

**Hoffman Estates Park District  
Procedure for DistrictWide Recycling**

1.024 District Wide Recycling

- A. Paper products that are recyclable: all paper – any color, all cardboard, all clipboard and all newspaper
  - 1. All recyclable materials are to be placed into a blue recycle bin.
  - 2. Custodial staff will place the contents into the 3-yard recycle container which will be picked up by the Park District's recycle/waste hauler.
  - 3. Do not contaminate paper recycle bin with food products, aluminum or plastic products.
  
- B. Aluminum
  - 1. All aluminum cans are recyclable and should be placed into the recycle container marked **aluminum cans**.
  
- C. Plastics
  - 1. All plastics up to and including #5 plastics are recyclable and should be placed into containers marked **plastics**. As with paper, aluminum and plastics will be stored in the proper container and await the Park District's recycle/waste hauler.
  
- D. See also 1.087 Recyclable Kitchen Supplies, 1.093 Recycling Ink-Jet, Laser or Toner Cartridges.

Approval Date:       9/27/99                         Dean R. Bostrom  

Revision Date:     \_\_\_\_\_

**Hoffman Estates Park District  
Procedure for  
Buying Kitchen Supplies**

1.087 Recyclable Kitchen Supplies

- All products purchased for kitchen use must be recyclable.
- Styrofoam products, throw-away plastics and non-recyclable paper are not to be purchased or stored in the kitchen.
- Reusable grocery bags are to be used when purchasing food or kitchen supplies.
- Staff is to bring their own reusable items including plates, cups and silverware.

Approval:      \_\_\_\_\_ 3/13/12 \_\_\_\_\_      \_\_\_\_\_ D.Bostrom \_\_\_\_\_

Revised:      \_\_\_\_\_

**Hoffman Estates Park District  
Procedure for  
Reusable Bags for Supply Purchase**

**1.089 Reusable Bags for Supply Purchase**

According to the Environmental Protection Agency, over 380 billion disposable plastic bags, sacks and wraps are consumed in the United States each year. According to The Wall Street Journal, the United States goes through 100 billion disposable plastic shopping bags annually. Disposable plastic bags do not biodegrade; they photo-degrade - breaking down into smaller and smaller toxic bits contaminating soil and waterways and entering the food web when animals accidentally ingest them. Disposable plastic bags are among the 12 items of debris most often found in coastal cleanups, according to the nonprofit Center for Marine Conservation.

The Hoffman Estates Park District's (HEPD) environmental stewardship program embraces the opportunity to reduce plastic waste back into the national landscape and waterways. Procedures are established to aid us in the role of stewardship, as well proactive environmental operations and initiatives.

The below procedures cannot be considered absolute; but shall serve as a frame of reference for procedures to be followed under usual and ordinary circumstances. These procedures should be followed to the extent it is both feasible and practical. At times, discretion and deviation is necessary and appropriate; depending on various pragmatic considerations, including, but not limited to, the nature and frequency of available materials/supplies/equipment, staffing resources, unexpected emergency, etc.

**This procedure addresses Reusable Bags for Supply Purchase**

- A. The District will provide 10 reusable bags to each division. Team members will utilize reusable bags when purchasing items for supply needs.
- B. The District will not purchase disposable plastic bags for resale or use in district sponsored events.
- C. HEPD team members will encourage the various affiliated organizations that utilize District; facilities, services and amenities to utilize reusable bags for carrying supplies.
- D. HEPD associates will work with the vending and concession companies to limit the usage of carrying supplies with disposable plastic bags.
- E. HEPD will work to educate the Hoffman Estates community on the importance of reducing the utilization of disposable plastic bags and the need to utilize reusable bags for supply transportation.
- F. The reusable bags will kept in a secure and dry location within each facility for easy access for all associates.
- G. It is the responsibility of that division to maintain the 10 bag inventory and/or replace bags as needed.

Date Approved:          3/3/08              Bostrom/Giacalone    

Date Revised:      \_\_\_\_\_

**Hoffman Estates Park District  
Procedure for  
Disposable Bottled Water Usage**

**1.090 Disposable Bottled Water Usage**

Every year on average each individual in America consumes 166 disposable bottles of water. As well 8 of 10 disposable water bottles end up in garbage land fills across the nation.

