



Hawai'i Green Business
Sixth Annual Recognition Program
April 19th, 2010

TOPA Management at TOPA Financial Center



In participation with the Hawai'i Clean Energy Initiative's *Lead By Example* initiative for energy and resource conservation, **TOPA Management Company at TOPA Financial Center** has implemented the following green policies and procedures for their staff and facility:

Policies

- All equipment is to be turned off when not in use
- Recycling policy for every employee
- Employees are encouraged to use permanent ware and bring their own containers and utensils for the kitchen

Energy Conservation

- Replacement of inefficient appliances and bulbs
- Weatherization of windows in conditioned areas
- Insulation of all hot water pipes, hot water heaters and storage tanks
- Plan to install an Energy Management System (EMS) for central air conditioning systems
- Installation of optical reflectors or diffusers to increase lighting efficiency and reduce the number of fixtures, as well as occupancy sensors and light timers

Environmentally Preferable Purchasing and Resource Use

- Select service providers that promote waste reduction and "Green" business
- Use of procurement policy to order equipment with energy-saving features (Energy Star)
- Use of recycled trash liners, and office supplies
- Preferential purchasing of products that are minimally-packaged and/or have easily recycled packaging
- Purchase paper from companies committed to environmental stewardship
- Purchase and use of non-aerosol cleaners

Recycling

- Each employee has been furnished with TWO trash receptacles at their desk – one explicitly for paper recycling
- All furniture, supplies, electronics, and scrap materials are to be donated or exchanged

Waste Reduction

- Protocols to be removed from junk mail lists, and reduce duplicates in mailing lists
- Re-use of wood pallets and carpeting