Green Team
2014
Diamond Properties
Introducing the Green Team

We have 6 Green team members:
- Jill Ortiz - Leader - Accounting
- Jessica Beladino - Leasing
- Andrea Madera - Accounting
- James Diamond - President
- Ron Roth - Property Management/Financing
- Robert Earl - Property Management

Our green team meets every month. After every webinar we sit down and discuss best practices to implement into our office.

- We also meet to discuss large initiatives such as Earth Day & Tenant Appreciation Day events.

Earth day electronics pick up/ mug delivery

WGBC WESTCHESTER GREEN BUSINESS CHALLENGE
Green Team Communication Strategy

- At Diamond Properties we make sure that our employees are emailed about every new exciting green friendly policy that is implemented to make our office more earth friendly.

- Diamond Properties distributes a tenant newsletter quarterly which will soon be sent out via email only, since one of our current goals is to reduce paper. To keep in touch with our tenants and the public we also update the Diamond Properties Facebook page daily as well as our DP blog with our efforts and successes in going green.

- We encourage our employees and tenants by setting a positive example and showing them how easy it is to be green! Our tenants participated in our electronics recycling program on Earth Day and were given the gift of new 100% recycled mugs which are fun to use for either meals or coffee or water! In our office, DP has eliminated the use of paper coffee cups, and switched to recycled wooden utensils.
Celebration of Green Team Successes

We plan to celebrate at our annual Tenant Appreciation Day in August with a table devoted to the Green Team’s efforts! We love to show all of our tenants as well as employees how much Diamond appreciates all of their business and help in the success of our green make over!
Implementing Green Policies

EMPLOYEE HANDBOOK

- Our employee handbook now includes our Environmental Policy for all current and new employees.

- It is the Green Team’s job to update and keep the policies in order.
Reducing Energy

Diamond Properties is constantly assessing areas for energy use improvement

Positive Energy Impacts!

- Converted to automatic light sensors in offices, bathrooms and kitchen/lunchroom wherever possible
- Open office windows when the weather is pleasant
- Purchase more energy efficient appliances when replacement is necessary
- Shut off all computers at the end of the work day
- Only use space heaters if necessary on weekends when the building heat is off
- Use our newly installed e-spring water filtration system instead of using bottled water
- Plug in all electronics at our desks to a power strip
- Turn lights off when not in use
- Reduce lighting where daylight is sufficient
- Set refrigerator between 35-38 degrees
Utilize our shred it bins for paper recycling in addition to using blue bins for waste separation at our desks and in our kitchen.

Recycle all bulbs and batteries that are no longer being used properly.

Purchase a composting system for our tenant GPNY for in their industrial kitchen.

Use office tissue that is 100% recycled material & copy paper that is 30% recycled. Purchase coreless toilet paper and eco friendly paper plates.

Purchase our own green cleaning products for our cleaners to use, rather than their own products.

Recycle any electronics that we no longer use, and provide a collection program for our tenants to do so as well.

Set all printers and copiers to double sided printing.

Scan documents and email them to eliminate faxing.
We have eliminated the purchase of bottled water and installed a water filtration system in our lunch room sink.

In terms of being environmentally friendly, we will save 4,488 bottled waters or 280lbs in plastic waste per year.

Over a 5 year period of time that means our office will save 1,400lbs of plastic waste and 22,240 bottles.
Transportation

- Provide a secure location to store bicycles
- Provide employee training for smarter and more fuel-efficient vehicle operation behavior
- Have preferential spots for electric vehicles with free electric car charging station
- Pay for a taxi shuttle to train for employees who commute by train
- Provide Saw Mill Club memberships to our employees, who may shower there
- Save fuel by having property manager’s plan out their stops to each building beforehand
- Purchase hybrid fuel-efficient vans for company use
- Have a personal employee incentive program awards employee’s $500 cash if they purchase a hybrid vehicle
- Track Fleet mileage information for 2014
Toxic Reduction

- Our Diamond Properties vehicles are serviced at a station that properly and environmentally disposes any toxins.
- We also now use Environmentally friendly cleaning products and soaps that do not contain any toxins or harmful chemicals.
- We have installed 3 charging stations to encourage the use of electronic cars.
Our goal is to decrease our overall GHG by 5% each year.
Employee survey

We had 17 employees partake in our WBGC survey, all from different departments of the office. The most important green friendly task that stood out was our paper waste and recycling. We have all agreed as a company the best way to learn about new policies and procedures is through email and monthly green team meetings. We learned that most everyone really cares about being green friendly and in their own ways partake personally during their own hours in the office by lowering lights or turning them off when not needed or in use, turning off our computers or putting them to sleep when away from desk, using the blue recycling bin at their desk for paper work or paper waste instead of throwing it away.

There are a few employees that prefer to take the train to work instead of using their vehicle, they really appreciate Diamond/RDI helping by providing a transportation service to conserve the gas usage in the office. The women especially appreciate the automatic sinks in the bathrooms to avoid germ spreading! Our LED lights that are adjustable make for a more comfortable work space especially during spring and summer months. At Diamond our employees look forward to continuing the “green” friendly policies to create a better office work space.