



Sustainability at Work!

SUSTAINABILITY POLICIES



Exterior Cleaning & Equipment	Pest & Landscape Management	Indoor Pest Control	Cooling Tower	Energy Efficiency
<p>The objective is to move away from gas-powered equipment and utilize more sustainable products for hardscape maintenance and cleaning of the building exterior.</p>	<p>This objective of this policy is to create an integrated pest management and exterior fertilizer strategy that uses the least-toxic pesticides and fertilizer whenever possible. If a least-toxic pesticide option is not feasible, then management must alert tenants in advance of the pest application.</p>	<p>The objective of this policy is to reduce waste generation and pollution and safeguard public health. Staff shall document pest quantity and species, and keep application records including date, time, location, target pest (most vendors do this anyway). This policy also includes notifying occupants 72 hours in advance of any application where the least-toxic option is not applied.</p>	<p>Under this policy, cooling towers must be consistently maintained and a service contract must be in place that states the vendor will inspect quarterly. In addition, this policy address the use of chemicals used for water quality.</p>	<p>This policy aims to improve energy efficiency. It addresses energy use tracking and reduction, Energy Star benchmarking and certification, voluntary portfolio-level energy usage reporting, and local mandatory energy usage reporting.</p>
Refrigerant Management	Ongoing Commissioning	Sustainable Purchasing	Low Mercury Lightbulbs	No Smoking
<p>The objective for this policy is to eliminate CFC's (R11's) from the building by 2020. It also looks at minimizing the use of ozone depleting refrigerants.</p> <p>For LEED, a building must eliminate the use of CFC based refrigerants, provide a phase out plan, or prove that it is not economically feasible.</p>	<p>The objective for this policy is to maintain the operating efficiencies of the building and to reduce energy consumption. It also addresses making periodic adjustments and procedures essential for optimal energy efficiency and including commissioning and retrocommissioning into the building maintenance plan.</p>	<p>The objective for this policy is to purchase consumables in a manner to protect the environment, conserve natural resources, and minimize waste. The policy includes information about ongoing consumables, durable goods, facility alterations and additions, and reduced mercury in lamps.</p> <p>This is not for tenants, but for building staff internally</p>	<p>The objective is to reduce the mercury content of mercury containing lamps by:</p> <ol style="list-style-type: none"> 1) Completing a lamp inventory 2) Creating a purchase plan for the future. 	<p>Under this policy, smoking is not allowed within 25 ft. of entryways. Policy includes putting up signs to that effect, and designated smoking areas on the property need to be identified, and must be 25 ft. from the doorways.</p>

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Green Cleaning	High Performance Cleaning	IAQ Management for Facility Alterations	IAQ Management	Water Usage
<p>This policy requires janitorial to use green cleaning materials and to adopt a purchasing policy for sustainable cleaning products and equipment</p>	<p>Similar to the Green Cleaning Policy, this policy is related to LEED buildings. This policy will help buildings earn more LEED points through the tracking of invoices for all green cleaning purchases, maintenance of MSDS sheets, and tracking of all cleaning product purchases, powered housekeeping equipment and the date of purchase and repairs.</p> <p>In addition, 60% of cleaning products and materials must meet specified sustainability criteria.</p>	<p>The objective of this plan is to prevent indoor air quality problems resulting from Tenant Improvements which are best management practices that can prevent smell and tenant complaints post occupancy. During construction the HVAC equipment should be protected with MERV8 filters, when possible use low VOC materials for source control, install barriers to isolate the project area and rebalance the HVAC to depressurize the project area, implement good housekeeping to keep pollutants from leaving the project site, schedule paint before absorbent materials installation like carpet and after construction ends, install new filtration media and “flush out” the affected space. recertification.</p>	<p>This is an Indoor Air Quality Management Program to improve the indoor air quality for occupants. This policy requires an indoor air quality inspection performed by HBI.</p>	<p>The goal is to reduce potable water use by encouraging the installation of water conserving, high-efficiency plumbing fixtures and fittings. This initiative will be accomplished by successfully implementing the following items:</p> <ol style="list-style-type: none"> 1. Examine existing infrastructure, equipment, and overall building functionality. 2. Ensure that Tenant Improvement (TI) Guidelines are followed for plumbing fixtures that are installed during TI projects. 3. Continually upgrade requirements and goals as UPC and IPC standards improve water-conserving fixtures



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