

***Alpine Bank* Site Visit**
10 /16/2008

Property Manager: Self	Employees:
Impervious sq. ft: 20 parking spots	Full Time: 27
Utility: Aspen Electric	Part Time: 2

Items in green represent points awarded towards certification

Items in red represent points that were checked on the application, but were not awarded.

Items in blue are suggested areas of improvement

Total Points: 45

Lighting

2 of 2 - Replace incandescent exit signs with CFL or LED (Light Emitting Diodes) exit signs.
replaced/ % of total: 100%
Comments/Suggestions: All exit signs are replaced

1 of 3 - Replace appropriate light switches with occupancy sensors.
Comments/Suggestions: Only used in bathrooms. We recommend installing motion sensors in utility rooms and conference rooms. ONLY JON ROBERTS USES THE UTILITY ROOMS, AND FOLKS ARE GOOD ABOUT TURNING OFF THE LIGHTS IN THE CONFERENCE ROOM, SO WE DO NOT PLAN TO INSTALL MOTION SENSORS. WE DIDN'T GO TO THE 2ND AND 3RD FLOORS, BUT THOSE HALLWAY AND BATHROOM LIGHTS ARE ON SENSORS. IT'S ACTUALLY MORE APPROPRIATE TO INSTALL MOTION SENSORS IN THE OFFICES IN THE LOAN DEPARTMENT.

5 of 5 - Replace interior and/or exterior incandescent bulbs with CFL (compact fluorescent) bulbs.
replaced/% of total:
Comments/Suggestions: Almost all bulbs are replaced. Good job!

Heating & Cooling

3 of 3 - Replace conventional thermostats with programmable setback thermostats.
Comments/Suggestions: Although individual thermostats are not programmable, the main boiler is a cutback boiler and is turned off from 6pm to 6am. All thermostats in building are locked.

3 of 3 - Turn down water heater thermostat to 120 degrees F.
Comments/Suggestions: Yes

5 of 5 - Replace water heater with a smaller, more efficient unit.
Comments/Suggestions: Changed from two 80 gallon heaters to one 65 gallon heater.

0 of 5 - Install an on-site renewable energy system, such as a solar hot water or solar electric system.
Not applied for.

0 of 5 - Install more insulation, seal drafty spots, and/or weatherstrip doors and windows.
HERS Rating:
Comments/Suggestions: Although the building got a new roof with 6 inches of insulation 6-8 years ago, we suggest a complete Energy Audit of the building to identify areas that need insulation and sealing.

Water Conservation

0 of 3 - Install low flow fixtures and/or aerators on faucets (and showerheads), replace old toilets with new low flush or dual flush toilets and/or no flush urinals.

2 of 3 - Replace water-intensive landscaping with native, low water-demand landscaping.
Comments/Suggestions: The new timer and rain sensor are big improvements; however the building is still landscaped in front with traditional plants and grasses. We are also curious about the waterfall and its environmental effects. WATERFALL IS NO LONGER USED BECAUSE OF ITS UNECESSARY WATER USE.

0 of 2 - Do not wash cars or equipments where runoff water flows into storm drain.
N/A

? of 3 - Implement water saving practices (i.e. guest towel reuse, clean outdoor areas with a broom instead of a hose).

Comments/Suggestions: Instead of using paper towels in the wash rooms, cloth towels are a great option. Outdoor area is broomed regularly and only hosed if needed.

Land Stewardship

0 of 3 - Actively take care of and/or protect an area of land (i.e. adopt a highway, park clean up, community garden, trail maintenance, wetland restoration, land revegetation, etc.)

Comments/Suggestions: This is always a great way to get employees involved in green efforts.

Non-Toxic Materials

0 of 2 - Use non-toxic cleaning supplies.
Not applied for.

Business Operations

Resource Efficiency

3 of 3 - Reduce paper use and trash generation by:

- Two-sided copying and printing only when necessary - post/circulate memos and reports
- Using half-page or stick-on fax covers
- Keeping mailing lists up to date to minimize wasted mailings.
- Purchase supplies in bulk to reduce packaging waste - including office supplies, condiments, guest room amenities.
- Green supply chain - request that suppliers offer recycled content products, ship in reusable containers, etc.

