I.10 We have solicited feedback from office members about green building features we have or could have in our office, such as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, green cleaning contracts, etc. A member of our office has shared this feedback with our Building Administrator.

**Intent**
Encouraging all staff to participate and provide advice and feedback improves participation and increases awareness.

**Point Value**
2 points for soliciting feedback

**Instructions**
Designate one person to collect feedback and submit it to the Building Administrator.

In a staff meeting, request that staff provide feedback on green building features and suggestions to the designated person. Give them a deadline to make the process more recognizable for both the designee and the BA.

**Resources**
Building Administrator Listing
http://www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1 (search by building)