TIME EQUITIES INC.
GREENGINEERS™

TIME EQUITIES INC.

BUILDING POLICY PLAYBOOK

A SUMMARY OF GUIDELINES

TIME EQUITIES INC.
GREENGINEERS™

Dear Partners,

We are pleased to present the Time Equities Inc. Building Policy Playbook. We look forward to working with you in making TEI's buildings healthy, safe, efficient, and inspiring places to live and work. If you have any questions, please contact us at:

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MANAGEMENT COMPANY INFORMATION

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ADDRESS:

MANAGEMENT COMPANY:

COMPANY INFO:

CONTACTS:

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WELCOME

AT TEI, WE UNDERSTAND THAT OUR DECISIONS AND ACTIONS SHAPE NOT ONLY the buildings and properties we operate, but also the communities and environments in which we live and work, all over the world. Because of this relationship, we are committed to innovation and Global Citizenship. We work hard to ensure that our presence helps to preserve and enhance local cultures, environments, and economies. We believe that by acting responsibly in our properties and in the communities in which we operate, our business will prosper. Economic growth and community wellbeing are closely tied to the health of the local environment, so it is in our best interest to embrace environmental awareness everywhere we operate.

Today, TEI's Global Citizenship Pledge has expanded to encompass a broader sustainability and social responsibility agenda while remaining closely aligned with our corporate strategy. Through this lens, we address critical global issues such as water risk, climate change, conservation, and community development. We are creating a multifaceted approach that holds our properties to high environmental and social standards. We provide our property managers with resources and support to implement best practices at their sites. With a portfolio that reaches globally, we face diverse environmental challenges and opportunities. Addressing these requires a mentality of stewardship – we want to preserve our ability to do business in the future, so we must find innovative ways of doing business today. We have set ambitious goals to use resources more efficiently, decrease our energy use and environmental footprint, and improve the wellbeing of tenants and communities – which we believe will help to safeguard our own business interests long into the future.

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INTRODUCTION

THIS TEI BUILDING POLICY PLAYBOOK IS A CONDENSED POLICY AND PROCEDURES manual. It broadly highlights the major operational policies and procedures that support successful management and provide business value through the integration of sustainable methodologies. The policies contained in this Playbook are in line with the values and goals of Time Equities Inc. We expect these policies to supercede previous building policies, within the framework of local laws.

This Playbook provides policies and procedures to establish standards for guiding the operation of our buildings, including building efficiency, interaction with tenants, partners and vendors, and planning and monitoring of different processes within the building and site. It is designed to help Building Management teams apply best practices to optimize overall building performance and decrease operational expenses.

This Playbook is intended as a quick reference for building policies. It outlines the Policy Overview and a checklist of required policies. Subsequent sections introduce each policy with its objective, goals, and a checklist of standards. For more detailed information on each policy, including implementation steps, responsibilities, assessments, and other documentation, please refer to the TEI Building Policy Handbook.

Property management companies and board members should read this Playbook and implement its guidelines as a standard. This Playbook is also designed to acquaint a building's staff members with the Time Equities Inc. organization and our strategies in sustainable building management practices and measures.

