STANFORD REDWOOD CITY CAMPUS

Building Occupant Sustainability Guide

Prepared by:

Department of Sustainability and Energy Management

This campus was purposefully designed and constructed with sustainability and the occupant in mind. This guide will help the occupant utilize the space as originally intended to promote optimal comfort zones and system efficiencies.

Table of Contents

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Energy

1. Clean Energy Supply

    a. This building's heating and cooling is delivered by Stanford's energy system (SESI) which will rely on 100 percent clean, renewable energy by 2021 to meet Stanford's target of becoming 80 percent carbon free by 2025.

2. Thermostat Instructions and Overrides

    a. The thermostats in the SRWC buildings are centrally controlled and run on a set schedule. The display shows the default setpoint, which is set for 72 degrees.

    b. Heating and cooling schedules in your building were set by space type and occupancy using a combination of departmental information and surveys. Please contact your building or floor manager to find out the exact schedule for your space and make changes if needed.

    c. Your building's heating and cooling control system has been designed to keep your spaces comfortable while occupied and conserve energy while unoccupied. We ask that you keep energy conservation in mind as you adjust the temperature. To save energy, raise the temperature setting in the summer and lower the setting in the winter.

Temperature Display

The display shows the current room temperature.

Temperature Adjustments

1. Press the middle **MENU** button to view the current temperature setting. The default temperature setting is 72 degrees, which allows the room temperature to drift between 70 and 74 degrees before the fan turns on to heat or cool the room. A two degree reduction, for example, will allow the room temperature to drift between 68 and 72.

2. Press the **UP** or **DOWN** arrows to raise or lower the temperature setting, up to two degrees in either direction. This change will remain in place until readjusted.

3. Comfort Adjustments/Scheduling

    a. Submitting a Work Order
        i. If the default temperature or lighting levels are affecting your work performance, please contact your building manager and/or submit a work order to adjust the settings around your workspace. The link to submit a work order is: https://redwoodcity.stanford.edu/campus-resources/facilities-operations

    b. Weekend and Holiday Schedules
        i. This building runs on a modified schedule on weekends and holidays.
        ii. During three-day weekends and winter closure, barring any exceptions, heating and cooling will be turned off. Please let your building manager know if you will need specific accommodations during holiday and closure events.

4. Lighting System and Controls

    a. The lighting system in the Redwood City buildings is comprised of highly efficient LED fixtures and occupancy sensors. The lights will automatically turn on to a programmed brightness level when you enter any space.
    b. The daylight sensors monitor the level of sunlight coming into the space and adjust lighting levels accordingly. During afternoon periods marked with ample sunlight, the fixtures will dim, usually unnoticeably to the eye. When sunlight begins to wane, the fixtures will produce more light to make up the difference.
    c. In office rooms, lights will turn off after 45 minutes without detected activity.
    d. In open office areas, lights will turn off after 20 minutes without detected activity. Switches control several banks of lights, so if adjustments are necessary, building management should be contacted.
    e. In conference rooms, lights will turn off after 10 minutes without detected activity.

Increase brightness by 10%

Decrease brightness by 10%

Programmed presentation mode

Return to auto-programmed light levels

5. Controlled Outlets and Plug Loads

a. The outlets labeled "controlled" are connected to the building management system and power on when the ceiling occupancy sensors detect movement. When the space falls unoccupied for a period of 20 minutes, the outlet power is cut to reduce energy waste.

b. Recommended devices to plug into controlled outlets include printers, desk lamps, and monitors. A device that needs to be powered 24/7, like a desk phone that needs to record messages, should not be plugged into the controlled receptacle.

c. A 2015 Stanford study showed that plug loads comprise 34% of Stanford's total electricity use and cost approximately $9 million per year to operate. As you relocate to your new space, we ask that you consider eliminating any non-essential personal devices from your workspace, such as personal printers, desk lamps, space heaters, fans, and mini fridges. Please give any items you no longer wish to use to Surplus Property.

