



**SARACEN**  
OFFICE INTERIORS

# Sustainability and Environmental Policy

*Design – Supply - Installation*

A complete office solution under one roof

0870 7430 930

[www.saracenooffice.com](http://www.saracenooffice.com)

# SUSTAINABILITY

*“Sustainability is a characteristic of a process or state that can be maintained at a certain level indefinitely. The term, in its environmental usage, refers to the potential longevity of vital human ecological support systems, such as the planet's climatic system, systems of agriculture, industry, forestry, and fisheries, and human communities in general and the various systems on which they depend.”* **Wikipedia**

Saracen Office Interiors takes the whole subject of sustainability very seriously. “Green” or sustainable buildings save on running costs, may increase productivity due to reduced sickness and absence of employees and may also improve the wellbeing of its occupants through improved lighting and air quality. People think, work and see better in offices that have more natural lighting, cleaner air and where they have control over their immediate lighting and temperature levels.

Wherever possible, Saracen Office Interiors use suppliers whose products come from renewable sources or are ecologically “green”. We also encourage re-cycling. For example one of our major suppliers of flooring, Interface, has a long standing reputation for the sustainability and recycling of their products. They can provide third party certification to our customers demonstrating that their chosen product comes from sustainable sources and also provide a recycling scheme – ReEntry.

Some basic areas Saracen Office Interiors consider when designing an office environment:-

- **Air** – fresh where possible, using natural ventilation and improving thermal comfort.
- **Lighting** – individual control of lighting levels for different tasks. Use of diffused natural light wherever possible.
- **Energy** – use of energy efficient equipment, mechanisms, devices and behaviour and where possible renewable energy.
- **Water** – use of water saving devices and recycled or rain water use where practical.
- **Materials** – renewable, recyclable, recycled, durable, lightweight and non-polluting wherever possible
- **Furniture** – refurbished, adaptable, reconfigurable, easily maintained from materials as above

## Air

Air quality can be improved through:

- Maximising individual control
- Reducing heat gain by using lighter coloured exterior surfaces to reflect sunlight from the building or by use of shading devices
- Using natural ventilation wherever possible
- Use of low emission furniture, materials, paints etc.
- Greenery both indoors and outdoors for shading and air purification – literally being green

## Light

Lighting can have a massive impact on well being, alertness and productivity. (See our Newsletter Article “Light Fantastic”) Artificial lighting is also a major source of energy consumption. To improve comfort and reduce energy use we would consider:

- Maximising the quality and quantity of daylight
- Minimising glare from both natural and artificial light sources
- Installing dimmable lighting with individual controls
- Using energy efficient lighting where possible.
- Install occupancy sensors

## Energy

The governments Energy White Paper sets a number of goals and targets including:

- A reduction in CO2 emissions of 60% by 2050
- With a 20% reduction by 2010
- 10% of the UK’s energy supply to come from renewable sources by 2010

We can help our clients play their part in achieving these goals by advising them on the use of energy efficient equipment from printers to light bulbs. By the use of occupancy sensors that switch off lights in empty rooms, by reminding them to turn off computers, printers and monitors when unused rather than leave them in standby mode and the use of the monitoring devices for heating and cooling systems which can make a big difference in energy performance.

## Water

Water conservation can be direct and indirect. For example:

### Direct

We would advise our customers to conserve water by installing low flush toilets and urinals in their offices or to consider waterless urinals as a “green” alternative. We would also suggest the use of sensors that switch on taps only in the presence of hands, avoiding wastage by dripping or by taps being left running.

### Indirect

We would advise the use of suitable suppliers such as Interface carpeting – Interface have changed their pattern printing process to reduce water use in manufacture by up to 81% for modular carpets and 52% for broadloom.

## Materials

Where possible we recommend the use of suppliers that operate a “green policy” such as Pledge Chairs, FFC or Interface carpets. Also where possible we recommend companies whose furniture utilises wood from sustainable sources.

## Furniture

In addition to the considerations listed under Materials, we recommend our customers consider the following:

- **Modularity** – can the furniture be re-configured if the office is re-organised rather than disposed of.
- **Durability** – has it been designed to be durable, easily maintained, refurbished or repaired?
- **Materials** – has it been constructed using “green” materials – such as wood from sustainable sources
- **Water** – how much water was used in its manufacture
- **Energy** – how much energy was used in its manufacture and transport?

## Useful sites

<http://www.advancedbuildings.org/> - a source of briefings on a range of sustainable building topics e.g. Lighting, finishes and furnishings, heating and cooling.

<http://www.greenbuildings.santa-monica.org/mainpages/pdf.html> - an index of PDF files on a wide range of sustainable building projects.

<http://www.greenblue.org/about.html> - an approach to sustainable design whereby everything from buildings to the economy function on a circular basis, without generating waste.

<http://www.greenbuilder.com/sourcebook/> - a guide to several aspects of sustainable buildings such as water, energy, materials and waste.

<http://www.dti.gov.uk/sectors/construction/sustainability/page13691.html> - the DTI's web-page on sustainable construction

<http://www.sbicouncil.org/> - website of the Sustainable Buildings Industry Council.

<http://www.sbis.info/> - the Sustainable Building Information System provides links to relevant sources.

<http://www.breeam.org/> The building Research Establishment Environmental Assessment Method (BREEAM) can be used to assess both new and existing buildings.

<http://www.usgbc.org/> Leadership in Energy & Environmental Design (LEED) Green Building Rating System. Devised by the US Green Building Council, LEED is one of the leading systems for rating sustainable buildings

<http://www.greenbuilding.ca> global conference on Sustainable Building and Construction

<http://www.bre.co.uk/> Website of the Building Research Establishment. They do research, dispense advice and disseminate information and develop tools.

<http://www.officeproductivity.co.uk/> The Office Productivity Network aims to help managers understand how the design of their office environments can affect productivity.

<http://www.ecbcs.org/> - The Energy Conservation in Buildings and Community systems Programme (ECBCS) is an International Energy Agency initiative to improve the energy efficiency of buildings.

## **SARACEN OFFICE INTERIORS**

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