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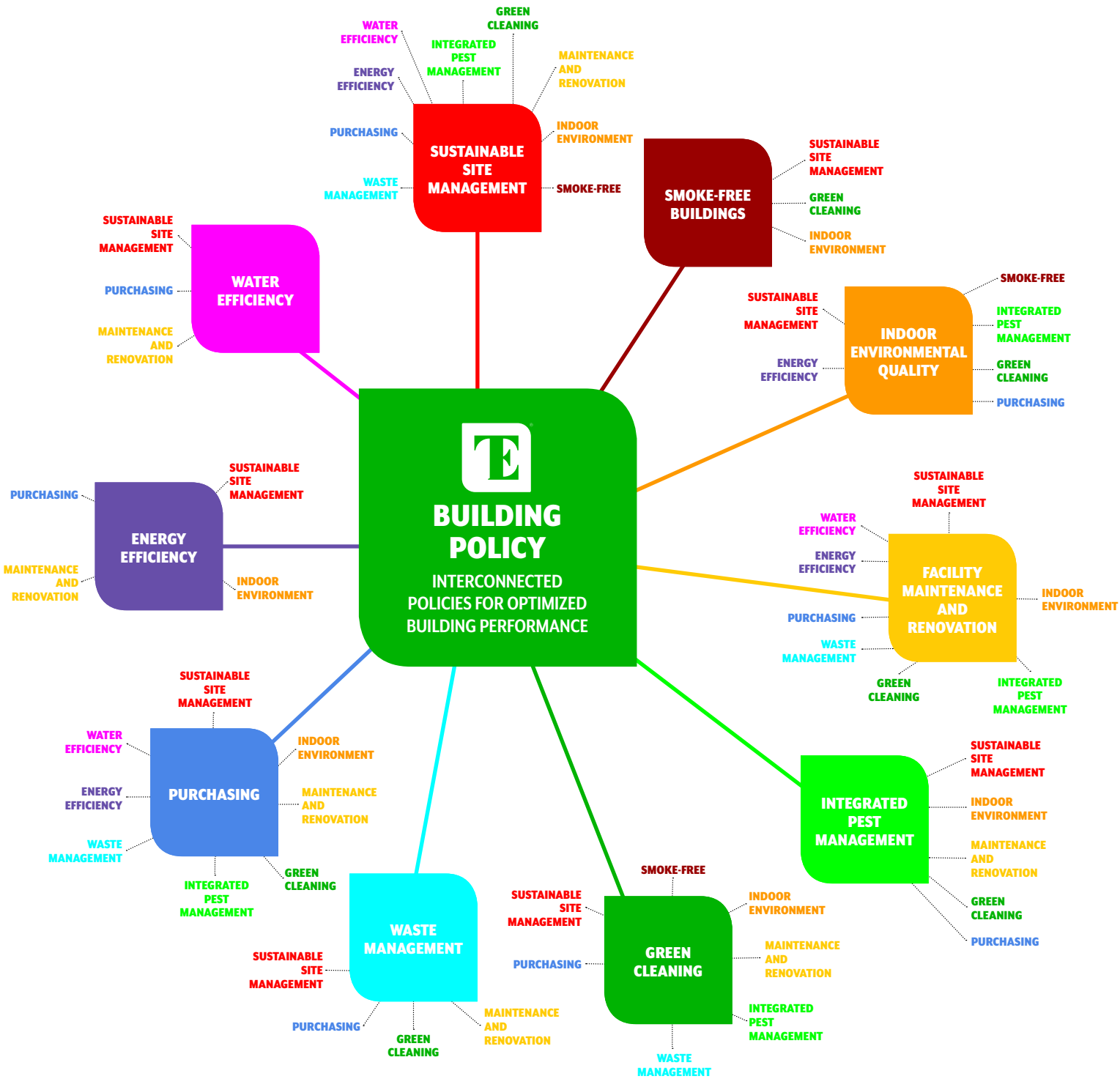
POLICY OVERVIEW



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BUILDING POLICY COMPLIANCE CHECKLIST

THIS CHECKLIST IS FOR POLICIES LOCATED IN THIS PLAYBOOK AND FURTHER DEFINED IN THE BUILDING HANDBOOK.

	COMPLETED	PENDING	NOTES
GENERAL BUILDING OPERATIONS			
PURCHASING	●	●	
WASTE MANAGEMENT	●	●	
SITE MANAGEMENT	●	●	
FACILITY MANAGEMENT & RENOVATION	●	●	
UTILITIES			
ENERGY EFFICIENCY	●	●	
WATER EFFICIENCY	●	●	
CHEMICALS & EMISSIONS			
INDOOR ENVIRONMENTAL QUALITY	●	●	
GREEN CLEANING	●	●	
PEST MANAGEMENT	●	●	
SMOKE-FREE BUILDINGS	●	●	

For more information on each policy, refer to this Playbook, and for in-depth information, refer to the Building Policy Handbook.

