

EGC RESIDENT ORIENTATION

SAMPLE 90 MINUTE AGENDA

INTRODUCTION – 10min

- Settle in and Welcome
- Sustainability Program at this building/within this company
- Purpose of today's workshop
- Icebreaker (meet your neighbors)

SUSTAINABILITY FEATURES OF THE BUILDING (brief) – 15min

- Sustainability Certification
- Improved Air Quality & Daylighting
- Active Design
- Transportation
- Waste Reduction & Recycling
- Energy & Water Efficient

ENERGY BINGO / ENERGY TRIVIA (with "prizes") – 15min

INTRODUCE PURPOSE AND CONTENTS OF THE MANUAL – 20min

EXERCISE: HOW TO TRACK AND READ YOUR UTILITY BILL – 10min

HOW TO REDUCE YOUR CONSUMPTION – 10min

- The \$ benefits
- The non-\$ benefits
- Space heater vs. Thermostat – what's more efficient and what the cost difference is
- Thermostats
 - How they work / How best to use them
 - Resident actions related to efficient thermostat use
- Resident actions: smart strips, lighting, phantom loads, etc...

REINFORCE STAFF SUPPORT – 5min

- Introduce who to talk to and when
- Discuss programs and resources

Q&A / WRAP UP – 5min

Logistics:

It is strongly encouraged that on-site staff (maintenance, management, and service coordinators) attend the orientation as well, so that residents are familiar with who is working in the building and so that the residents know that the material presented to them during the orientation is known and agreed upon by staff as well. It is important to show as much comprehensive buy-in as possible from all levels of the organization.

QUESTIONS TO CONSIDER:

- Where will the orientation be held?
- How many people can you accommodate?
- What days / times work best for the majority of residents?
- Who is going to lead it?
- When are you going to host it?
- How and when will you start announcing and advertising for it?

SUPPLIES / SERVICES TO CONSIDER

- Station for people to put in work orders
- Food and beverages provided
- Child care provided
- Way to show slides if needed (projector, TV insert, power cords / power strips, etc...)
- Handouts to support information provided (such as the manual)
- Any other green living info (brochures/manuals/etc...)
- Sticky notes / Pads of paper and pens for people to take notes