

# Green at Work

Allsteel products impact the environment in many ways; from the sources of our materials to the way we manufacture here in Muscatine, Iowa, to the impacts the products have while in use with our clients, to their ultimate post-consumer fate. One piece that isn't talked about as much is how Allsteel impacts the environment within our buildings and with our work habits every day.

The following is a list of a few of the improvements we've made, starting with our headquarters building itself.

- **Allsteel's headquarters building and surrounding property.** You'd never know by looking at our building that it was once a factory. That earlier business closed, leaving an eyesore in the neighborhood and a tax burden on the community. In 1999, that all changed. Now it is an architecturally beautiful building that utilized existing resources within the community; good for both the environment and Muscatine:
  - The "stream" out front is designed to corral rainwater overflow from a nearby parking area and clean the water before it continues on to a nearby stream. Our parking lot is designed to direct rain and snowmelt toward the same stream.
  - Many trees were planted and are now maturing to provide shade for our property. The wooded area behind the building lines a walking path through town and shelters a number of deer.
  - Two "solar sunflowers" in our backyard produce enough electricity to power 40 laptop computers every sunny day. Technically, they're pole-mounted photovoltaic arrays, but we like to compare their odd shape to the sunflowers that bloom in the sun across the Iowa prairies.
  - The conversion to an office building added many windows to the former factory so that natural daylight can be enjoyed everywhere inside the space.
  - We've added designated parking places near the building to encourage members to carpool or ride motorcycles to work. Bicycles can be parked indoors.
  - Traveling to our building from the nearby Quad Cities area became more energy-conserving with the provision of the HNI shuttle van that brings members of the HNI companies to and from work at our office and factory, and to the HON plant and HNI office building in downtown Muscatine.
- **Moving indoors,** we've been making many changes since we moved in:
  - We (HNI) have a Facility Green Cleaning Stewardship Program that requires the company that cleans our buildings to meet a number of requirements, such as only using cleaning products that are Green Seal certified and providing training to their employees so they understand why this is important and how to implement it.
  - Motion and light sensors have been installed to decrease the amount of energy consumed. The motion sensors turn out lights when no one is in the space, and the daylight sensors in the large café turn down the artificial lights when natural daylight is available for "harvesting."



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- Plastic water bottles have been eliminated entirely. Members and visitors now drink filtered water available in two locations in the building, so an average of 35 cases of plastic bottles per month (5,040 bottles per year) are no longer utilizing petroleum and energy for their production and shipment.
- We've switched from providing single-use, disposable paper cups for members and guests to using reusable glassware and cups. Guest and catered member meals are served with reusable dishes and flatware instead of disposable paper and plastic. Dishes are washed in an Energy Star dishwasher to save energy.
- Paper towel dispensers (instead of baskets of loose folded towels) in the restrooms have cut paper waste.
- We conserve water with aerators installed on all restroom faucets (50% decrease), low-flow toilets with dual-flush handles to use only the necessary amount of water per flush, and waterless urinals.
- Allsteel's Marketing department has switched to paper with lower environmental impact for all new high-quality marketing materials that must be printed, and is increasingly encouraging the use of electronic materials whenever possible. The new paper is FSC, Green Seal, green-e, SFI, and PEFC certified, is chlorine-free, and contains 10% post-consumer recycled content.
- All paper used in our printer/copiers for day-to-day printing contains 30% recycled content. Members are encouraged to avoid printing documents if they don't have to and printing duplex when they must print.
- Walk-off mats at all entrances (including those built into the floor in our front entry) keep our work environment and air cleaner.
- Allsteel's recycling efforts have been increasing steadily, including:
  - Aluminum cans
  - Plastic bottles (brought in from the outside)
  - Florescent light bulbs and rechargeable batteries
  - Corrugated packaging
  - White paper
  - Metal hangers
- **LEED® for Existing Buildings (EB).** Allsteel's headquarters office and property are registered with the U.S. Green Building Council as seeking to obtain certification under the rating system that focuses on how a building is operated and maintained. Allsteel's headquarters building was completed before LEED for New Construction was available, but LEED-EB will guide the upgrades to the heating, ventilation, and air conditioning system, landscaping techniques, and many other features of our building in the future.
- **Allsteel's manufacturing site.** You can learn about many of the improvements in manufacturing, waste reduction, packaging, and shipping that Allsteel has accomplished in the website section called "Manufacturing Performance." In addition, there are other improvements:
  - Allsteel has a plan to address member working conditions and energy conservation in the factory. We're starting with improvements for workers by



enclosing the heat-generating areas of manufacturing (to move the heat directly out of the building) and bringing in temporary cooling units so the workplace is more comfortable during the hot summer months. We're also evaluating a number of alternatives for energy conservation at the plant.

- Because Allsteel has been efficient in expanding manufacturing capacity within the original footprint of our plant, we have saved energy and kept property available for other uses. We're working on trails, natural landscaping, and tree farm options to improve the environment and use our property well.
- As we learn about LEED for Existing Buildings while working toward certification of our headquarters building, we'll register with U.S. Green Building Council and begin the process at the factory, as well.



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