

## Guidelines for Tenant Improvements Lawyer's Annotated Version

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### REDUCING TOXIC CHEMICALS

- ❑ Architectural paints and coatings meet Green Seal requirements.
  - *Green Seal ([www.greenseal.org](http://www.greenseal.org)) is a nonprofit organization that establishes environmental and health standards and then certifies products based on those standards.*
- ❑ No PVC (polyvinyl chloride or vinyl) is used in floor or wall coverings.
  - *The feed stocks of vinyl (such as vinyl chloride), additives (such as phthalates), and by-products (such as dioxins) produced during the lifecycle of PVC have been shown to cause cancer, endocrine system disruption, and reproductive impairment.*
- ❑ 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.
  - *Formaldehyde, which is used as a glue to hold composite wood together, is a carcinogen. Engineered wood products with little or no formaldehyde are available.*
- ❑ Carpet and carpet padding shall be low-emitting and shall bear a CRI Air Quality Plus label, showing that it meets the Carpet and Rug Institute standards for 13 toxic chemicals.
  - *Carpet backings typically contain toxic chemicals that offgas into the building. The standards will give some protection to indoor air quality ([www.carpet-rug.org](http://www.carpet-rug.org)).*
- ❑ Interior adhesives and sealants shall meet Greenguard certification standards for low-emitting products ([www.greenguard.org](http://www.greenguard.org)).
  - *These products contain chemicals that are harmful to breathe. Meeting emission standards will help protect indoor air quality.*

### SELECTING NEW MATERIALS & SALVAGING OLD MATERIALS

- ❑ Building materials and furnishings 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.
  - *Natural products, as long as they don't have dangerous finishes, are less likely to contain chemicals that are harmful to people and the environment. Durable products use fewer natural resources because they don't have to be replaced frequently.*
- ❑ Wood shall be either salvaged, third-party certified by Forest Stewardship Council (FSC), or from a species that is rapidly renewable such as bamboo or cork.
  - *Sometimes wood can be salvaged from old buildings or rivers, reducing demand on forests. FSC is an international, third-party certifier of sustainably managed forests. Rapidly renewable resources, unlike old-growth forests, grow quickly and can be replanted again and again.*

- 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.
  - *Carpet tiles are available.*
- Building materials, to the greatest extent possible, shall be manufactured, assembled, or harvested within 500 miles of the office location.
  - *This saves transportation fuel.*
- The building materials, fixtures, and furnishings that are removed from the site shall be salvaged for reuse or recycled.
  - *This practice saves resources and prevents landfilling.*
- 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.
  - *This allows tenants to take steps to reduce energy use and then monitor the results.*