The Hoffman Estates Park District's (HEPD) environmental stewardship program embraces the opportunity to reduce plastic waste back into the national landscape. This is something the District takes very seriously.

Procedures are established to aid us in the role of stewardship, as well proactive environmental operations and initiatives.

The below procedures cannot be considered absolute; but shall serve as a frame of reference for procedures to be followed under usual and ordinary circumstances. These procedures should be followed to the extent it is both feasible and practical. At times, discretion and deviation is necessary and appropriate; depending on various pragmatic considerations, including, but not limited to, the nature and frequency of available materials/supplies/equipment, staffing resources, unexpected emergency, etc.

**This procedure addresses Disposable Bottled Water Usage.**

- A. The District will only provide water coolers at all HEPD programs, events, meetings and services.
- B. No District developed program, event, meeting or service, will provide disposable plastic water bottles to their participants.
- C. The District will not purchase disposable plastic water bottles for resale or use in district sponsored events.
- D. All HEPD full time and permanent part time team members will be provided with a reusable company plastic water bottle, to encourage the reduction of plastic bottle usage within the District's boundaries.
- E. HEPD team members will encourage the various affiliated organizations that utilize District, facilities, services and amenities to utilize reusable bottled water containers.
- F. HEPD associates will work with the vending and concession companies to limit the sale of disposable plastic water bottles as a consumer product.
- G. HEPD will work to educate the Hoffman Estates community on the importance of reducing the utilization of disposable plastic water bottles and the need to utilize reusable water bottle containers.

Date Approved:      \_\_\_\_\_ 3/3/08 \_\_\_\_\_      \_\_\_\_\_ Bostrom/Giacalone \_\_\_\_\_

Date Revised:      \_\_\_\_\_      \_\_\_\_\_

## Hoffman Estates Park District Procedure for Anti-Idling

### 1.092 ANTI-IDLING

#### **Reduce Vehicle Idling**

The Hoffman Estates Park District's stewardship of the environment is something the District takes very seriously. Policies are established to aid us in the role of stewardship. This policy addresses air quality and fuel consumption.

- Vehicle idling gets zero miles per gallon and unnecessary idling wastes fuel and pollutes the planet's air quality. Carbon dioxide (CO<sub>2</sub>) is the principle greenhouse gas that contributes to climate change; it is a natural by-product of burning gasoline. Each gallon of gasoline that is used produces about 20 lbs. of CO<sub>2</sub>, therefore, excessive idling exaggerates the problem.
- Running an engine at low speed (idling) also causes twice the wear on internal engine parts compared to driving at regular speeds. The break-even point for shutting off and restarting an engine or leaving it to idle is 10-30 seconds from the point of view of both emissions and fuel consumption.
- Idling of a vehicle consumes approximately 17% of the fuel that a vehicle has on board. Idling your vehicle for just (10) ten minutes a day uses as much fuel as it takes for your vehicle to travel (5) five miles.

Contrary to popular belief, idling is not an effective way to warm up your vehicle, even in cold weather. Modern engines circulate oil throughout the engine quickly and the best way to warm up the lubricants in the engine, transmission, etc., is to drive the vehicle at moderate speeds.

**The above statistics also apply to diesel powered vehicles/equipment.**

Examples of excessive idling while at work are:

- Lunch time restaurant drive up lanes - Turn off your vehicle and go inside to purchase your food.
- Employee comfort - staying warm in your vehicle while working outside.

**Unless exempt by your supervisor, no Hoffman Estates Park District vehicle or piece of equipment is to be idling for more than 30 seconds; preferably no more than 10 seconds, however, safety and common sense shall prevail.**

**This policy does not apply to idling while in traffic situations.**

Each vehicle/equipment operator will be responsible for adhering to the anti-idling policy. Supervisors will be responsible for the adherence and enforcement of the anti-idling policy. Violators of the Anti-Idling policy will receive a training notice as specified in Procedure #1.318, Written Training Notice Procedure.

Approval Date:        3/2/12                                  Bostrom          

Reviewed DRB: 3/18/13



**Hoffman Estates Park District**  
**Environmentally Preferable Purchasing (EPP)/Green Purchasing Procedure**

1.097 Environmentally Preferable Purchasing (EEP)/Green Purchasing:

The Hoffman Estates Park District seeks to serve as a community leader for the on-going revitalized national environmental stewardship ethic. Our embracement of this ethic includes seeking to reduce the environmental damages associated with purchases of products, equipment, or services by increasing the acquisitions of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations.