6. Central Printers
    a. Shared networked printers are located throughout the campus and utilize Cardinal Print services controlled by your Stanford ID card. For more detailed information, please visit https://uit.stanford.edu/cardinal-print-program or contact University IT.
    b. For information about sleep settings or installing an equipment timer on your printer, please visit the Printer Efficiency How-To Guide or contact adisanto@stanford.edu
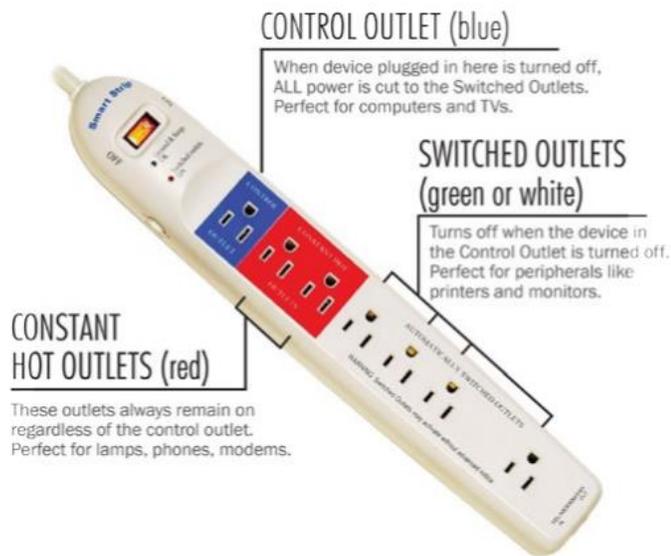
7. Mechanical Shades
    a. The Redwood City buildings have automated window shades that track the position of the sun and adjust automatically to reduce glare. They are motor-controlled and have 5 possible positions in 25% increments, with 0% being completely open and 100% being completely closed.
    b. All of the shades are fully closed at 9:30 PM, and the automatic schedule kicks on at 6:00 AM.
    c. If you would like to request a specific schedule for these shades, please use this link to file a facilities work request.

d. If your space is too bright and you would like a green leaf shade, please contact your floor manager.

8. Available Installations and Trainings

a. The Office of Sustainability can provide several equipment upgrades to make your workspace more efficient (at no additional cost to your department):

CONTROL OUTLET (blue)
When device plugged in here is turned off, ALL power is cut to the Switched Outlets. Perfect for computers and TVs.

SWITCHED OUTLETS (green or white)
Turns off when the device in the Control Outlet is turned off. Perfect for peripherals like printers and monitors.

CONSTANT HOT OUTLETS (red)
These outlets always remain on regardless of the control outlet. Perfect for lamps, phones, modems.

i. Smart Strips – smart energy strips save energy by turning off your peripheral devices when they are not in use. Watch the linked animation for additional details: Smart Strip Animation

ii. Equipment Timers – these timers conserve electricity by scheduling your devices to only turn on during your customized and specific working hours.

b. OOS can also provide personal office trainings to educate occupants about energy conservation and best waste practices in their new space.

Waste

1. Serviced Bins and Sorting Streams
   a. The recycling, composting and landfill bins are in the kitchen areas. The Redwood City campus operates on a single-stream system, meaning paper, plastic, metal, and glass can all be placed in one bin to be sorted offsite later.
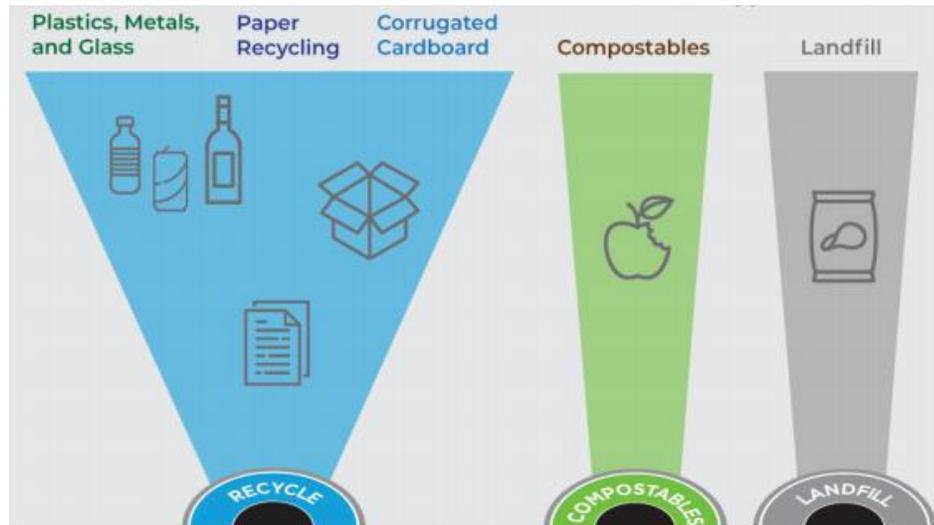
   b. There are small trash bins on each desk that you are responsible for emptying into central landfill bins.

