



## Green Building Store – Environment Policy

Green Building Store exists to promote sustainable and environment conscious alternatives to conventional building products. Sustainability is at the heart of what we do, however we recognise that our operations will inevitably have an impact on the local, regional and global environment.

To address this, Green Building Store seeks to continually improve its environmental performance by preventing pollution, increasing energy efficiency and minimising waste. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

In particular, Green Building Store aims to:

### ***Product sustainability***

- Carefully consider the environmental impacts of its product range at all stages of their lifecycle from manufacture to disposal.
- Offer products which demonstrate clear advantages in reduced environmental impact and increased sustainability and which minimise or eliminate potentially harmful effects on human inhabitants of buildings.

### ***Environmental information***

- Offer clear and informed advice to our customers on the environmental impact of all of the company's product range.
- Make no unsubstantiated claims for environmental qualities or sustainability. Ensure that, as far as possible, all environmental information disseminated by the company is in line with the current state of knowledge.

### ***Environmental impact***

- Undertake all activities with the intention of reducing the company's environmental impact as far as possible.
- Conserve energy in our office and manufacturing units and source electricity from renewable sources, where possible.
- Save water in all our operations, through installation of water-saving devices and other measures, where applicable.
- Endeavour to minimise waste in all our operations, by prevention of unnecessary waste, reuse of materials and recycling.
- Minimise the impact of transporting products and materials by exploring alternative technological and logistical options available, eg alternative fuels.
- Assess and monitor the environmental impact of suppliers and work with them to improve their environmental performance.

### ***Environmental policy***

- Ensure that all employees are kept informed of the company's environment policy and of the environmental implications of their actions within the workplace. The company's environmental aims and objectives are also communicated to Green Building Store's customers, partners and suppliers.
- Green Building Store will review its environmental performance and compliance with all applicable laws and regulations annually and will set environmental targets and goals for the coming year. The Environmental Performance Review will be carried out in December of each year, with the next review taking place in December 2008.

# Green Building Store – Environmental Performance Report 2007

*January – December 2007*

## **Main activities**

Manufacture of Ecoplus System windows, doors and solar spaces

Nationwide supply of a range of sustainable building products via an on-line/ mail-order delivery service

## **Number of sites and locations:**

Office and four industrial units in Heath House Mill, Bolster Moor (leased from private landlords P Elliot & P Clark), West Yorkshire. (NB The fact that these are leased puts some limitations on Green Building Store's control over unit infrastructure, electricity supply etc.)

Ownership: Green Building Store is wholly owned by Environmental Construction Products Ltd, Heath House Mill, Heath House Lane, Golcar, Huddersfield HD7 4JW.

Contact name: Chayley Collis, Environment Policy Coordinator

Tel: 01484 463333 Email: [chayley@greenbuildingstore.co.uk](mailto:chayley@greenbuildingstore.co.uk)

## **1) Energy**

- The new office at Heath House Mill in Bolster Moor has been refurbished to a high energy-efficient specification, working in collaboration with the landlord. Energy-saving features include: Green Building Store's Ecoclad System thermally efficient double-glazed windows and doors (U value 1.6 W/m<sup>2</sup>K); Thermafleece sheeps' wool insulation in the loft space; and energy-efficient gas condensing boiler.
- As part of former mill complex, the window production unit (Unit 6) is poorly insulated – contributing to higher gas costs. Green Building Store is in the process of putting secondary glazing over the Mill windows (covering windows with polythene on frames) – in response to an employee-led initiative to develop a solution to the problem.
- Electricity use has risen in the new office compared with the old Meltham office. This rise is despite efforts (stickers/ posters etc) to ensure equipment isn't left on standby over night.  
The main reason for this increase has been:
  - Increase in number of staff/ floor space at the new office
  - Remote access use of computers overnight and at weekends – which requires leaving computers on for individuals to access. The IT Department is due to resolve this problem by allowing Remote Access users to be able to retrieve information and files via the Main Server only.

- Computer monitors in the office now automatically 'power down' if not in use (after 5 minutes inactivity) thanks to an IT Department initiative.
- GBS has now purchased a Smart Meter with which various appliances and fittings around the office have been tested to see which uses most energy. As a result, office lighting has been pinpointed as needing improvement as was using by far the greatest amount of energy.
- Information gathering on electricity/ gas usage has improved in 2007 with consistent readings allowing us to monitor annual consumption figures.