Environmental factors should be taken into account as early as possible in the acquisition planning and decision-making process. Responsibility for environmentally preferable purchasing is to be shared among all district personnel with purchasing authority.

**Introduction**

Environmentally preferable purchasing (EPP) or "Green Purchasing" is intended to promote internal and external "greening" of the District. For all intents and purposes and our use the two terms are interchangeable when presented in the following procedures.

In their simplest forms EPP programs allow those purchasing products, equipment, and services within the District to ensure that those products, equipment, and services purchased meet certain environmental criteria or have specific environmental benefits or aspects that reduce potential harm. As a result of such programs the District has the potential to increase the environmentally neutral materials they use and reduce toxics, with safer products that present fewer environmental risks.

EPP programs provide a central focus and set of requirements for environmentally preferable products that can help promote environmental efforts by ensuring that products, equipment, and services purchased for use within the District reduce environmental harm and negative human health impacts.

**Purchasing Guidelines**

Using principles developed by the Environmental Protection Agency and the Federal Department of Transportation the District has itself developed five purchasing guidelines to provide broad guidance for applying environmentally preferable purchasing in the District.

*Guideline 1: Environment + Price + Performance = Environmentally Preferable Purchasing*

Environmental considerations should become part of a normal purchasing practice that includes such traditional factors as product safety, price, performance, and availability.

The District's purchasing decisions should not be confined to considerations of price and performance but should include considerations of environmental performance as well. Product or service providers who can optimize the three factors of environment, price, and performance should capture and maintain the largest share of our purchasing.

Payment of a price premium for green goods or services may be related to the District's definition of its "minimum needs" and therefore may be allowed. This is not much different than paying a higher price for better performance or quality.

#### Guideline 2: Pollution Prevention

Consideration of environmental preferability should begin early in the acquisition process and be based on the ethic of pollution prevention, which strives to eliminate or reduce potential risks to human health and the environment.

Pollution prevention can not only reduce pollution but it can also save money for the District by reducing subsequent costs for disposal.

#### Guideline 3: Life Cycle Perspective/Multiple Attributes

Life cycle perspective – The life cycle of a product begins with the acquisition of raw materials and continues through the manufacturing of the product, the packaging of the product, the transportation of the product, its use and ultimate disposal. A product or service has environmental impact long before and after the District purchases and uses it. The District should strive to purchase products or services with as few negative impacts in as many life cycle stages as possible. The District should determine the "environmental preferability" of a product or service by comparing the severity of environmental damage it causes throughout its life cycle.

Multiple Attributes – Environmental preferable purchasing should reflect the multiple environmental attributes a product possesses such as increased energy efficiency, reduced toxicity, or reduced impacts on fragile ecosystems.

#### Guideline 4: Comparison of Environmental Impacts

Determining environmental preferability involves comparing environmental impacts: the reversibility of the environmental impact, the amount of difference between competing products or services, and the overriding importance of protecting human health.

District personnel need to compare the various environmental impacts among competing products and services. For example, would the reduced energy requirements of one product be more important than the water pollution reduction of a competing product? These considerations need to be involved in purchasing decisions.

#### Guideline 5: Environmental Performance Information

Thorough, accurate, and meaningful information about the environmental performance of products or services is necessary in order to determine environmental preferability.

District personnel are encouraged to seek life-cycle based information about the environmental performance of products and services they are interested in purchasing. Research of the product and testing small portions of the product are encouraged before buying large quantities. Personnel are encouraged to request their product and service provider to provide life-cycle based information about the environmental performance of products and services and if possible test samples of the product in question.



## Purchasing Considerations

As the district strives to become more carbon neutral and more green products are incorporated into our daily operations, certain requirements for the purchase of environmentally preferable products have been established by the District and need to be followed to the extent feasible, consistent with price, performance, availability, and safety considerations.

Products under consideration all need to be recognized as a green product or its equivalent. While there is no one entity recognized as the "green authority" the non-profit organization **Green Seal** has strong recommendations from the Environmental Protection Agency that does a large percentage of the green purchasing for the federal government.