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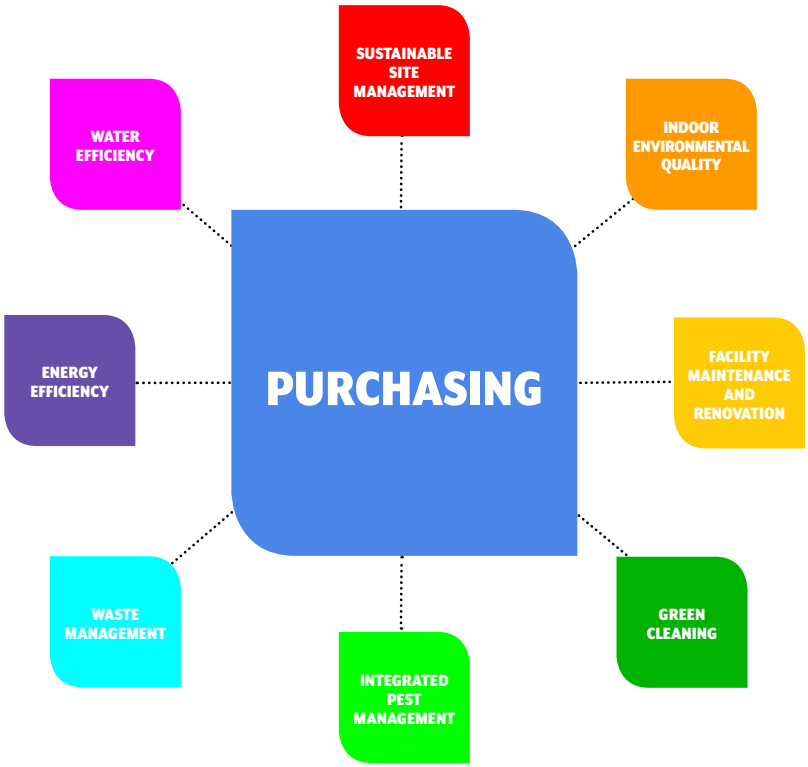

HOW THEY'RE CONNECTED

SITE MANAGEMENT: Purchasing requirements for deicers, fertilizers, building/site cleaning products and maintenance equipment help achieve site management goals.
WATER EFFICIENCY: Purchasing requirements for deicers, fertilizers, building/site cleaning products and maintenance equipment help achieve site management goals.
ENERGY EFFICIENCY: Purchasing efficient electric-powered equipment contributes to energy use and GHG reduction goals.
WASTE MANAGEMENT: Purchasing and waste management are the start and end points in the use of all products, thus the same categories are found in both policies.
INTEGRATED PEST MANAGEMENT: Purchasing requirements facilitate the use of least-toxic pesticide applications.
GREEN CLEANING: Purchasing requirements ensure the use of less harmful chemical products.
FACILITY MAINTENANCE AND RENOVATION: Consistent purchasing standards are maintained for materials used in maintenance and renovation projects.
INDOOR ENVIRONMENTAL QUALITY: Purchasing low/no-VOC products and materials protects indoor air quality standards.

GENERAL BUILDING OPERATIONS

PURCHASING POLICY

GOAL

To reduce the environmental harm from materials purchased, used, and disposed of during building operations.

