

**Best Practices of Office Building Management:
Memorandum from Law Office to Building Manager**

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TO [BUILDING MANAGER]
FROM [LAW OFFICE REPRESENTATIVE]

Re: Sustainable practices in the building

As your tenant, our firm is interested in a sustainable and healthy workplace. We are writing to obtain information on practices and products employed in the cleaning, maintenance, operation of the building and the status of “green” retrofits. We will appreciate your assistance.

Our firm is associated with Oregon Lawyers for a Sustainable Future, which has developed a set of best practices for buildings in which law firms lease space. The practices generally promote sustainability as a goal.

To assist us in understanding practices in our building, I have enclosed the OLSF checklist. We would appreciate your answers to the questions presented. Thank you.