

*An assessment of purchasing practices and options will help you procure environmentally preferable products in a practical, cost-effective manner. Answer the questions that follow.*

1. Does the property or company have a sustainable or environmentally preferable purchasing (EPP) policy?

2. Estimate the percentage of sustainable products and materials by quantity that the property uses for management or facilities operations. Include all applicable products—from paper goods to construction materials.

**Note:** Do not be overly concerned if the percentage is low. The certification process is intended to help the property improve.

3. Record cost differentials for office, kitchen, restroom, and janitorial products that currently are not environmentally preferable (you do not have to complete the items that the property does not use or are already environmentally preferable). This will allow you to assess the feasibility of switching to the sustainable products.

Use cost information from your current supplier(s); you may want to have your account representative(s) complete this table. Alternatively, you can use the following sources, in addition to any other sources you find:

- [Staples – Shop Green Products](#)
- [Office Depot Green Buyer's Guide](#)
- [HD Supply ideallygreen®](#)
- [EPA Safer Choice Product Finder](#)
- [ENERGY STAR® Product Finder](#)

Product	Cost of Standard Product	Cost of EPP* Product	Replace (Y/N)?
<b>Office</b>			
Letterhead paper			
Letter envelopes			
Large envelopes			
Copy paper			
Copy toner			

File folders			
Desktop sorters and trays			
Calendars and planners			
Pens			
Pencils			
Easel pads			
Chairs			
Floor chair pads			
Task light bulbs (standard vs. ENERGY STAR)			
Computers (standard vs. ENERGY STAR)			
Display monitors (standard vs. ENERGY STAR)			
Printers (standard vs. ENERGY STAR)			
<b><i>Kitchen</i></b>			
Napkins			
Cutlery			
Paper cups			
Paper towels			
Tissues			
All-purpose cleaner (surfaces)			
Hand soap			
Dish soap (for manual dishwashing)			
Dish detergent (for dishwasher use)			
Faucet (standard vs. high-efficiency)			
Refrigerator (standard vs. ENERGY STAR)			
Dishwasher (standard vs. ENERGY STAR)			

<b>Restroom</b>			
Bathroom tissue			
All-purpose cleaner (surfaces)			
Toilet and urinal cleaner			
Hand soap			
Hand dryer			
Faucets (standard vs. high-efficiency)			
Toilets (standard vs. high-efficiency)			
Urinals (standard vs. high-efficiency)			
<b>Janitorial</b>			
Garbage can liners			
Glass cleaner			
Carpet cleaner			
Carpet stain remover			
Tile cleaner			
All-purpose cleaner (surfaces)			
Adhesive remover			
Concrete and asphalt cleaner			

4. List ways to use sustainable materials in upcoming installations, renovations, and similar projects. List a minimum of 2 projects.

- *Example: Use no-VOC paint in lobby wall painting, scheduled for March.*
- *Example: Evaluate costs and benefits of energy-efficient model for chiller replacement next year.*
- *Example: Get quotes on environmentally preferable furniture for new Pediatrics furniture installation, scheduled for September.*

### Alternative Documentation

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

- Paragraph summarizing your current sustainable purchasing practices and ways to improve