
GREEN OFFICE FAQs

As Hines launches the GREEN OFFICE Tenant Guide, a list of anticipated questions with answers has been prepared to assist you with this initiative.

1. Is every Hines tenant required to complete and submit the GREEN OFFICE Guide?

The GREEN OFFICE Tenant Guide initiative is voluntary. Hines is hopeful that each tenant office will "walk the walk" when it comes to sustainability and set an example for employees and your fellow tenants.

2. What are the primary benefits of participating in the GREEN OFFICE Initiative in our office?

- Demonstrate leadership in sustainability and efficient operations
- Create a competitive advantage for business
- Set sustainable goals and then measure improved performance
- Motivate, educate and engage employees
- A sustainable office is a great recruiting tool

3. What award or recognition will a GREEN OFFICE receive upon successfully achieving 70 or more Leaf Credits?

Tenant offices submitting a successfully completed Tenant Guide as specified in the introduction will receive a distinctive award to display in your office.



4. What tenant offices may participate in the GREEN OFFICE Initiative?

GREEN OFFICE is open to occupied tenant offices anywhere in the world that are owned or managed by Hines.

6. If an existing tenant space is already using the specified item or product (no changes are necessary), is the tenant office allowed to count the Leaf Credits for that Green Opportunity?

Yes, Leaf Credits are awarded if the item is achieved at the time the scorecard is completed.

6. What are Life Cycle Savings?

This is an indication that implementation of a Green Opportunity will return a financial benefit as well as a sustainable benefit to your office.

Example: If you can substantiate an operating cost savings, whether lower paper costs or lower printing costs, this can be used as support for a Life Cycle Savings.

7. When submitting a completed GREEN OFFICE Tenant Guide do I need to submit other supporting documentation?

No, but your office is encouraged to maintain supporting documentation prior to and after your transition to Green Opportunities as this may assist in LEED CI or other application/certification processes.

8. Is it necessary to re-apply as a GREEN OFFICE on an annual basis or some other frequency?

No. Once an office has been designated a Green Office it is Hines' hope that your office and employees would maintain or exceed your sustainable operations.

9. If Interested In applying GREEN OFFICE efforts toward LEED Commercial Interiors (CI), where can I find more information?

Information is available at www.usgbc.org/leed/ci/.

10. Who will oversee my office's GREEN OFFICE efforts?

Each tenant office is encouraged to establish a sustainability advocate or team leader within your office's green team to encourage and provide leadership in achieving the designation as a GREEN OFFICE.

11. What Impact do Items such as organizing office employees to participate in a sustainability-focused community project once a year have on an office?

Community projects provide educational and awareness opportunities for the offices as well as community involvement. The impact of each office's sustainability reaches much further than a single office or property.

12. In the "Reduce, Re-use and Recycle" category, Items A, B & C, why are there three opportunities for the same product?

Item C is the greener option; however it is 1 of 3 options as not all offices will be able to transition on the first attempt due to costs, resources, property-specific ownership approval or local availability.

13. If an office is actively participating in an existing recycling program and recycling 60% of office waste (Reduce, Re-use and Recycle category), is it also able to pick up the 2 Leaf Credits as well as the 1 Leaf Credit for surpassing the 25% goal?

No. The office achieving 50% participation would receive 2 Leaf Credits as credits are awarded for the achievement at the time that the GREEN OFFICE Guide is completed. It is a snapshot at that given moment.

14. May a non-USA tenant office use BREEAM in lieu of LEED?

Yes, non-USA tenant offices may substitute any country-specific program credits such as those from BREEAM in the UK instead of LEED. LEED is prevalent in the U.S. and appears to be gaining a foothold in Spain, Italy and the Middle East, but it is not a requirement for the GREEN OFFICE initiative.

15. May a tenant office space receive "Leaf Credits" for "Green Opportunities" already taken?

Yes, "Leaf Credits" achieved are a snapshot of what your office has accomplished at the time you complete the Tenant Guide.

16. How many "Leaf Credits" are required to qualify as a GREEN OFFICE?

70 "Leaf Credits" or more.

17. Is any action required by my office in the "Upfront Costs" or "Life Cycle Savings" columns before submitting the Tenant Guide?

No. Both columns are included to indicate general conditions you may expect when pursuing a given "Green Opportunity".

Please contact your Hines Property Management representative with any other questions you may have regarding GREEN OFFICE.