Recycle!

- Recycling is an easy way to divert trash from the landfill stream.
- Everyone has a paper recycling bin at his or her desk. Please use it!
- Recycling bins for glass, plastic, and cardboard are located in the kitchens.
- Best Buy – South Bay Shopping Center has a recycling program of electronics and laser cartridges.
- Stay tuned for our building recycle/pick-up day.

Recycling Facts!

Did you know that every ton of paper that is recycled saves about 17 trees?

Every day in the US, we produce enough trash to equal the weight of the Empire State Building!

Every year the average household in America receives 1.5 Trees worth of paper junk mail and catalogues by mail.

Our Green Kitchen

We are working hard to make our workplace kitchens as green as possible. The green kitchen taskforce is working on implementation over the next several weeks.

Here are some ways that you can start being greener today:

- Always use a real mug, silverware, and dishware. There is an ample supply of all of these items in the kitchen. Please rinse and place dishes in the dishwasher promptly after using so that we always have a good supply available.
- Remember to use the water cooler with a real glass (and a pitcher for meetings) instead of bottled water.
- Coming soon – Compost! We will be composting kitchen waste. Please check with Griffin Thomas if you have any questions.
- Coming soon – Re-usable Keurig!
- Coming soon – a new energy star refrigerator

Why be wasteful?

In the US alone, we throw away 50 million plastic water bottles every day. When laid end to end, that would stretch the distance from San Francisco to New York City and back again. We can help cut down on that distance by using a reusable bottle.

Americans throw away over 25 BILLION Styrofoam coffee cups every year. Help cut down on this by having your morning coffee in a reusable mug

Transportation

COMMUTE GREEN

- The average ten mile round trip commute in a compact car uses 68 gallons of gas a year and emits 0.7 tons of carbon.
- Consider using public transit, biking or walking to work!
- Carpool with other staff to cut down on gas costs and your carbon footprint!
- If it makes sense with your duties, speak with your manager about working four ten hour days or working from home.

TRAVEL GREEN

- Use public transit when on business travel rather than a rental car.
- Also consider using Hubway or ZipCar – these are often greener choices than using your personal vehicle.
- Traveling less than 300 miles? Consider using a train over a plane, which is considerably better for the environment.
- When flying, take direct flights when cost effective.

Green Tip: Save on Commuting Expenses

When you order commuter passes and declare parking expenses through a WageWorks account, your expenses will be automatically deducted from your Insperty paycheck on a pretax basis, up to monthly limits established by the IRS. Any expenses above the monthly limits will be deducted on a post-tax basis. When you pay for commuting with pretax dollars, you avoid federal and state income and employment taxes.

Sign up TODAY:

Go to <http://esc.insperity.com>
Navigate to **Benefits**
Navigate to **Additional Benefits: Commuter Benefits**

Smoke-Free MPDC

To protect and enhance indoor air quality and to contribute to the health and well-being of all residents, lessees and employees, Madison Park Development Corporation's portfolio (to include residential properties and commercial and office space) is working to become entirely smoke free.

The use of all tobacco products, including chewing tobacco and any form of e-cigarettes, is banned from the workplace.

Smoking is prohibited in all of the enclosed areas within all properties, without exception. This includes common work areas, community/conference rooms, private offices, hallways, lunchrooms, stairs, restrooms, employer owned vehicles, and all other enclosed facilities.

If you need help quitting smoking, our insurance covers tobacco cessation programs.



Living Green at Home

Use your thermostat wisely. Cash in by setting it lower in winter and higher in summer – more so at night and when away. Dress for the difference. Use ceiling fans for circulation and comfort.

Keep refrigerator coils clean. Cleaning coils twice a year will help your fridge run effectively and use less energy.

Wash full loads. Fewer loads of clothes and dishes save water and energy. Wear clothes more than once between washes to save on wear and tear from machine washing and drying.

Wash clothes in cold water whenever possible. Giving them an extra spin helps them to dry faster using less energy. Line dry when possible!

Thaw frozen foods overnight in the refrigerator rather than under running water.

Install low-flow showerheads and aerators. Cutting water use not only reduces your water bill – it can reduce water-heating costs by 50%.

Are you one of the 5% of shoppers who bring reusable bags to the grocery store?

According to the *Wall Street Journal*, the US uses 100 BILLION plastic shopping bags annually. Using a reusable bags will help cut down on the waste associated with plastic bags.

Homemade cleaning supplies cost a fraction of their commercial counterparts and are made using natural ingredients. Vinegar, lemon juice, and baking soda are common replacements. There is lots of great information online.

Green Tip

Remember to shop at farmers markets for the freshest organic sustainable produce and meat. MPDC sponsors a market in Dudley Square which runs from June 12 through October 23, 2015.



The MPDC Green Team supports everyone as we go green and helps to ensure we utilize optimal green practices. The Green Team identifies areas where we can reduce our environmental footprint, monitors our progress within our office and communicates with the Dudley Square/Lower Roxbury community about our commitment and activities.

Members of the Green Team are:

Katrina Conrad-Gwyn
Laura Martin
Kay Mathew
Marah Holland
Griffin Thomas
Dwayne Watts
Brooke Woodson

***If you are interested in joining the Green Team,
please speak to a member today!***

Please do not throw this handbook away – pass it on or return to a member of the Green Team. This handbook is available in PDF format.