



Potential Policies and Actions for Existing Facilities' Operations and Maintenance

Materials and Resources

1. **Sustainable Purchasing Policy:** Identify ongoing consumable purchases and site opportunities to switch to environmentally sustainable products.
2. **Solid Waste Management Plan:** Evaluate the building's waste stream and establish policies to divert materials from disposal in landfills through recycling programs or alternatives such as filtered water systems to replace bottled water use and use of rechargeable batteries instead of standard batteries to reduce waste. Work with building management to see if current recycling programs can be expanded to address more materials. Solid Waste management plan would also address disposal and diversion of construction waste during facility renovations.

Sustainable Sites

3. **Alternative Commuting and Travel Means:**
 - a. Implement incentive plans to encourage employees to utilize alternative means of transportation such as hybrid cars, carpooling and public transportation in order to reduce the amount of emissions produced by traditional automobiles traveling to the building every day.
 - b. Provide more access to Tele-conferencing, video tele-conferencing and web-conferencing equipment and means to reduce the amount of travel required by employees for meetings.

Energy and Atmosphere

4. **Off-site Renewable Energy:** Renewable energy certificates (RECs) could be purchased through a third party that will offset a percentage of Client's power usage.

Indoor Environmental Quality

5. **Smoking Policy:** Implement a policy prohibiting smoking within the building and designate a suitable area for smoking outdoors that is removed from any building air intakes, public areas or entries to assist in maintaining a clean air environment.
6. **Reduce Particulates in Air Distribution:** Work with Building management to Install and maintain filtration media with a minimum efficiency reporting value (MERV) greater than or equal to 13 for all outside air intakes and inside air recirculation returns.
7. **IAQ Best Management Practices:** Develop and implement an indoor air quality (IAQ) management plan for use during the renovation construction and occupancy phases in Client facilities.

Occupant Comfort

8. **Develop and implement an occupant survey and complaint response system to collect anonymous responses regarding the following factors:**
 - Thermal Comfort
 - Acoustics
 - Indoor Air Quality
 - Lighting Levels
 - Building Cleanliness

Utilize this system to determine areas of occupant comfort and wellness that may need to be addressed in order to increase employee well being.
9. **Green Cleaning Policy:** Have in place a green cleaning policy for Client's facilities addressing green cleaning best practices and other requirements. Work with building management to utilize policy in daily cleaning of Client facilities.

See the following pages for more detailed descriptions of the requirements for each item.

1. Materials & Resources – Sustainable Purchasing Policy

Requirement	Current Status
<p>Have in place an Environmentally Preferable Purchasing (EPP) Policy for ongoing facilities purchases</p>	<p>Write up and have in place a policy which:</p> <ul style="list-style-type: none"> • Identifies more environmentally friendly alternatives for items that are purchased for the building • Identify ongoing consumable purchases and site opportunities to switch to environmentally sustainable products

Have in place an Environmentally Preferable Purchasing (EPP) Policy for ongoing facilities purchases

1: Create a sustainable purchasing program covering ongoing consumables. Sustainable purchases should meet one or more of the following criteria:

- Contains at least 10% postconsumer or 20% postindustrial material
- Contains at least 50% rapidly renewable materials
- Contains at least 50% materials harvested and processed or extracted and processed within 500 miles
- Consist of at least 50% FSC certified paper products
- Batteries are rechargeable

2.1: Electric Powered Equipment

Achieve sustainable purchases of electric-powered equipment (by cost) by meeting at least one of the following criteria:

1. The equipment is Energy Star labeled
2. The equipment is either battery or corded and replaces conventional gas-powered equipment

2.2: Furniture

Achieve sustainable purchases of furniture (by cost) by meeting at least one of the following criteria:

1. Contains at least 10% postconsumer or 20% postindustrial material
2. Contains at least 70% material salvaged from off-site or outside the organization
3. Contains at least 70% material salvaged from on-site
4. Contains at least 50% rapidly renewable materials
5. Contains at least 50% materials harvested and processed or extracted and processed within 500 miles
6. Consist of at least 50% FSC certified wood products

3. Maintain a sustainable purchasing program covering materials for facility renovations, demolitions, refits and new construction additions. Sustainable purchases should meet one or more of the following criteria:

1. Contains at least 10% postconsumer or 20% postindustrial material
2. Contains at least 70% material salvaged from off-site or outside the organization
3. Contains at least 70% material salvaged from on-site
4. Contains at least 50% rapidly renewable materials
5. Contains at least 50% materials harvested and processed or extracted and processed within 500 miles
6. Consist of at least 50% FSC certified paper products
7. Use adhesives and paints with low VOC's
8. Carpet and Carpet cushions to meet GRI Green Label requirements
9. Resilient flooring is FloorScore-certified and constitutes a min. of 25% of finished floor area
10. No added urea-formaldehyde resins used

