

Setting a policy for sustainable purchasing will establish a formal commitment to sustainable materials and products, and create parameters around what your staff should order for building operations. It will also “green” your supply chain, extending sustainability beyond the building. Use the template below to create your policy, adding and omitting items as necessary. You may also attach your own policy or use a different template.

SUSTAINABLE PURCHASING POLICY	
PART I: PROPERTY INFORMATION	
Basic information	
Property name	
Address	
Age	
Size	
Property or facilities manager	
Main suppliers	
PART II: SUSTAINABLE PURCHASING POLICY STATEMENT	
Effective Date	
Approved By	
<p><i>Example:</i></p> <p><i>XYZ Company is committed to managing and operating healthcare real estate in such a way that minimizes the footprint of our medical office buildings and positively contributes to environmental goals. These business practices are not only good for the environment, but they also create positive financial results.</i></p> <p><i>As such, each property shall follow sustainable purchasing guidelines for all products required for operations. While the Facilities Manager has primary responsibility for adherence to this policy, the following guidelines shall be followed by all property staff. Consult your supervisor when these guidelines are not practical or cost-effective, and s/he will consult with the Director of Operations for an acceptable alternative.</i></p>	

PART III: SUSTAINABLE PURCHASING GUIDELINES

Sample clauses:

1. *Staff shall use, and require contractors and consultants to use, products manufactured with the maximum practicable amount of recovered material, especially post-consumer material. This includes office supplies, janitorial products, sanitation products, lubricating oils, construction materials, and building and maintenance products.*
2. *Staff shall use, and require contractors and consultants to use, environmentally preferable products whenever cost-effective and to the extent practicable.*
3. *Staff shall send and store information electronically when possible. This includes email, website, and electronic fax.*
4. *Printers shall use remanufactured laser printer toner cartridges and remanufactured or refillable inkjet cartridges.*
5. *Printing and writing papers, including all imprinted letterhead paper, envelopes, copy paper, and business cards, shall contain a minimum of 30 percent post-consumer recycled content.*
6. *Staff shall conduct routine maintenance on products/equipment to increase their useful life.*
7. *Staff shall consider durability and reparability of products prior to purchase.*
8. *Staff shall ensure that they use both sides of paper sheets whenever practicable.*
9. *The Facilities Manager, in consultation with the Director of Operations as needed, shall develop and maintain a designated product list that addresses building-specific purchasing requirements.*
10. *The Facilities Manager, in consultation with the Director of Operations as needed, shall develop and maintain a recommended product list for renovation, repair, and build-out projects.*
11. *The Facilities Manager, in consultation with the Director of Operations as needed, shall develop and implement additional purchasing and waste-prevention guidelines that are specific to the building.*
12. *Staff shall obtain environmental performance information when considering bids from contractors and consultants, and include environmental performance in selection criteria.*

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of policy