



# TENANT SUSTAINABILITY GUIDE







## INTRODUCTION

Welcome to the IDS Tenant Sustainability Guide. Industrial facilities have a significant opportunity to lead the way in driving sustainability and reducing environmental impacts. This guide offers practical steps and resources to help tenants integrate sustainable practices into their daily operations, enhancing efficiency, lowering costs, and creating a healthier environment for all.

We encourage you to adopt the concepts outlined in this guide and join us in making a meaningful impact on a more sustainable future. The guide emphasizes strategies for improving energy, water, and waste efficiency, as well as promoting health and wellness in your workspace.



# ENERGY EFFICIENCY

Industrial operations can be energy-intensive, but there are numerous ways to reduce consumption and improve efficiency:

- **Benchmarking Participation:** Gather utility data to understand where energy and water are used. IDS benchmarks energy, water and waste data for all owned properties whenever possible. Tracking utility data identifies usage trends and can discover improvement opportunities that lead to reduced consumption and cost savings.
- **LED Lighting:** Replace outdated lighting with energy-efficient LED options. LEDs use 90% less energy than traditional bulbs and can last 15 times longer.
- **HVAC Maintenance:** Start an HVAC Preventative Maintenance Program. Ensure regular maintenance is performed according to building equipment manufacturers' recommendations and consider upgrading to energy-efficient systems.
- **Operational Efficiency:** Optimize equipment usage and reduce idle times for machinery. Implement the following suggestions:
  - » Optimize HVAC efficiency with automatic controls. Controls may include optimal start/stop, chilled and hot water resets, night setback and setup, night purge, and morning warm-up.
  - » Participate in an Energy Star Treasure Hunt to identify areas of improvement.  
[https://www.energystar.gov/industrial\\_plants/treasure\\_hunt](https://www.energystar.gov/industrial_plants/treasure_hunt)
  - » Keep exterior doors closed when running the HVAC system.
  - » Use occupancy sensors to turn off lighting. Helps reduce usage and leads to cost savings.
  - » Check seals at windows and doors. Ensure there is no loss of heated or cooled air.
  - » Purchase ENERGY STAR products and equipment.
- **Behavioral Practices:** Encourage employees to turn off lights, unplug devices, and report energy inefficiencies. Power down electronic devices when not in use.

---

## Additional Resources:

**Save Energy | ENERGY STAR**

**Benchmark Your Building | Tools & Resources | Your Business | Home - SCE**

**Financing Programs | Energy Efficiency Financing | Your Business | Home - SCE**

**On-Bill Financing | Tools & Resources | Your Business | Home - SCE**





## WATER CONSERVATION

- Create a water conservation plan.
- Inspect water-consuming systems for leaks. Report and fix leaks promptly to reduce water waste.
- Install water-efficient fixtures where possible. ENERGY STAR or WaterSense certified products can be up to 20% more efficient than conventional models.
- Install aerators on faucet heads whenever possible. Aerators reduce water usage by up to 25%.
- Turn off cooling units when not in use to save water and energy.
- Reset your water temperature settings to between 110-120 degrees Fahrenheit.
- Install water conserving irrigation and utilize native or drought-tolerant plants in tenant-managed landscaping areas.

---

### Additional Resources:

[Free Water Conservation Items | Los Angeles Department of Water and Power](#)

[Building Benchmarking | Los Angeles Department of Water and Power](#)

[Technical Assistance Program \(TAP\) | Los Angeles Department of Water and Power](#)



# WASTE MANAGEMENT

- Conduct a waste assessment.
- Track your waste and set goals to reduce landfill waste.
- Track and appropriately dispose of hazardous waste.
- Use the building's recycling and composting programs if available.
- Minimize single-use plastics in daily operations.
- Collaborate on recycling or donation events including electronics, batteries, light bulbs and appliances.
- Adopt a paperless policy.
- Purchase products that are reusable (e.g., toner cartridges), have recycled content (e.g., paper) and/or use or are shipped with reduced packaging.

---

## **Additional Resources:**

[\*\*Reducing and Reusing Basics | US EPA\*\*](#)

[\*\*Reducing Waste: What You Can Do | US EPA\*\*](#)

[\*\*Frequent Questions on Recycling | US EPA\*\*](#)

[\*\*Recycling Basics and Benefits | US EPA\*\*](#)

[\*\*How Do I Recycle Common Recyclables | US EPA\*\*](#)

[\*\*Electronics Donation and Recycling | US EPA\*\*](#)

[\*\*Used Household Batteries | US EPA\*\*](#)



## HEALTH & WELL-BEING

- Maintain indoor air quality by using appropriate ventilation, low-VOC materials during renovations or fit-outs, and such.
- Conduct a needs assessment, set goals, act and review progress towards improved health and wellness goals for employees, including physical, mental and social health & well-being.
- Implement policies and actions to improve employee safety.
- Evaluate natural disaster risks. Create emergency preparedness and business continuity plans and practice through drills.
- Implement a green cleaning policy to reduce the usage of dangerous chemicals. Prioritize products such as EcoLogo, Green Seal, GreenGuard, which are certified by third parties for low chemical emissions and help reduce air pollution indoors.
- Implement an integrated pest management plan to reduce the use of harmful pest control chemicals, which benefits both your employees' health and the environment.
- Create a smoking policy prohibiting smoking within close proximity to building entrances and air intake areas to improve the air quality for employees
- Check indoor building systems to identify air quality issues. Performing regular building system checks can identify air quality issues before they become problematic.
- Where possible use materials that are biodegradable, nontoxic, low carbon and free of volatile organic compound (VOC) emissions.
- Prioritize using products labeled as "low-hazard" or "safer" by an ISO 14024-compliant Ecolabel or by a government-recognized third-party certification body.

---

### Additional Resources:

#### Indoor Air Quality in Offices and Other Large Buildings | US EPA

<https://www.epa.gov/ipm/introduction-integrated-pest-management>

<https://www.osha.gov/safety-management>

[https://www.oshaonlinecenter.com/articles/workplace-safety-games?srsId=AfmBOooo\\_9gAx7JU3x9zrl-zqFSJKqpXjrdl3Rp-NXZcFdBRAYMvd57v](https://www.oshaonlinecenter.com/articles/workplace-safety-games?srsId=AfmBOooo_9gAx7JU3x9zrl-zqFSJKqpXjrdl3Rp-NXZcFdBRAYMvd57v)

<https://www.oshaonlinecenter.com/articles/categories/health-safety>

<https://www.osha.gov/workplace-stress>

<https://hazards.fema.gov/nri/map>

<https://www.ready.gov/business>

<https://www.sba.gov/business-guide/manage-your-business/prepare-emergencies>