All products must be considered keeping the District's five purchasing guidelines in mind. These guidelines were developed using the EPA and Federal Department of Transportation models and can be considered as close to an authorized source for green purchase information available.

When possible the carbon footprint of the product should be considered. A carbon footprint is a measure of the impact our activities have on the environment, and in particular climate change. It relates to the amount of greenhouse gases produced in our day-to-day lives through burning fossil fuels for electricity, heating and transportation etc. The following web site allows one to calculate ones carbon footprint and that of products purchased or used.

<http://www.carbonfootprint.com/calculator.aspx>

Volatile Organic Compounds (VOCs) should be considered when purchasing or considering certain products. VOCs are emitted as gases from certain solids or liquids. They include a variety of chemicals, some of which may have short- and long-term adverse health effects.

Concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. VOCs are emitted by a wide array of products numbering in the thousands. Examples include: paints and lacquers, paint strippers, cleaning supplies, pesticides, building materials and furnishings, office equipment such as copiers and printers, correction fluids and carbonless copy paper, graphics and craft materials including glues and adhesives, permanent markers, and photographic solutions. VOCs should preferably be kept below 30% by volume, ideally below 5% as recommended by the EPA.

Green items are often times more expensive than their non-green equivalents. The extra cost is defined as an **overage** for the purpose of our procedure.

Items purchased or considered over \$5000.00 have an overage limit of 15% or the discretion of the Division Director, and Executive Director. After considering the five purchasing guidelines overages can be allowable if the overage has a payback period, and if product's shelf life equals or exceeds the payback period of the overage.

**Simply stated the product payback needs to meet or exceed the additional cost of the green alternative.**

Items purchased or considered ranging from \$500.00 to \$4999.99 have an overage limit of 10-15% or the discretion of the purchasers Division Director and the same considerations as the upper dollar limit.

Items purchased or considered ranging from \$100.00 to \$499.99 have an overage limit of 10-20% or the discretion of the purchasers Division Director and the same considerations as the upper dollar limits.

Items purchased or considered ranging from \$.01 to \$99.99 have an overage limit of 10%- 25% or the discretion of the purchaser and the same considerations as the upper dollar limits.

When a green item is purchased for a cost that exceeds the non-green equivalent, it needs to be identified as such when completing the purchase order, along with the cost of the non-green item not being recommended also stated on the purchase order.

### Exemption Clause

This exemption clause will allow the District to implement a green product category in general, while allowing District personnel the freedom to make responsible purchasing decisions when the EPP products are not appropriate due to cost, availability, or performance concerns, as detailed below. For example, the District may wish to purchase an EPP product, but products that meet that specification may be unavailable or too costly in some locations. Through the exemption clause, the district can document the situations where it is acceptable for the purchasing agent to exclude a particular product or location from the implemented product specification.

In general, these clauses include the following provisions:

**Cost** – A product or product type can be excluded from purchase if acquiring that product will result in a greatly increased cost. In some instances, EPP products may simply be too costly for a given product type to allow purchasing agents to acquire products that are more expensive, in that case the green alternative would not be selected.

**Availability** – In some instances, products that meet a green product specification cannot be acquired in sufficient quantity to meet large needs. In this case, District personnel should be able to not purchase the green item so that business needs will continue to be met.

**Performance** – In other instances, products that meet the green specification may do so at the expense of performance or quality. In this case, if the green product simply will not perform as required for its intended use it should not be purchased.

Approved:                      May 23, 2011                      \_\_\_\_\_Dean R. Bostrom, Executive Director\_\_\_\_\_

Revision Date:                      \_\_\_\_\_

Revision Date:                      \_\_\_\_\_

**Hoffman Estates Park District**  
**Procedure for Disposal of Spent Florescent Bulbs using the Air Cycle Bulb Eater**

**1.108 Disposal of Fluorescent Bulbs Using the Air Cycle Bulb Eater**

The Hoffman Estates Park District is committed to good stewardship of the environment and the safety of its employees. This procedure centers on disposal of fluorescent light bulbs using the Air Cycle Bulb Eater located at the Parks Maintenance Facility.

Fluorescent Light Bulbs contain many different components and materials, but the only one that is toxic is mercury. Each lamp typically contains 10-20 mg of mercury, some of which is evaporated. However, other components and materials of the lamp, such as glass or powdered phosphors, can be contaminated by the mercury during the life of the lamp.

