



560 FREMONT

Building Occupant Sustainability Guide

TABLE OF CONTENTS

Energy

- Clean Energy Supply
- Thermostat Instructions and Overrides
- Comfort Adjustments/Scheduling
- Lighting System and Controls
- Controlled Outlets and Plug Loads

Waste

- Reduce and Reuse Whenever Possible
- Waste Stations
- Sorting Guidelines
- Waste Trainings/Waste Audits
- Other Waste

Water

- Water Bottle Re-fill Stations
- Low-Flow Aerators
- Irrigation System

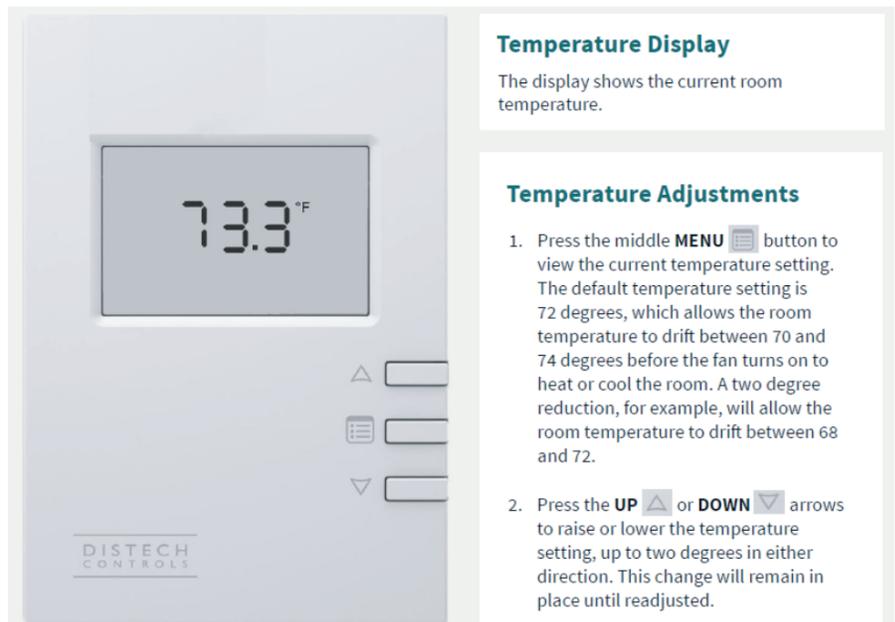
ENERGY

Clean Energy Supply

- This building's heating and cooling is delivered by Stanford's energy system (SESI) which relies on renewable electricity.

Thermostat Instructions and Overrides

- The thermostats in 560 Fremont are centrally controlled and run on a set schedule. The display shows the default setpoint, which is set for **72 degrees**.
- 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.**
- 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.**



Comfort Adjustments/Scheduling

- **Submitting a Work Order**

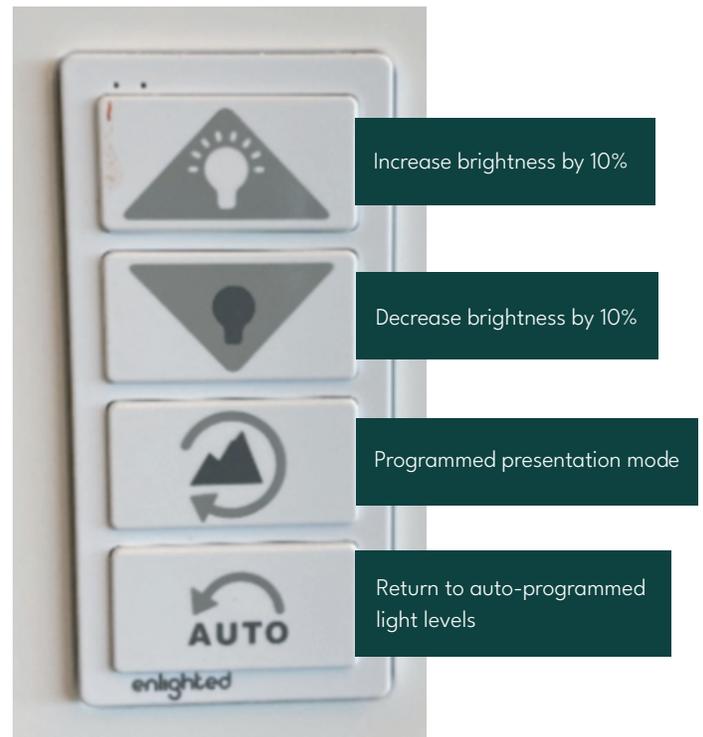
- If the default temperature or lighting levels are affecting your work performance, please contact your building manager and/or submit a work order to adjust the settings around your workspace.