4. Develop a lighting purchasing plan that specifies maximum levels of mercury permitted in mercury-containing lamps.

At least 90% of purchased lamps should meet the following overall targets for mercury content:

- 90 picograms per lumen-hour

or

- 70 picograms per lumen-hour

2. Materials & Resources – Solid Waste Management Policy

Requirement	Current Status
<p>Have in place a solid waste management policy for the building and site addressing the requirements for the following waste management credits:</p> <ul style="list-style-type: none"> MR Credit 7 – Ongoing Consumables MR Credit 8 – Durable Goods MR Credit 9 – Facility Alterations and Additions As well as recycling of mercury-containing lamps 	<p>Write up and have in place a policy which:</p> <ul style="list-style-type: none"> c. Evaluates the building's waste stream and establishes policies to divert materials from disposal in landfills d. Adheres to the O&M Policy Model addressing the requirements of the waste management as well as recycling of all mercury-containing lamps.

Materials & Resources – Solid Waste Management: Waste Stream Audit & Ongoing Consumables, Durable Goods

Requirement	Current Status
<p>Conduct a waste stream audit of the building's entire ongoing consumables waste stream.</p> <p>Maintain a waste reduction and recycling program that addresses ongoing consumables:</p> <p>Potential Goals:</p> <p>Divert 80% of discarded batteries from the waste stream</p> <ul style="list-style-type: none"> Reuse, recycle or compost 50% of ongoing consumables waste stream Divert 80% of discarded batteries from the waste stream Reuse or recycle 75% of the durable goods waste stream Divert at least 70% of waste generated by facility alterations and additions from disposal to landfills 	<p>Required Action:</p> <ul style="list-style-type: none"> Talk to existing Trash/Recycle service provider about waste stream audit services that they offer, consider a new provider if they are unable to adhere to the requirements Identify opportunities for increased recycling and waste diversion. Consider taking part in a leasing or donation program to help maintain waste reduction Consider using StEP (www.step-initiative.org) for guidance in disposing of electronic waste or consider manufacturer takeback options Identify licensed haulers and processors of recyclable materials Identify markets for salvaged materials Employ deconstruction, salvage and recycling strategies and processes Document the cost for recycling, salvaging and reusing materials Make source reduction on the job site an integral part of the plan to reduce solid waste.

3. Sustainable Sites – Alternative Commuting Transportation

Requirement	Current Status
<p>Demonstrate a reduction in conventional commuting and traveling means:</p>	<p>Implement incentive plans to encourage employees to utilize alternative means of transportation such as hybrid cars, carpooling and public transportation in order to reduce the number of automobiles traveling top the building every day.</p> <p>Prepare and implement a plan to ensure adequate facilities to accommodate tele-conferencing, video tele-conferencing and/ or web-conferencing are provided. Create an employee awareness campaign emphasizing the benefits of remote conferencing and encouraging its use.</p>

4. Energy and Atmosphere - On-Site & Off-Site Renewable Energy

Requirement	Current Status
Employ off-site renewable energy systems to meet some or all of the Client's total energy use.	<p>Purchase Green-e Certified power through tradable renewable energy certificates. Required action:</p> <ul style="list-style-type: none"> Renewable energy certificates (RECs) could be purchased through a third party that will offset the Dominion Power usage

5. Indoor Environmental Quality – Smoking Policy

Requirement	Current Status
Prohibit smoking in the building and designate exterior smoking areas at least 25 feet from building entries and air intakes.	<p>To comply a policy must be made and implemented prohibiting smoking within the building. Required action:</p> <ul style="list-style-type: none"> Prohibit smoking throughout the building and document this policy Designate a suitable area for smoking outdoors that is removed from any building air intakes, public spaces or entries.

6. Indoor Environmental Quality - Reduce Particulates in Air Distribution

Requirement	Current Status
Install and maintain filtration media with a minimum efficiency reporting value (MERV) greater than or equal to 13 for all outside air intakes and inside air recirculation returns.	<p>Required action:</p> <ul style="list-style-type: none"> Perform site survey of the existing air handling units Evaluate all air handlers fan capacity to ensure they are capable of overcoming the increased static pressure drop across filter (~0.30" WG Initial Resistance) If the system is capable of handling the increased static pressure drop, purchase and install MERV 13 filters in all air handlers

7. Indoor Environmental Quality – IAQ Best Management Practices: Management for Facility Alterations and Additions

Requirement	Current Status
Develop and implement an indoor air quality (IAQ) management plan for the construction and occupancy phases	<p>Develop an IAQ management plan for implementation during facility alterations and additions. Required Action:</p> <ul style="list-style-type: none"> The plan must meet or exceeds the recommended design approaches of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines for occupied buildings under construction, 1995, chapter 3. If the building undergoes a tenant improvement, follow LEED EB O&M guidelines to develop and implement an IAQ management plan for the preoccupancy phases

