



CICAP Commitment Tips

COMMITTING TO CICAP IS EASY.

Here are some simple commitments your organization can make to improve air quality.

KNOZONE ACTION DAYS

- Email alerts to employees the day before a predicted Knozone Action Day.
- Post a notice in a conspicuous place on company property the day before a Knozone Action Day.
- Promote and encourage employees to implement Knozone actions during Action Days.
- Provide incentives for customers to park and enter the business instead of using a drive-thru window.
- Limit or discontinue non-essential air pollution producing operations where possible.
- Allow casual work attire to encourage walking or biking to work on Knozone Action Days.
- Offer special flextime hours on Knozone Action Days.

BUSINESS PRACTICES

- Publish articles about air-quality in company newsletters.
- Encourage vehicles making deliveries to facilities to reduce vehicle idling by posting “Idle Free Zone” signs.
- Encourage other businesses to participate in CICAP.
- Use teleconferencing or videoconferencing instead of driving to meetings.
- Implement a recycling program that incorporates paper, plastic, cardboard, glass and metal.
- Plant low-maintenance, native landscaping around office areas to reduce the need for pesticides and watering and avoid using gasoline-powered mowers and landscaping equipment.

FLEET COMMITMENTS

- Create and implement an employee vehicle idling reduction policy.
- Service fleet vehicles regularly.
- Implement a fleet refueling policy so fuel is pumped at the end of the day during summer months to reduce emissions.
- Commit to using alternative fuels in company vehicles.
- Commit to purchasing new alternative fuel vehicles when additions to company fleets become necessary.
- Evaluate adding anti-idling or other fuel-saving technologies to fleet vehicles.

EMPLOYEE COMMITMENTS

- Incentivize an employee carpooling program.
- Offer incentives/recognition to employees who take public transportation.
- Host a Central Indiana Commuter Services (CICS) fair to provide employees with information about commuting options.
- Encourage biking to work by providing on-site bike racks and showers.
- Offer flexible daily work scheduling options to employees, such as telework, flextime or a compressed work week.
- Provide preferred parking for hybrid, carpool and Zipcar® vehicles and secure parking for bicycles.
- Encourage use of public transportation by subsidizing or selling employee transit passes or single tickets at the office.
- Provide facilities for showering or freshening up for those who walk or bike to work.
- Display maps and schedules of nearby public transit routes for employees.
- Provide reusable plates, cups and cutlery.
- Encourage employees to bring their lunches in reusable containers/bags and reusable bottles.

ENERGY SAVINGS

- Perform a comprehensive energy audit of the facility to identify areas for energy savings.
- Draft and implement an energy conservation plan.
- Incorporate green building and energy conservation principles into new or retrofit construction projects at facilities.
- Become an Energy Star Partner.
- Install motion-sensitive lights in rooms or storage areas that are infrequently used.
- Dim lights during the day or incorporate natural lighting to reduce energy consumption.
- Adjust thermostats 2 degrees warmer in the summer and 2 degrees cooler in the winter or use programmable thermostats.
- Implement a policy encouraging employees to power down computers, printers, photocopiers and other office electronics and turn off all lights on the evenings and weekends.