The Bulb Eater vacuums in bulbs through air tubes and removes virtually all airborne powder and mercury vapor while crushing a lamp (over 99%). The Bulb Eater filters the powder in two stages, with a bag filter and a High Efficiency Particulate Arrestor (HEPA) filter. The first stage bag filter removes 99% of the dust and larger particles from the air. The second stage HEPA filters out the remaining small particles. The HEPA has been shown to capture at least 99.97% of the powder with particle sizes of 0.3 microns or greater. The Bulb Eater filters mercury-containing vapors through a filter of activated carbon specially formulated with sulfur. This carbon filter converts mercury vapors into a mineral, allowing the vapor to be bound into the carbon bed.

**A. Collecting and Transporting Bulbs**

Maintenance personnel in each District facility will collect the spent bulbs throughout their facility as needed and place them their original packaging boxes. Label each box as spent bulbs. When each box is full, seal the box and either take it to or call for a pick-up from the Parks Division for crushing using the Bulb Eater equipment. Collected bulbs should not be stored in boxes for more than 24 hours at the Parks Services Facility prior to crushing them in the Bulb Eater unit.

Whenever possible spent bulbs should be stored in the container they were originally delivered in. The packing cardboard will ensure safety of the bulbs from breakage during transport. All boxes should be tightly secured during transport.

**B. Bulb Eater Operation**

The Bulb Eater has different tubes to switch out to crush different size lamps. It will crush CFL's, T5's (1/2"), T8's (3/4"), and T12's (1"), of any length. Because of possible lamp breakage outside the drum, suitable eye protection and protective gloves must be worn at all times while the machine is in operation. Also, wearing steel-toed safety shoes and overalls is recommended when changing out drums or moving full drums around for storage or pick-up. Full drums can weigh over 500 pounds so care must be taken and proper equipment used in moving full drums.

Before using the machine it is extremely important for all operators to review and understand all instructions and safety precautions offered by the supervisor. As a part of

staying compliant with EPA and OSHA regulations it is recommended that any operator crush no more than one full drum of lamps per 8-hour work shift in a well-ventilated work area.

### C. Bulb Eater Filter Change

1<sup>st</sup> Stage Filter changed **twice every full drum** of crushed lamps

2<sup>nd</sup> Stage HEPA Filter changed at least **once every 10 drums** of crushed lamps

1. Confirm that the Bulb Eater is clearly "off" and not operating.
2. The operator must wear the following personal protective equipment when changing any of the two Bulb Eater filters:
  - a. Safety glasses or protective goggles
  - b. Gloves

**\*\* Note that spent filters must NEVER be unattended. Spent filters must either remain in the blue filter case attached to the unit, be sealed in the drum of crushed lamps, or bagged (i.e. ziplock) to avoid mercury release. DO NOT DISPOSE OF FILTERS IN THE TRASH\*\***

### D. Replacing the 1<sup>st</sup> Stage filter:

1. Locate the right-hand door on the blue filter case of the Bulb Eater.
2. Remove black nozzle from blue door and immediately cap the end of the black nozzle to prevent dust from falling to the floor.
3. Press the yellow label marked **PUSH** on the far most right edge of the curved blue filter case to open the filter case door.
4. Carefully remove the door from the blue filter case.
5. Immediately place a circular white label from your Bulb Eater filter kit over the center hole on the front of the 1<sup>st</sup> Stage filter. This prevents mercury-laden dust from escaping during the change-out process.
6. Once the entry hole to the 1<sup>st</sup> Stage filter is safely covered with the white label, grab each side of the brown cardboard front of the filter with both hands.
7. Carefully pull the 1<sup>st</sup> Stage filter slowly out of the blue filter case and place it on top of the crushed glass within the drum for disposal. *Avoid compression of the filter to minimize the release of mercury-laden dust.*
8. Insert a new filter into the filter case, making sure the cardboard "front" is securely in place and the bag portion of the filter is unfolded and beside the cartridge, not rolled up in front of the cartridge.
9. Replace the blue door and verify that it is latched.