Previous readings (Meltham Office):

<i>Office</i>	2005-6	2004-5	2003-4	2002-3
Units: kWh	8657	6837 (est)	6837(est)	5351
Net cost:	£934.09	£499.09	£470.77	£368.46

<i>Manufacturing Units</i>	2004-5	2003-4	2002-3
Units:			11398 kWh
Net cost:			£718.07

### **Heath House Mill**

<i>Office:</i>	2007	% (+/-)
Electricity (kWh)	10,485	+17.5%
Net Cost	£1187	

Gas (m3)	1619
Gas (kWh)	17906
Net cost	£777

<i>Window production unit (Unit 6):</i>	2007
Electricity (kWh)	5197
Net cost	£588

Gas (m3)	3359
Gas (kWh)	37150
Net cost	£1612

<i>Paint store(Unit 4):</i>	2007
Electricity (kWh)	806
Net cost	£90

Gas (m3)	88
Gas (kWh)	973
Net cost	£42

## Energy benchmarks

Office (Floor space = 150m<sup>2</sup>)  
Total energy consumption 189 kWh/m<sup>2</sup>/p.a.

Electricity consumption 70 kWh/m<sup>2</sup>/p.a.  
**Action Energy Good Practice Benchmark : 86 kWh/m<sup>2</sup>/p.a**  
**Action Energy Typical Benchmark : 128 kWh/m<sup>2</sup>/p.a**

Gas consumption 119 kWh/m<sup>2</sup>/p.a.  
**Action Energy Good Practice Benchmark : 99 kWh/m<sup>2</sup>/p.a**  
**Action Energy Typical Benchmark : 188 kWh/m<sup>2</sup>/p.a**

Manufacturing unit (Floor space = approx 580m<sup>2</sup>)  
Total energy consumption 73 kWh/m<sup>2</sup>/p.a.

### Assumptions

Gas 1m<sup>3</sup> = 11.06 kWh  
Electricity cost per kWh = 11.33p  
Gas cost per kWh = 4.34p

*Source: ACTION Energy On-Line Benchmarking System for Office Systems*

## 2) Water

- The ES4 4.5 litre WC and Ifo Sign Universal dual flush WC have been installed at the Green Building Store office washrooms.
- Water-efficient taps are fitted throughout the office – in bathrooms and kitchen.
- A 6 litre per minute Aqualogic showerhead has been installed in staff shower room.
- Unfortunately, there are no water meters available to monitor water usage at the Heath House Mill site.

## 3) Waste

- Waste from the manufacturing unit is collected in skips from Kirklees Council. Kirklees Council is a Registered Waste Broker with the Environment Agency (Licence Number: YRI/445865 ). Registration was checked on the Environment Agency Public Register ([www2.environment-agency.gov.uk/epr/](http://www2.environment-agency.gov.uk/epr/)) as at 14/01/06.

- Cardboard and glossy paper waste is now recycled through Why Waste? Waste exchange recycling and reuse scheme, in response to an employee-led initiative to develop a solution to the problem. Waste is collected every three months.
- Office paper is reused as fax/scrap paper (if only printed on one side) and then recycled using a Kirklees paper recycling collection service.
- Currently glazing unit waste at manufacturing unit is not recycled.
- Redundant functioning computer equipment is recycled with Computer Aid International [www.computer-aid.org](http://www.computer-aid.org)
- Systems are in place to recycle mobile phones. Environmental Mobile Control Ltd Tel: 01283 516259 [www.emc-recycle.com](http://www.emc-recycle.com).
- Waste electronics waste is currently being stockpiled on site and, when we have enough to send, sent to: RID UK (Sheffield) [www.weee-recycler.co.uk](http://www.weee-recycler.co.uk), Tel: 0114 244 8050

