

<<ADD PROPERTY NAME>>

EXHIBIT B-4

**Tenant Sustainability Guidelines
and Green Building Requirements**

LEED credits referenced in this document are based on LEED CI version 3 and LEED for Existing Buildings: Operations and Maintenance version 3.

The Landlord has established tenant guidelines, contained in this Exhibit, that outline tenant's obligations regarding the design and construction of the tenant's improvements and expectations of sustainability practices after the tenant moves into the Building. Tenant is required to comply with all of the guidelines noted below, whether or not they seek LEED certification for the Leased Premises.

The following tenant guidelines are formatted to five (5) categories of the U.S. Green Building Council ("USGBC") Leadership in Energy and Environmental Design ("LEED") green building rating system:

1. Water Efficiency
2. Energy & Atmosphere
3. Materials and Resources
4. Indoor Environmental Quality
5. Innovation in Design

The requirements outlined in this Exhibit are based on three (3) sources:

- LEED for Commercial Interiors (LEED CI) version 3.0 building rating system
- LEED for Existing Buildings: Operations and Maintenance version 3.0 (LEED EBOM) building rating system
- Landlord's corporate policy on tenant buildouts and operations

The LEED credits required by the Lease are listed below and are accompanied by a short overview of the credit. For details about LEED CI or LEED EBOM, please refer to the LEED CI and LEED EBOM Reference Manuals. Additional information, including updates to the rating system can be found on the USGBC website: <http://www.usgbc.org>. For clarification about the Landlord's corporate sustainability policies, please contact the Landlord.

The following appendices are included to assist Tenant with the required LEED protocols for Tenant design and construction:

- Appendix A: Construction Waste Management Plan
- Appendix B: Construction Indoor Air Quality Management Plan
- Appendix C: LEED credits required by the lease and associated documentation requirements

TENANT GUIDELINES

WATER EFFICIENCY (WE)

LEED CI: WE prerequisite 1: Water Use Reduction

Select fixtures that, in the aggregate, use 20% less water than the water use baseline calculated for the building.

LEED CI: WE credit 1: Water Use Reduction

Select fixtures that, in the aggregate, use 30% less water than the water use baseline calculated for the building, except for leased space and buildouts which only include pantries with sinks, in which case Tenant must only comply with a 20% water reduction.

ENERGY AND ATMOSPHERE (EA)

LEED CI: EA prerequisite 1 – Fundamental Commissioning

For all tenant fit out work, tenant shall identify and engage either a commissioning authority or members of the design or construction team to oversee that construction is performed in accordance with the design. The minimum requirements are to verify that the installed mechanical and electrical systems match the design and operate as intended, that the test and balance report is acceptable, and that all previously noted deficiencies in the test and balance report were corrected. This is typically performed and included in the design and construction team's scope of work.

LEED CI: EA prerequisite 2 – Minimum Energy Performance

The Leased Premises must comply with ANSI/ASHRAE/IESNA Standard 90.1-2007, as well as with all other requirements contained in this credit, including the installation of ENERGY STAR qualified equipment.

LEED CI: EA prerequisite 3 – CFC Reduction in HVAC&R Equipment

Zero use of chlorofluorocarbon (CFC)-based refrigerants in tenant scope of work.

LEED CI: EA credit 1.1 – Optimize Energy Performance: Lighting Power, option A

Reduce connected lighting power density 16% below that allowed by ANSI/ASHRAE/IESNA Standard 90.1-2007.

LEED EBOM: EA credit 3 – Performance Measurement: Building Automation System

Tenant must install heating, cooling, ventilation, lighting systems, fans, HVAC equipment, and thermostats that are compatible with the base building automation system (BAS).

LANDLORD'S POLICY: Space Heaters

Tenant is not allowed to use space heaters without the written consent of the Landlord.

ENERGY STAR POLICY: Server Rooms

Pursuant to Section 5(a)(5) of the Lease, server rooms which require supplemental HVAC must submeter the HVAC equipment. Tenant is also required to provide the total wattage of installed computer equipment and peripheral equipment as required by the EPA for Energy Star Reporting.

LANDLORD'S POLICY: ENERGY STAR

The Landlord participates in a voluntary partnership with the U.S. EPA and U.S. DOE called *ENERGY STAR*. *ENERGY STAR* helps the Landlord improve the energy efficiency of this Building and helps lower utility bills for tenants. To this end, Landlord requires tenants to provide the following to help improve energy efficiency of the Building:

1. The number of full time occupants in the Leased Premises as defined by LEED. This information will be collected on the Lease Commencement Date and at least once a year.
2. The square footage of all tenant server rooms and whether those server rooms contain supplemental HVAC units.
3. Motion Sensors to control lighting must be provided in all private offices, storage rooms, closets and computer closets/LAN Rooms. Motion Sensors are required in conference rooms and in large open spaces that can be zoned.
4. Motion Sensors or timers to control task lighting must be provided on systems furniture, office task lighting and all under cabinet lighting within the Leased Premises.