### E. Replacing the 2<sup>nd</sup> Stage HEPA filter:

1. Follow steps 1 through 7 above.
2. Locate the 2<sup>nd</sup> Stage filter in the middle of the blue case.
3. Rotate the filter a quarter turn to the left (counter-clockwise).
4. Once the HEPA cartridge is free, carefully remove it from the blue filter case and place it in the full drum along with the crushed lamps and 1<sup>st</sup> Stage filters for disposal.
5. Replace both filters and replace the blue door, verifying that the door is secure.

**WARNING! Only lamps and filters (placed on top of the crushed glass) can be inside the drum!**

No extraneous materials or liquids! Do NOT place filters anywhere inside the drum other than on top of crushed lamps.

## F. Full Drum Disposal

When a drum is full let the machine sit "off" for at least 15 minutes before opening the lid. This allows for dust to settle inside the drum. Once the Bulb Eater is removed from the top of the drum it is strongly recommended that the drum be resealed as quickly as possible to minimize potential release of remaining mercury vapors, however small, inside the drum.

Contact Air Cycle at 800.909.9709 or [www.aircycle.com/services](http://www.aircycle.com/services) to schedule a pick-up and barrel switch out.

## G. Clean Up of Broken Bulbs

See Procedure **1.085** - Clean Up and Disposal of Broken Florescent Light Bulbs for further clean-up information.

## H. General Information

1. If the Bulb Eater appears to be running with low suction or is overheating this could be an indication that the first or second stage filter may need changed.
2. Lamps break regularly in the entry tube.
  - a. Do not force lamps down the tube. Vacuum suction should be sufficient to pull the lamps into the machine.
  - b. If you are crushing lamps with significantly blackened ends, feed the blackened ends first. These portions are slightly weaker and more prone to breakage.
  - c. Crushing lamps that have been previously taped together can result in buildup of adhesive in the entry tubes and cause breakage. Remove the entry tube and clean the inside with a rag soaked in an appropriate solvent like paint thinner.

## 800.909.9709 – Bulb Eater Help Line

Approval Date: 5/23/13 D. Bostrom, Exec Director

Revision Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

## Hoffman Estates Park District Recycling Policy

### 1.109 Recycling

The Hoffman Estates Park District is committed to good stewardship of the environment. A key element of that stewardship is the reduction of the amount of solid waste we send to landfills. Solid waste landfills have negative long-range environmental impacts and have a limited capacity to accept the large quantities of waste generated by our society. The Park District will make every effort to reduce the amount of solid waste generated by our facilities. Of the four methods standard in waste reduction - source reduction, reuse of materials, recycling, and purchase of recycled materials, this procedure centers on recycling. All employees of the Hoffman Estates Park District are responsible for separating identified recyclable materials and placing them in appropriate recycling containers.

#### **A. Park Maintenance**

- All office work stations are provided with a trash container and a labeled recycling container.
- Common office work areas, meeting room, and lunchroom are provided with a trash container and a labeled recycling container.
- In vehicle parking bay, construction work area, vehicle maintenance area, and large storage room large cans have a distinct designation for recyclables and non-recyclables.

#### **B. Park District Parks**

- All parks are provided with a trash container and a labeled recycling container. Number of containers will be determined depending on the size of the park and the amenities it provides.

#### **C. Triphahn Community Center & Ice Arena**

- All office work stations are provided with a trash container and a labeled recycling container.
- Common office work areas, Senior Center, classrooms, meeting rooms, and common Community Center and Ice areas are provided with trash containers and labeled recycling containers.

#### **D. Prairie Stone Sports and Wellness Center**

- All office work stations are provided with a trash container and a labeled recycling container.
- Common office work areas, classrooms, meeting rooms, gyms tennis courts and common areas are provided with trash containers and labeled recycling containers.

#### **E. Willow Recreation Center**

- All office work stations are provided with a trash container and a labeled recycling container.
- Common office work areas, classrooms, meeting rooms, and common areas are provided with trash containers and labeled recycling containers.