#### **4) Transport**

- Green Building Store has 5 vans for joint use between Green Building Store and Green Building Company. These are all currently diesel-powered.
- The company encourages the use of bicycles on company business and offers a bicycle mileage allowance of 20 pence per mile.
- Green Building Store has recently joined the West Yorkshire Travel Plan Network (WYTPN). The Network will enable us to assess travel options to our site – including public transport, car sharing, cycling etc. By joining the Network, Green Building Store has made a commitment to undertaking an annual survey of employees' travel patterns. The 2007 Travel survey revealed: 17% of GBS staff cycle to work (compared with average figure of 2% for Kirklees); 28% of GBS staff car share (compared with average figure of 9% for Kirklees); 44% of GBS staff drive alone (compared with average figure of 63% for Kirklees).
- The Heath House Mill office has adequate storage space for undercover bicycle storage and a shower to encourage employees to cycle to work.

## 5) Procurement

- The company has a policy of using 100 % recycled paper for all stationery requirements, including envelopes and promotional materials.
- The use of PVC is avoided in all marketing materials (eg laminated boards or signage) with polypropylene or recycled cardboard being used as a preferred alternative.
- Marketing materials are all printed at Seacourt – a specialist printing firm which uses a waterless printing system and vegetable inks. 100% recycled paper is used as standard.
- The company strives to ensure that all tea and coffee purchased for the office is fair trade and/or organic.
- Staff uniform –staff t-shirts are organic cotton and fairtrade [www.okarma.org](http://www.okarma.org)

## 6) Suppliers

- Green Building Store has a wide range of UK and European partners/ suppliers. Many of these are small-medium sized manufacturers of environmentally-sensitive building products.
- Before entering into a significant relationship with a new supplier, Green Building Store makes efforts to research the company's environmental performance and practices. It does this using a variety of sources, including information databases such as Corporate Critic (from Ethical Consumer Research Association).

### Performance against 2007 targets

- 1) **Recycle 100% electrical equipment (as per WEEE directive) –N/A**  
*We haven't yet produced enough to send off – however we have found a good WEEE Recycler to use when needed*
- 2) **Undertake thorough monitoring of electricity/gas/water usage in new Heath House Mill office and unit with the aim of making benchmark comparisons and setting targets for reduction in 2008. – YES**  
*However, it has not been possible to monitor water usage as no water meters in evidence.*
- 3) **Undertake annual staff transport snapshot survey - YES**

# Environment strategy 2008

This section covers new initiatives/ measures being taken for 2008.

## ENERGY

### **Reduce energy consumption of 'Remote Access' computer users**

IT Department needs to implement new system to minimise the need for computers to be left on overnight.

### **Research energy efficiency measures for the office**

Explore ways in which office lighting can be made more energy efficient and also look at ways office thermal efficiency can be improved with a view to implementing changes in 2008.

### **Install secondary glazing to Unit 6**

Make efforts to reduce energy consumption in window manufacturing unit

## WASTE

### **Participate in Why Waste? – Waste Exchange scheme**

Publicise waste glazing/ sanitaryware as and when they become available.

### **Envirowise – waste reduction advice**

Organise a free Envirowise visit to help GBS develop a waste reduction policy.

## TRANSPORT

### **Continued membership of West Yorkshire Travel Plan Network**

To undertake an annual staff travel snapshot survey and to take other employee transport planning measures in response. To create a noticeboard promoting public transport options to staff. Participate in WYTPN schemes (eg promotion of car-sharing in February).

### **Evaluate fuel efficiency/ emissions of all new vehicles purchased**

Make comparison of fuel consumption and CO2 emissions when purchasing a light vehicle, if information available. Independent data on fuel efficiency and CO2 emissions is not currently available for vans– so we would need to rely on manufacturers' information to make comparisons.

## GENERAL

### **Appoint Environment Rep from Manufacturing Unit**

To work with Environment Policy Coordinator to improve communication between office and unit and to further improve GBS's environmental performance.

### **Develop questionnaire for new suppliers**

Covering environment policy, health and safety and worker relations. To be sent to major new suppliers before we begin to work with them.

## Targets 2008

- 1) Implement energy efficiency measures to:
  - a) Cut office electricity use by 2%
  - b) Complete installation of secondary glazing in Manufacturing Unit
- 2) Develop supplier questionnaire and start using by September 2008
- 3) Publicise at least 3 items on Why Waste? waste exchange forum