ACTION PLAN

STAFF: EEDD GREEN COMMITTEE DATE: 3/21/2012

ITEM DESCRIPTION	RESPONSIBILE	TIMELINE	COMMENT
Purchase recycled content copier paper	Purchasing	Completed	
Follow County green purchasing regulations to maximize purchasing eco-friendly products with recycled content.	Purchasing	Completed	
Improve irrigation system around building; Sprinkler system is not efficient. Consider replacing certain heads or switching to drip system as appropriate	Facilities	Completed	
Tint windows receiving a lot of sunlight	Facilities	Completed	
Install bark in flower beds to reduce water evaporation	Facilities	Completed	
Use compact fluorescent bulbs	Facilities	Completed	
Assign personnel to make sure lights in the parking lot and building are appropriately timed to turn on and shut off for power savings	Facilities	Completed	
Change HV/AC air filters more frequently (done quarterly)	Facilities	Completed	This is already done quarterly
All sub-recipient contracts to include boilerplate language requiring compliance with County's green purchasing policy	Contracts	Completed	
Shut down client networks earlier due to lack of use; only have them active during peak times/hours of operation	ISD	Completed	Utilizes Deepfreeze
Elimination of CRT monitors	ISD	Completed	
Automate start up of all center machines	ISD	Completed	Uses Faronics Core
Implement PDF creation feature on Ricoh printers to enable electronic documents	ISD	Completed	
Recycle computers to other County departments as feasible	ISD	Completed	
Communications folder established and shared among members of Green Team EEDD	ISD	Completed	

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ITEM DESCRIPTION	RESPONSIBILE	TIMELINE	COMMENT
Use blank skipped paper from printer by inserting into fax machines	All Staff	Completed	
Place paper trash in recycle bins	All Staff	Completed	
Eliminate meeting handouts by emailing files and using projection screen during meetings when possible	All staff	Completed	
Circulate electronic files for review and revision when possible	All staff	Completed	
All divisions use appropriate font designed to reduce the amount of ink used per character	All staff	Completed	
Turn off when not using: Overhead lights, office lights when leaving for the day, offices, copy rooms, cafeterias when exiting room	All Staff	Completed	
Select "power save" on copier when not in use; turn off all machines Friday	All Staff	Completed	
Eliminate plastic, have paper cups for water in public areas	Purchasing & unit supervisors	Completed	Plastic recyclable cups are being used.
Implement "green screen" activated at staff computers' start-up to encourage recycling and sharing "green" tips	ISD/Green Committee	Completed	
Have bottle/can drives to encourage employee recycling	All staff	Completed	Ongoing collection
Provide resources for all WorkNet locations, to ensure green program is followed at each site	ISD/Green Committee	Completed	
Bike/walk/commute to work day	All Staff	Completed	
Provide incentives for staff adhering to green ideas and practices	Management	Completed	Presented incentives during Earth Day event; including prizes for activities held during event
Provide unit training on where trash is collected, what items should be placed in separate bins	Green	Completed	Presented green procedures and training

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ITEM DESCRIPTION	RESPONSIBILE	TIMELINE	COMMENT
	Committee		during Earth Day event
Encourage staff car pools	All Staff	Completed	Provided information regarding car pool at 4/22/11 Earth Day event
Create mini-recycle centers at strategic locations at each WorkNet Center	Green Comm./Staff	Completed	Provided area for recycling of paper, batteries, plastics, cans, etc.
Use Green bulletin board to provide resource links, post newsletter, share ideas	ISD/Green Committee	7/30/2012	ISD to prepare site/Green Committee to provide content
Create Go Green section for intranet site to pass on green policies, procedures and information	ISD/Green Committee	7/30/2012	ISD to prepare site/Green Committee to provide content
Designate one runner per WorkNet Center each day to make deliveries and set the runner time for daily trips so staff can schedule their pickup/delivery needs – reduce duplication of trips (exceptions by supervisor approval only).	Supervisors	12/30/2012	Managers to advise Supervisors of procedure change; Supervisors to advise staff for implementation by 12/30/2012
Collect data on green efforts to report success and improvement areas and establish a timeline progress monitoring tool for ongoing program evaluation	Green Committee	10/30/2012	Ongoing collection of data
Prepare formal PPD for Green measures	Green Committee	7/30/2012	PPD's in process
Hold bi-annual Go Green day including educational information and incentives to follow green practices	Green Committee	4/30/2013	Present information during Earth Day event, 2013
All meeting agendas via email and on white boards only; unless mandated by regulatory requirements	All Staff	6/1/12	Managers to advise of procedure change
Use WebEx for meetings that involve staff travel	Supervisor/ISD and Staff	12/30/2012	Managers to advise Supervisors of procedure change; Train staff on WebEx
Revise outdated customer training booklets, shorten and provide	TBD	12/31/2012	Committee to research/explore idea further

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ITEM DESCRIPTION	RESPONSIBILE	TIMELINE	COMMENT
links on web (Specifically Applications, interviewing & Resume materials)			
Replace light switches with motion-sensor switches	Facilities	TBD	
Provide electronic consumer training booklets on website	TBD	TBD	
Solicit tree plantings and present them to the Board of Supervisors for donation to Parks & Rec department	Green Committee	TBD	
9-hour work days (flex schedules for Admin staff)	TBD	TBD	Committee to research/explore idea further
Timer lights to shut off based on motion sensors	TBD	TBD	Committee to research/explore idea further
Set printers to default 2-sided	TBD	TBD	Committee to research/explore idea further
Each employee unplug all electrical devices at the end of the day	All Staff	TBD	Committee researching special power strips for on/off switch making it easier to turn all on/off
Deploy green power strips	TBD	TBD	Committee to research/explore idea further
Assign power monitor for each unit to check devices unplugged daily	TBD	TBD	Committee to research/explore idea further
Provide recycle trash containers that are easy to use, such as individual trash cans under desks that have saddle bags for recycle content	TBD	TBD	Committee to research/explore idea further
Virtualization of servers	ISD	TBD	To run multiple servers on high efficiency green servers, replacing outdated non-green servers
Faronics Power Save	ISD	TBD	Evaluating feasibility
Replace old Ricoh printers with green, low cost alternatives	ISD	TBD	

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