- F. Vogelei Barn and House**
- Trash containers and labeled recycling containers are provided throughout buildings.
- G. Seascape**
- Trash containers and labeled recycling containers provided in all common areas, locker rooms, offices, vending machines, and concession area.
- H. Bridges Poplar Creek Country Club**
- Trash containers and labeled recycling containers provided in all clubhouse offices, pro shop, and public areas, Kitchen facilities as well as bar area.
  - The Golf Course has a trash container and labeled recycling container at each tee box and are available coming off the ninth and eighteenth green.
  - Maintenance Facility - Trash containers and labeled recycling containers are available throughout the facility.
- I. Trash collectors** in the parks and at all facilities will be responsible for keeping trash and approved recyclable materials apart and placing them in the correct bulk container located at their respective facility. Trash collected in the parks and at the Vogelei buildings will be brought to the bulk recycling containers at the Maintenance Facility.
- J. Light bulbs of all types** and from all facilities are brought to the maintenance facility where they are collected and delivered to an alternate vendor for recycling.
- K. Scrap metal** from all facilities is brought to the maintenance facility where it is either reused in various fabrication projects, or delivered to the scrap metal recycling center.
- L. Landscape waste** generated through the Parks operation will be brought directly to a recycling/composting vendor, logs generated through tree trimming will be cut into 18 inch lengths and offered to the community as free fire wood.
- M. The approved contracted waste hauler** for the Park District, will empty recyclable bins once a week unless a special pick-up is arranged beforehand. The waste hauler has designated what they consider recyclable and non-recyclable items. The lists that appear on the following page are subject to change as different manufacturing practices come into play and federal restrictions tighten or loosen with time:
- N. Recyclable materials include:**
- |  |                           |
|--|---------------------------|
| 1. Aluminum Cans                             | 12. Tin and Steel Cans    |
| 2. Brown Paper Bags                          | 13. Empty Aerosol Cans    |
| 3. Corrugated Cardboard                      | 14. White Ledger Paper    |
| 4. Catalogs, Magazines, Phone books          | 15. Light Bulbs all types |
| 5. Chipboard (cereal boxes, shoe boxes. etc) |                           |
| 6. Colored Paper                             |                           |
| 7. Computer Paper                            |                           |

- 8. Envelopes
- 9. Glass Bottles and Jars
- 10. Newspapers and Junk Mail
- 11. Plastic Bottles and Jugs

**O. Items Not Recyclable:**

- |                                       |  |
|---------------------------------------|--|
| 1. Plastic bags                       | 12. Window Glass or Ceramics                 |
| 2. Tubs, Pails, or Buckets            | 13. Clothing or Shoes                        |
| 3. Food Waste                         | 14. Diapers                                  |
| 4. Food Service Items: cups or plates | 15. Appliances                               |
| 5. Napkins, Paper Towels              | 16. Furniture                                |
| 6. Aluminum Foil or Pie Plates        | 17. Toys                                     |
| 7. Tissue or Gift Wrap                | 18. Styrofoam or Packing Peanuts             |
| 8. Medical Supplies                   | 19. Auto Parts                               |
| 9. Newspapers in Plastic Bags         | 20. Electronics                              |
|                                       | 21. Tarps, Hoses                             |
| 10. Blankets, Towels, Pillows         | 22. Construction Material                    |
| 11. Kitchen Utensils                  | 23. Books, Photographic Paper,<br>Tapes, CDs |

Many of the above **Not Recyclable** items although not recyclable through our waste hauler can be recycled through alternate outlets such as garage sales, second hand stores, or by simply passing them along to others. Every effort should be made to keep material out of land fills.

Approval Date: 5/22/13

D. Bostrom, Executive Director

Revised Date: \_\_\_\_\_

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**HOFFMAN ESTATES PARK DISTRICT**  
**Procedure for Energy Efficiencies relating to temperature settings**  
**Within the facilities of the Hoffman Estates Park District**

**1.119 Energy Efficiencies relating to temperature settings within the facilities of Hoffman Estates Park District**

Hoffman Estates Park District (HEPD) is committed to reducing energy use, increasing utility operational efficiencies and reducing energy costs to the greatest degree possible

***Occupancy Requests for Energy Efficiencies:***

- Turn off computers, monitors, printers and photocopiers when you leave your office for the evening.
- Turn off coffee pots and similar appliances when they are not in use. Radios and TVs should be turned off when out of the office.
- Wear clothing appropriate to the season and weather – lightweight clothing in summer and warmer clothes in winter. Wear layers so you can adapt to varying conditions in your workspace and still be comfortable.
- In winter, drapes or blinds should be open when windows are in direct sunlight or to utilize daylight over artificial light, and closed otherwise. During summer, close drapes or blinds to prevent direct sunlight from entering the room. Try not to use windows for temperature control.
- Vestibule doors should not be propped open and should always close and latch behind you.
- Turn off small exhaust fans when they are not needed.
- Notify your building maintenance supervisor or facility manager if your work area is overheated in the winter or overcooled in summer. Do not habitually open a window to get rid of excess heat in the winter.