MATERIALS AND RESOURCES (MR)

LEED CI: MR prerequisite 1 - Storage and Collection of Recyclables

Tenant must provide recycling areas in the Leased Premises to facilitate the storage and collection of the recyclable materials.

LEED CI: MR credit 2 – Construction Waste Management

Tenant fit out work shall employ the Construction Waste Management Specifications located in Appendix A of these tenant guidelines. These specifications comply with MR credit 2.

LEED CI: MR credit 4 – Recycled Content

Use materials, including furniture and furnishings, with recycled content such that the sum of postconsumer recycled content plus $\frac{1}{2}$ of the preconsumer content constitutes at least 10% based on cost of the total value of the materials in the project.

LEED EBOM: MR credit 4 – Sustainable Purchasing: Reduced Mercury in Lamps

Tenant's lighting design must accommodate light bulbs that have a weighted average mercury content below 90 picograms per lumen-hour. Landlord can provide spreadsheets and resources to support in this calculation.

LANDLORD'S POLICY: Waste Reduction and Recycling Policy

Tenant shall provide Landlord with a marked up, reproducible, dimensioned floor plan

drawing showing the placement of all recycling containers (excluding those at desks) in the Leased Premises. At a minimum, Tenant must provide space for the recycling of (1) paper and cardboard, (2) glass, aluminum, and plastic, (3) batteries, (4) compact fluorescent light bulbs, (5) printer and copier cartridges, and (6) small electronics, such as cell phones and calculators. Tenant must also provide space for recycling education, which can be complied with by the posting of an 8.5" x 11" paper notice located in a generally accessible area, such as a kitchen or copying room. Landlord maintains the right to perform a waste stream audit of Tenant waste. Tenant must provide clearly marked recycling containers at each workstation.

LANDLORD'S POLICY: Recommended Material: Alternatives to Vinyl

Tenant shall endeavor to not use vinyl products (for example, but not limited to, vinyl flooring or wall coverings) for new installations in the Lease Premises. Alternative materials such as linoleum should be explored.

LANDLORD'S POLICY: Restricted Material: Un-wrapped Insulation

Tenant shall not use or install or permit the installation of mineral or glass fibers, including, but not limited to, unwrapped fiberglass insulation, which are not sealed and are exposed to the supply or return air flow of the Building's HVAC system.

INDOOR ENVIRONMENTAL QUALITY (EQ)

LEED CI: EQ prerequisite 1 – Minimum Indoor Air Quality Performance

Mechanical ventilation systems installed in the space as a function of the Tenant fit-out shall be compatible with the Building's base systems and meet or exceed the minimum requirements of ASHRAE 62.1-2007.

LEED CI: EQ prerequisite 2 – Environmental Tobacco Smoke

Tenants shall adopt and enforce a no smoking policy for the Leased Premises and all spaces inside the Building, in the garage, on the roof, and within 25 feet of any air intake, operable window, or entrance to the Building.

LEED CI: EQ credit 3.1 – Construction Indoor Air Quality (IAQ) Management Plan: During Construction

Tenant shall adopt an Indoor Air Quality (IAQ) Management Plan that complies with this LEED credit. A sample Construction IAQ management plan can be found in Appendix B.

LEED CI: EQ credit 3.2 – Construction Indoor Air Quality (IAQ) Management Plan: Before Occupancy

After construction is complete and the space has been cleaned, either flush out the space with the required amount of fresh air defined in OPTION 1 of this credit, or provide air quality testing as define in OPTION 2 of this credit.

LEED CI: EQ credit 4.1 – Low-Emitting Materials: Adhesives and Sealants

All adhesives and sealants applied in the Leased Premises must comply with the requirements of this credit.

LEED CI: EQ credit 4.2 – Low-Emitting Materials: Paints and Coatings

Interior paints and coating applied in the Leased Premises must meet the limitations and restrictions concerning chemical components set by this credit.

LEED CI: EQ credit 4.3 – Low-Emitting Materials: Flooring Systems

All flooring material must meet the standards contained in this credit, including carpet, carpet adhesives, and hard surface flooring.

LEED CI: EQ credit 4.4 – Low-Emitting Materials: Composite Wood and Agrifiber Products

Composite wood and agrifiber products, including core materials, must contain no added urea-formaldehyde resins.

LEED CI: EQ credit 5 – Indoor Chemical and Pollutant Source Control

Minimize and control pollutants by segregating areas with hazardous gasses or chemicals and providing filtration media with a MERV-13 rating or higher.

LANDLORD'S POLICY: Green Cleaning

Landlord employs a comprehensive green cleaning program. Should Tenant decide not to use the cleaning company provided by the base building, Tenant must employ a qualified cleaning contractor and utilize a cleaning program based on the same environmental standards as Landlord's cleaning program, and must be preapproved by Landlord.

INNOVATION IN DESIGN (ID)

LEED CI: ID credit 2 – LEED Accredited Professional

At least 1 principal participant of the tenant's project team shall be a LEED Accredited Professional (AP).