8. Indoor Environmental Quality - Occupant Comfort: Occupant Survey

Requirement	Current Status
<p>Develop and implement an occupant survey and complaint response system to collect anonymous responses regarding the following factors:</p> <ul style="list-style-type: none"> • Thermal Comfort • Acoustics • Indoor Air Quality • Lighting Levels • Building Cleanliness 	<p>Required action:</p> <ul style="list-style-type: none"> • Develop a survey to distribute to all occupants of the building covering thermal comfort, acoustics, indoor air quality, lighting levels, and building cleanliness • Develop a means for respondents to submit completed surveys anonymously and easily • Record data and compile into usable format summarizing responses

9. Indoor Environmental Quality – Green Cleaning Policy

Requirement	Current Status
<p>Have in place a green cleaning policy for the building and site addressing green cleaning and other requirements</p>	<p>Write and have in place a green cleaning policy which:</p> <ul style="list-style-type: none"> • addresses SOPs, sustainable products and equipment, chemical handling and storage and staff training. • Adheres to the LEED for Existing Buildings: O&M Policy Model and must cover the green cleaning materials that are within the building and site management's control.

Indoor Environmental Quality – Green Cleaning: High-Performance Cleaning Program

Requirement	Current Status
<p>Have in place a high-performance cleaning program, supported by a green cleaning policy (EQ Prerequisite 3),</p>	<p>Required Action:</p> <ul style="list-style-type: none"> • Have a high-performance cleaning program in place which addresses the requirements outlined by LEED-EB O&M

Indoor Environmental Quality – Green Cleaning: Custodial Effectiveness Assessment

Requirement	Current Status
<p>Conduct an audit to determine the appearance level of the facility and required custodial staff improvements to ensure the Client's' facilities are providing clean and healthy environments for their employees.</p>	<p>Required Action:</p> <ul style="list-style-type: none"> • Designate an individual or team to conduct a walk-through inspection of a sample of rooms in the building to evaluate the effectiveness of the cleaning program. • Identify areas that fall below the owner's expected standard and make improvements to the cleaning program accordingly • Coordinate with the custodial provider to ensure expected standards are maintained and conduct periodic re-inspections to insure this is done.

Indoor Environmental Quality – Green Cleaning: Purchase of Sustainable Cleaning Products and Materials

Requirement	Current Status
<p>Implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Purchases are considered sustainable if the product meets at least one of the sustainability criteria listed in the Credit requirements.</p> <ul style="list-style-type: none"> • EQ Credit 3.4 (1 point): 30% of total annual purchases of these items are sustainable • EQ Credit 3.5 (2 points): 60% of total annual purchases of these items are sustainable • EQ Credit 3.6 (3 points): 90% of total annual purchases of these items are sustainable 	<p>Required Action:</p> <ul style="list-style-type: none"> • Obtain a list of sustainable criteria requirements • Assess current cleaning materials and products and identify products that can be changed out for a sustainable alternative

Indoor Environmental Quality – Green Cleaning: Sustainable Cleaning Equipment

Requirement	Current Status
<p>Implement a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact. Cleaning equipment program must meet the requirements outlined for this credit.</p>	<p>Required Action:</p> <ul style="list-style-type: none"> • Obtain a list of sustainable criteria requirements • Evaluate the powered cleaning equipment currently being used and make a plan for upgrading to powered cleaning equipment that meets the criteria outlined in the credit requirements.

Indoor Environmental Quality – Green Cleaning: Entryway Systems

Requirement	Current Status
<p>Utilize an entryway system (grilles, grates, mats) to reduce the amount of dirt, dust, pollen and other particles entering the building at all entryways, and develop the associated cleaning strategies to maintain those entryway systems as well as exterior walkways.</p>	<p>Required Action:</p> <ul style="list-style-type: none"> • Have at least 10 feet of mats, grilles or grates in front of each entryway into the building (except for those entryways that are not in use or being used for emergency exits only). • Have in place cleaning strategies to maintain entryways and exterior walkways associated with the project building

Indoor Environmental Quality – Green Cleaning: Indoor Integrated Pest Management

Requirement	Current Status
<p>Develop, implement and maintain an indoor integrated pest management (IPM) plan, defined as managing pests in a way that protects human health and the surrounding environment and that improves economic returns through the most effective, least-risk option.</p>	<p>Required Action:</p> <ul style="list-style-type: none"> • Use IPM, a safer and usually less costly option for effective pest management – which calls for using least-toxic chemical pesticides, minimum use of chemicals, use only in targeted locations and use only for targeted species. • Any cleaning products included in IPM must meet requirements for EQ Credits 3.3-3.5