**Prairie Stone Sports & Wellness Center**

Hours of Operation:	Monday-Thursday	5am-12 midnight
	Friday	5am-11pm
	Saturday/Sunday	6am-10pm

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Friday, 5:00 am through 12:00pm. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building's schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas, programming & rental spaces, and Childcare**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 74° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Fitness/exercise/gymnasiums**

***Temperature settings in this space during occupied periods will be:***

- Heated to a target temperature of 65° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods.
- Cooled to a target temperature of 71° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Special use areas, i.e. aquatic, banquet areas, maintenance & ice rinks – operational specific settings.**

**Triphahn Center**

Hours of Operation:	Monday-Saturday	5:15 am-10:30 pm
	Sunday	6:00 am-10:30pm

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Friday, 5 am through 12 am. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building's schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas, programming & rental spaces, and Childcare**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 74° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Fitness/exercise/gymnasiums**

***Temperature settings in this space during occupied periods will be:***

- Heated to a target temperature of 65° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods.
- Cooled to a target temperature of 71° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Special use areas, i.e. aquatic, banquet areas, maintenance & ice rinks – operational specific settings.**

**Willow Recreation Center**

Hours of Operation:           Monday-Friday 6am-10pm  
  Saturday           6am- 7pm  
  Sunday            7am- 5pm

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Saturday, 5:45 am through 10:00 pm. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building’s schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas, programming & rental spaces, and Childcare**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 72° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

***Fitness/exercise/gymnasiums***

***Temperature settings in this space during occupied periods will be:***

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods.
- Cooled to a target temperature of 72° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Bridges of Poplar Creek Country Club**

Hours of Operation:   Monday-Sunday   6am-7pm

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Friday, 8:00 am through 6:00 pm non- peak season, and 8:00 am through 9:00 pm peak season. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building’s schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas, programming & rental spaces**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 74° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Special use areas, i.e. aquatic, banquet areas, maintenance & ice rinks – operational specific settings.**

**Parks Maintenance**

Hours of Operation:	Monday-Friday	6:30am – 5:00pm
	Saturday/Sunday	6:00am – 4:30pm

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Friday, 6:30 am through 5 pm. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building's schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 74° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

***Temperature settings in this space during occupied periods will be:***

- **The General Work Area** temperature of 60° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. This includes the General Work area.
- **The Mechanics area** is heated to a target temperature of 65° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods.
- **The Vehicle Storage area** is heated to 55° F during the winter with no drop back temperature setting.
- Cooling temperatures are not defined as air conditioning is not available.

- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

**Vogelei House and Barn**

Hours of Operation:	Monday-Thursday	8a – 10p
	Friday	8a – 10p
	Saturday/Sunday	8a – 10p

**Temperature Settings**

Heating, Ventilation, and Air Condition (HVAC) operations will mirror the hours of primary building occupancy. Space temperatures maintained during designated unoccupied hours may not be suitable for normal activities. For the purpose of this procedure "primary building occupancy" shall be defined as Monday – Friday, 8 am through 10 pm. Buildings with extended evening, Saturday or Sunday activities have different HVAC shutdown times depending upon each building's schedule.

**Areas defined and specific temperatures for those designated spaces.**

***Temperature settings in this space during occupied periods will be:***

**Office, work areas, common areas, programming & rental spaces, and Childcare**

- Heated to a target temperature of 68° F during the winter. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to drop back to 55° F during unoccupied periods. No other use of electric heaters is allowed and unauthorized heaters will be removed.
- Cooled to a target temperature of 74° F in centrally air conditioned spaces during the summer. Whenever it is economically and technically feasible, night setback features of the building automation system will be utilized to allow temperatures to rise to 85° F during unoccupied periods.
- Supplemental electric heaters shall only be used in case of long-term system malfunctions and as authorized and provided by the facility manager. No other use of electric heaters is allowed and unauthorized heaters will be removed.

Approval Date: February 1, 2017 Dean R. Bostrom, Executive Director

Revision Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_