- **Weekend and Holiday Schedules**

- This building runs on a modified schedule on weekends and holidays.
- 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.**

Lighting System and Controls

- The lighting system in the 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.**
- 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.



- **In office rooms, lights will turn off after 45 minutes** without detected activity.
- **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.
- **In conference rooms, lights will turn off after 10 minutes** without detected activity.

Controlled Outlets and Plug Loads

- 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.
- **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.
- 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

WASTE

Stanford's waste impact goes beyond our campus borders. Our purchases, habits, and policies all impact what waste we generate. Emissions from extraction, production, and transportation are inherently created from our consumption habits and have real impacts on people and the climate. In light of this, Stanford is on the path to building a wasteless community, and has set a goal of reaching zero waste by 2030. We all play a part in Stanford waste generation, and by making intentional efforts to reduce, reuse, recycle, and compost we can reach zero waste.

Reduce and Reuse Whenever Possible

- **Purchasing:** The best way to reduce waste is to purchase wisely. Each member of the Stanford community can make purchasing choices that reduce environmental and social impacts. Before making a purchase ask yourself if the item is necessary, will it be reused consistently, and could you purchase the item second hand or made from recycled materials.
- **Reusables:** It is highly recommended that you bring your own reusables coffee mug, water bottle and utensils to campus to reduce single use products. Wash and store your reusables in your own space or take home with you each day. Check to see if the nearby café offers reusable discounts.
- **Food Donation:** Whenever you have leftover food from an event be sure to post a message in the LBRE slack channel to help prevent food from going to waste. If you have a large amount of food left over from an event, consider contacting Stanford Food Recovery for a pickup.



Waste Stations

- There are centralized waste stations located in office spaces of 560 Fremont for recycling and landfill waste.
- If you have food waste, food-soiled paper, paper towels, napkins or items that have the word “compostable” on them, **please place these in the compost bins in the kitchen.**

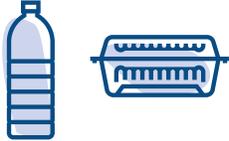


Sorting Guidelines

- It is important that you take time to sort your waste into the appropriate bins in your building. The guidelines below can assist you in your sorting habits. If you have questions about where an item should go, fill out this [form](#).

what goes where

Plastic Containers



Glass



Metal + Aluminum



Paper



Cardboard

Flatten + place next to recycling bin



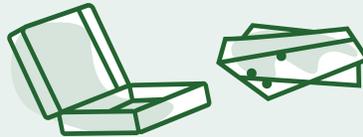
recycle

Should be empty of food and liquid

Food



Food-Soiled Paper



Paper Towels + Napkins



Foodware



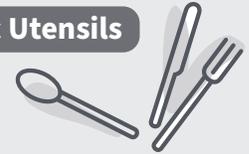
If it says "compostable"

compost

Snack Packaging



Plastic Utensils



Plastic-Lined



Styrofoam



Gloves



landfill



Waste Training/Waste Audits

- The Office of Sustainability offers waste sorting training and audits for teams and departments. The audit and training takes no more than one hour and can be done on Zoom or in-person (as allowed). Contact **Angela Vincent, Zero Waste Outreach & Communication Manager**, at angelarv@stanford.edu to schedule. In addition, you can do individual training via [STARS](#).

Other Waste

- Electronic waste, or e waste, is any item that contains a battery or a cord and cannot be reused or repaired. Items such as circuit boards, broken smart appliances, cords, printer cartridges, and CDs all belong in the e waste bin. **For e-waste recycling locations, check the central printing rooms or contact the building manager.**
- For large volumes of e-waste and disposal of larger components (i.e. computers, monitors, printers, etc.), you are required to coordinate disposal through your **Department Property Administrator**.
- For battery recycling locations, check the central printing rooms or contact the building manager.
- Consider giving working items to **Surplus Property** rather than putting them in the landfill. Check out <http://reuse.stanford.edu> for more information.
- If you have questions about unique waste streams in your space, please contact us using this [form](#). Waste Operations is available to help determine which bin to put each type of waste in or develop other solutions for waste.

WATER

Water Bottle Re-fill Stations

- There are water bottle re-fill stations on **every floor**. Please be mindful of overfilling your water and be responsible for cleaning up spills.

Low-Flow Aerators

- The bathroom sinks are equipped with 0.5 gallon per minute (gpm) aerators and the kitchen sinks are fitted with 1.5 gpm aerators, designed to conserve water while maintaining adequate water pressure for hand and dishwashing. The bathroom sinks are also controlled by motion sensors to further reduce water waste.

Irrigation System

- The water for the irrigation system is sourced from the non-potable lake water system. Creeks, stormwater capture, and groundwater supply the non-potable water to preserve the high-quality potable water for domestic, research, academic, and academic support facility use.