

## **GREEN LEASE CHECKLIST**

*Introduction: These environmental performance specifications are intended to be translated into documents that Real Property Project Managers use in new leases, lease renewals, lease modifications, etc. Template language incorporating these specifications is available for three such documents: the lease template, work letter, and janitorial services exhibit.*

### **Adhesives, sealants and coatings**

Goal: Improve indoor air quality by minimizing off-gassing

Requirements:

- Volatile organic compound (VOC) emissions shall not exceed applicable levels specified by the Bay Area Air Quality Management District (BAAQMD) Regulation 8

Availability:

- At least 50 product lines from at least 4 companies are available
- Some compliant products can be found at these links:
  - o <http://productguide.ulenvironment.com/SearchResults.aspx?CategoryID=23&CertificationID=27>
  - o <http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=10>

Benefits:

- Improve employee health

Relevant County Policies:

- Environmental Purchasing Policy

### **Carpet**

Goal: Minimize maintenance requirements, environmental impact, and health impact of carpet installation

Requirements:

- Carpet tile shall be used
- Install using non-glue system that allows for easy removal
- NSF/ANSI-140 Platinum certified carpet shall be used
- Carpet, carpet cushion, and adhesive used shall meet indoor air quality standards of [LEED IEQ credit for Low-Emitting Materials](#) (latest version)
- PVC-free carpet backing OR PVC carpet backing with 40% post-consumer recycled content shall be used
- Landlord shall provide a walk-off mat at all employee and public entrances to the building
- At time of carpet replacement, vendor shall recycle all carpet that is removed

Availability:

- At least 23 carpet tile lines are NSF/ANSI-140 Platinum certified from at least 11 companies (e.g., Interface, Shaw). Examples can be found at the following link: <http://www.carpet->

[rug.org/Carpet-for-Business/Green-Building-and-The-Environment/NSF-ANSI-140-Standard/Sustainable-Carpet-Product-Platforms.aspx](http://rug.org/Carpet-for-Business/Green-Building-and-The-Environment/NSF-ANSI-140-Standard/Sustainable-Carpet-Product-Platforms.aspx)

**Benefits:**

- Enable select replacement for worn areas by using carpet tiles
- Minimize tracking of dirt into building, and help prolong life of flooring by using walk-off mats
- Reduce waste and lifecycle impact of carpet by buying carpet with recycled content, and recycling it at end of life
- Improve indoor air quality by selecting low-emitting products

**Relevant County Policies:**

- Environmental Purchasing Policy
- 75% Waste Reduction Policy

**Integrated Pest Management (IPM)**

**Goal:** Minimize negative impact on human health, non-target organisms, and the environment

**Requirements:**

- Lessor shall adopt an Integrated Pest Management (IPM) policy

**Availability:**

- At least 7 EcoWise Certified IPM Service Providers:  
[http://www.ecowisecertified.org/ecowise\\_find.html](http://www.ecowisecertified.org/ecowise_find.html)
- About 475 Bay-Friendly landscaping professionals in Alameda County. (Bay-Friendly landscaping professionals use IPM.) Database of professionals here (make sure to filter by region):  
<http://www.bayfriendlycoalition.org/QPdirectory.php>

**Benefits:**

- Improved health and comfort of County employees
- Improved health and comfort of Alameda County residents

**Relevant County Policies:**

- Integrated Pest Management Resolution

**Janitorial Services**

**Goal:** Minimize environmental and health impact of janitorial services

**Requirements:**

- Chemical cleaning products shall be certified to the applicable Green Seal, ECOLOGO, or Design For Environment standard
  - o OR be certified to another third-party audited standard with prior approval from the County
- Paper products shall meet applicable Green Seal minimum recycled content requirements
- Janitorial service provider shall empty and clean all trash, recycling, and compost containers daily and ensure transfer of materials to the appropriate hauler service bins
- An audit shall be conducted quarterly in accordance with APPA's "Custodial Staffing Guidelines." Building and Premises must score a 2.5 or less.

**Availability:**

- Chemical cleaning products: At least 720 products lines from at least 100 companies are available. The below links list some of these products:
  - ECOLOGO Products:  
<http://productguide.ulenvironment.com/SearchResults.aspx?CategoryID=30>
  - Green Seal Products:  
<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=3>
  - Design for Environment Products:  
<http://www2.epa.gov/saferchoice/products#type=All-Purpose Cleaners>
- Paper products: At least 290 product lines from at least 39 companies are available. Some compliant products listed at the following link:  
<http://www.greenseal.org/FindGreenSealProductsandServices.aspx?vid=ViewProductDetail&cid=12>

**Benefits:**

- Support market for recycled content paper products, which are cost competitive and sometimes cheaper
- Improve indoor air quality through use of newest technology in healthy cleaning products

**Relevant County Policies:**

- Environmental Purchasing Policy

**Landscaping**

**Goal:** Reduce pesticide, fertilizer, and water use in landscaping

**Requirements:**

- Landscaping shall follow Bay Friendly Landscaping Guidelines

**Availability:**

- About 475 Bay Friendly landscaping professionals in Alameda County. Database of professionals here (make sure to filter by region): <http://www.bayfriendlycoalition.org/QPdirectory.php>

**Benefits:**

- Minimize use of chemical fertilizers and pesticides
- Conserve water and reduce landscape waste
- Reduce costs related to water and disposal

**Relevant County Policies:**

- Bay-Friendly Landscape Resolution
- Integrated Pest Management Resolution

## **Paint**

Goal: Improve indoor air quality by minimizing off-gassing of paint

### Requirements:

- Zero Volatile Organic Compound (VOC) emissions
- Latex Paint shall be used

### Availability:

- At least 24 product lines from at least 3 companies (Master Chem, PPG, Sherwin-Williams) are available
- Some compliant products can be found at this link (make sure you pick a latex one):  
<http://productguide.ulenvironment.com/SearchResults.aspx?CertificationID=1&CategoryID=15&SubCategoryID=28&perPage=96&pageNumber=1>

### Benefits:

- Improve employee health

### Relevant County Policies:

- Environmental Purchasing Policy

## **Recycling & Composting**

Goal: Make recycling and compost collection available for all employees

### Requirements:

- Landlord shall subscribe to trash, recycling, and compost collection services through a local waste hauler at service levels sufficient for the County occupied space
- Landlord shall ensure that materials collected in the indoor trash, recycling, and compost is transferred to the appropriate hauler service bins daily
- Adequate trash, paper recycling, mixed recycling, and compost bins for indoor use will be provided by \_\_\_\_\_ (Lessor or County). Lessor shall consult with County's sustainability program regarding bin placement
- If the County's Property and Salvage division will be providing paper collection, Lessor shall ensure that they have access to the site and that materials collected in the paper recycling bins are transferred to the collection totes provided

### Availability:

- Recycling and composting is available from waste haulers at all County building locations
- More info on each city's services is at this link: <http://stopwaste.org/recycling/recycling-services-city>

### Benefits:

- Reduce costs by paying lower rates for recycling and compost collection services, as compared to the equivalent garbage service. (Reduced rates apply in most Alameda County cities.)
- Allow employees to participate in sustainability initiatives such as Green & Healthy Events program

Relevant County Policies:

- 75% Waste Reduction Policy
- StopWaste Mandatory Recycling ordinance requires property owners to provide adequate recycling and composting services (<http://www.recyclingrulesac.org/businesses-and-institutions-overview/>)