

## Guidelines for Tenant Improvements

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### REDUCING TOXIC CHEMICALS

- Architectural paints and coatings meet Green Seal requirements.
- No PVC (polyvinyl chloride or vinyl) is used in floor or wall coverings.
- If composite wood products are used, they shall be either Greenguard certified ([www.greenguard.org](http://www.greenguard.org)) or have a "no-urea-formaldehyde" statement from the manufacturer.
- Carpet and carpet padding shall be low-emitting and bear a CRI Air Quality Plus label, showing that it meets the Carpet and Rug Institute standards for 13 toxic chemicals.
- Interior adhesives and sealants shall meet Greenguard certification standards for low-emitting products ([www.greenguard.org](http://www.greenguard.org)).

### SELECTING NEW MATERIALS & SALVAGING OLD MATERIALS

- Building materials and furnishes shall be, to the greatest extent possible, made of natural materials and durable (15-year minimum life). Natural materials include wood, ceramic tile and terrazzo, linoleum, and wool carpet.
- Wood shall be either salvaged, certified by Forest Stewardship Council (FSC), or from a species that is rapidly renewable such as bamboo or cork.
- If synthetic carpet, ceiling acoustical panels, drywall, or insulation are used, they shall have the highest recycled content available.
- Floor materials shall be selected so that worn areas can be replaced/refurbished without replacing flooring for the entire space.
- Building materials, to the greatest extent possible, shall be manufactured, assembled, or harvested within 500 miles of the office location.
- The building materials, fixtures, and furnishings that are removed from the site shall be salvaged for reuse or recycled.
- A construction waste recycling plan is developed, and at least 60% of tenant improvement construction waste is recycled.

### REDUCING ENERGY USAGE

- Tenant space shall be sub-metered for electricity use.

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319 SW Washington, Ste 400, Portland, OR 97204 • [info@earthleaders.org](mailto:info@earthleaders.org) • 503-227-2315  
The law office tools are located at [www.earthleaders.org/olsf/office\\_practices](http://www.earthleaders.org/olsf/office_practices).