Comments/Suggestions: On the 'Do not mail' list.

1 of 1 - Reuse paper, office supplies, packaging materials and containers.

Comments/Suggestions: Reuse most office supplies and packaging.

0 of 1 - Purchase reusable products - dishes, utensils, hand towels, office items (refillable pens, erasable white boards).

Comments/Suggestions: Although there are some dishes in the employee kitchen, it would help to have reusable cutlery, hand towels, and a set of dishes for most employees. OUR KITCHEN IS FULLY STOCKED WITH REUSABLE DISHES AND CUTLERY.

1 of 3 - Purchase at least 5 post-consumer recycled products for business or supply line - paper, envelopes, napkins, toilet paper, bldg materials, etc.

Comments/Suggestions: Office paper is always more than 30% as are paper towels. Toilet paper, tissues are not recycled content. A lot of room for improvement in this category.

0 of 2 - Purchase unbleached paper and other paper products.

1 of 2 - Recycle office paper, newspaper, cardboard, cans, bottles.

Comments/Suggestions: There are opportunities to recycle for employees.

2 of 2 - Recycle magazines, phone books, printer/toner cartridges, cell phones, hazardous waste, building materials, etc.

Comments/Suggestions: Alpine Bank recycles toner cartridges, plastic bulbs and light bulbs. There is always room for improvement in this section.

Office Equipment

0? of 3 - Purchase Energy Star (computers, monitors, printers, commercial appliances (including washers/dryers, fridge), etc.

Appliance Type(s):

[Not applied for](#)

General

4 of 4 - Get Active: Sign up as an Energy Star? Business (<http://www.energystar.gov>), establish and maintain an employee 'Green Team', adopt an organization-wide Sustainability Policy, sponsor environmental initiatives, go over environmental practices during staff meetings, etc.

Comments/Suggestions: Nice Work! Green Team, Environmental Policy, daily e-mails, green tip of the day, and staff updates. These are all great initiatives.

1 - Inform customers of environmental efforts and resource use. (REQUIRED)

Full points were awarded here but there is room for improvement.

0 of 3 - Join the Green Merchant Alliance (donate a portion of credit card processing volume towards the purchase of renewable energy certificates.) <http://greenmerchantalliance.com/>

[Not applied for.](#)

0 of 3 - Purchase 'Green Power' from electric utility.

[Not applied for.](#) APPLIED FOR CANARY TAGS MONTHS AGO, BUT WAITING ON KIM PETERSON FOR AN INVOICE!!!

Transportation/Travel

Employee Access

0 of 4 - Provide incentives for alternative commuting, such as RFTA bus passes, preferential parking, 'Commuter Club', flexible work arrangements, financial incentives, etc.

participating:

Comments/Suggestions: We feel this is a big area where Alpine Bank can improve. Although employees are allowed to use their wellness benefit to purchase a bus pass, it is unlikely that many employees do. Alternative commuting should be encouraged and rewarded.

0 of 2 - Create policy to do in town errands on bike, bus, or foot, (or electric vehicle)

Comments/Suggestions: Not applied for. Although it is common practice to do errands on bike or bus, without a policy in place, it is difficult for us to award points. Policies help ensure that regardless of who is working for Alpine Bank, it will remain a ZGreen business.

Business Travel

0 of 5 - Purchase hybrid-electric vehicles for company use or join car share program

<http://www.roaringforkvehicles.com/>

Comments/Suggestions: Not applied for.

5 of 5 - Offset all air or auto travel emissions. Go to <http://www.canarytags.com> for more details.

Impact Assessment and Innovation

Impact Analysis

5 of 5 - Track the companies' energy use and carbon emissions (with Energy Tracker) and submit to city annually (REQUIRED)

Innovation/Education

3 of 3 - Implement other innovative business strategies to improve environmental efficiency.

Comments/Suggestions: ELP Gold Member and ISO14001 Certified. Both great programs.

of 2 - Get 10% of employees to become ZGreen Citizens. Go to <http://www.aspenzgreen.com>

Comments/Suggestions: [The ZGreen citizen program is a way for citizens and employees to get involved in Aspen's greening efforts.](#)