   c. Bin Types
      i. Recycle – Paper, Plastic, Metal, Glass
      ii. Compost
      iii. Bathroom composting is available for paper towel waste
      iv. Landfill
      v. Corrugated Cardboard can be placed near the printers in the central copy rooms for pick-up

   d. Sorting Guidelines – It is very important that you take time to sort the waste that you have generated into the appropriate bins in your building. It is urgent that we reduce the contamination in each bin as they are not further sorted until they get to the recycling, compost of landfill facility. Too many wrong items in the recycling and compost bins can cause the load to be rejected at the recycling or compost facility or Stanford could receive a fine. If there are too many recyclable or compostable in the landfill bin, Stanford could also be fined. The guidelines below can assist you in your sorting habits. If you have questions about where an item should go, contact Julie Muir, Zero Waste Manager at juliemuir@stanford.edu.

PLASTICS, METALS & GLASS
rinse if possible + separate caps and lids

All Rigid Plastic Containers

Metal Cans, Foil & Scraps

Glass Bottles & Jars Only

EXTRA CREDIT
Milk & Juice Cartons

NO Styrofoam or Plastic Bags

NO Plastic Utensils

NO Other Types of Glass

PAPER RECYCLING
keep them clean and dry

All Paper That Tears

Cardboard Packaging

EXTRA CREDIT
Plastic Bags & Bubble Wraps*
*Unique to Stanford

NO Contact with Food or Liquid

NO Corrugated Cardboard
*These belong in their own bin

NO Napkins, Facial Tissue or Toilet Paper

CORRUGATED CARDBOARD
please empty and flatten

Corrugated Cardboard

Flatten if Possible

Packaging Tape OK

NO Contact with Food or Liquid

NO Styrofoam

NO Packaging FIller Material

COMPOSTABLES
food, soiled paper, and yard trimmings

All Food

Paper Towels, Napkins & Soiled Paper
*Including Pizza & Donut Boxes

Compostable Plastics

EXTRA CREDIT
Plants, Leaves & Wood

NO Human or Animal Waste

NO Bathroom or Facial Tissue

NO Gloves

LANDFILL ONLY
if all else fails

Styrofoam

Human or Animal Waste
*Including Bathroom & Facial Tissue

Ceramics or Non-Recyclable Glass

Non-Recyclable Packaging

NO Recyclable Materials

NO Yard Trimmings or Compostable Materials

NO Electronics, Lightbulbs, or Batteries

SUSTAINABLE STANFORD

e. Waste Audits/Trainings – The Office of Sustainability offers waste sorting trainings and audits for teams and departments. The audit and training take one hour and can be done on Zoom or in-person (as allowed). The trainings are Be Well Berry credit and My Cardinal Green point eligible. Contact Julie Muir, Zero Waste Manager at juliemuir@stanford.edu to schedule. In addition, you can do individual training via STARS https://sustainable.stanford.edu/trainings.

f. Other waste recommendations:
   i. Reusables: It is highly recommended that you bring your own reusables coffee mug, water bottle and utensils to campus to reduce single use products and plastics. Wash and store your reusables in your own space or take home with you each day.
   ii. Check to see if the nearby café offers reusable discounts.
   iii. Food Donation: Food waste and food insecurity are very concerning issues. Check to see if you have a building list where you can post when you have left over food from a meeting or event or fruit and veggies you brought from home. If you have a large amount of food left over from an event, consider contacting Stanford Food Recovery for a pickup.
   iv. Cardinal Green Events - having an event at your building? Consider making it as sustainable as possible. Check out the ideas or sign up for a training at https://sustainable.stanford.edu/events. Submit a work order to order recycling, compost, and landfill bins for the event here.

2. Electronic Waste
For battery recycling locations, check the central printing rooms or contact your floor manager.

Water

1. Water Bottle Re-fill Stations
   a. There are water bottle re-fill stations on every floor near the elevators. Please be mindful of overfilling your water and be responsible for cleaning up spills.

2. Low-Flow Aerators
   a. The bathroom and kitchen sinks are equipped with 0.5 gallon per minute (gpm) and 1.0 gpm aerators, respectively, designed to conserve water while maintaining adequate water pressure for hand and dishwashing. The sinks are also controlled by motion sensors to further reduce water waste.

3. Dual-Flush Toilets/Recycled Water
   a. The toilets in the building utilize recycled water and further conserve resources by using less water to flush liquid waste as compared to solid waste. This water is not safe for consumption.

4. Equipment Schedules
   a. The Office of Sustainability encourages occupants to develop set schedules for running dishwashers, autoclaves, and other water-intensive equipment. Please try to avoid running these pieces of equipment when less than 50% full.