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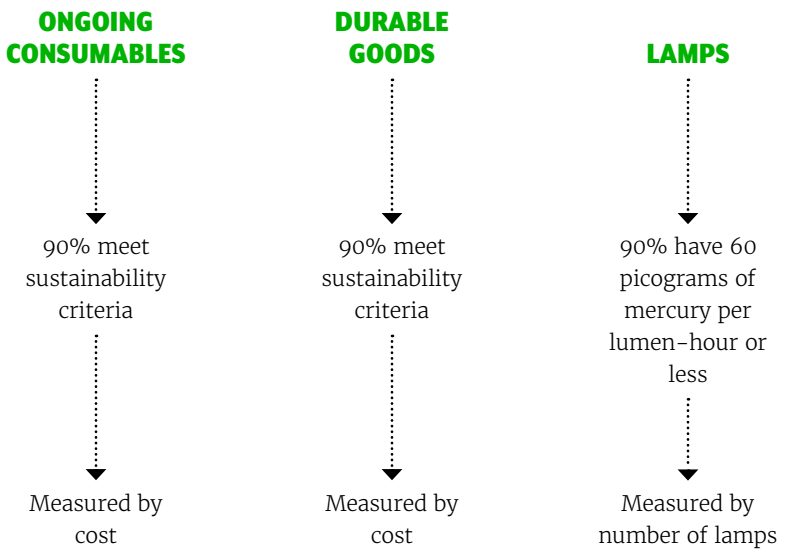
OBJECTIVES | PURCHASING



For definitions and examples of these categories, refer to the Building Policy Handbook.

This plan applies to all purchases under management's control entering TEI entities. Commonly purchased items such as clerical items and paper towels will be referred to as ongoing consumables. Items such as furniture and electronics will be referred to as durable goods. Lighting items such as light bulbs and LED lights will be referred to as lamps, and are given a separate category to better manage purchases with mercury content. Purchases related to construction and renovation will be covered in the Construction Renovation Policy.

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CHECKLIST | PURCHASING

THIS CHECKLIST IS FOR POLICIES LOCATED IN THIS PLAYBOOK AND FURTHER DEFINED IN THE BUILDING HANDBOOK.

- **CATEGORIZE PURCHASES**
  Work with the building's purchasing or accounting team; classify purchases as either: Ongoing, Durable, or Lamps.
- **RANK PURCHASES BY ANNUAL COST**
  Within each category, determine the top 5 most purchased items by cost annually.
- **REVIEW SUSTAINABLE PURCHASE REQUIREMENTS**
  See goals section for standard sustainable purchasing targets.
- **DEVELOP PURCHASE ASSESSMENT PROCESS**
  To ensure purchases are meeting sustainability requirements, develop a process to assess potential product purchases against criteria.
- **ANALYZE TOP PURCHASES FOR SUSTAINABILITY**
  Ensure the most commonly purchased items in Ongoing, Durable and Lamps categories are meeting sustainable purchasing criteria outlined in the goals section.
- **DEVELOP TRACKING SYSTEM**
  Tracking sustainable purchases is critical for displaying progress toward Category Goals.

For more information, refer to the Building Policy Handbook.

This section provides a general set of key activities for implementing a purchasing policy focusing on ongoing purchases, durable goods and lamps. Depending on who purchases items used in the building (centralized purchasing department vs departmental purchases), management should develop a process for staff to assess potential product purchases against criteria.

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HOW THEY'RE CONNECTED

SITE MANAGEMENT: Waste Management strategies contribute to developing the Site Management policy.
PURCHASING: Product and equipment purchases must meet sustainability criteria. Top 5 most-purchased items by cost are subject to waste audit.
FACILITY MAINTENANCE AND RENOVATION: Waste diversion practices are established for maintenance and renovation projects.
GREEN CLEANING: The use of green cleaning products greatly reduces the amount of chemicals requiring special handling for disposal.

GENERAL BUILDING OPERATIONS

WASTE MANAGEMENT POLICY

GOAL

To minimize the amount of waste sent to landfill and/or incineration from our properties and to maximize recycling of paper products, glass, metal, plastic, cartons, electronics, plastic bags, hazardous waste (such as batteries and mercury-containing lamps), and durable goods (such as furniture).

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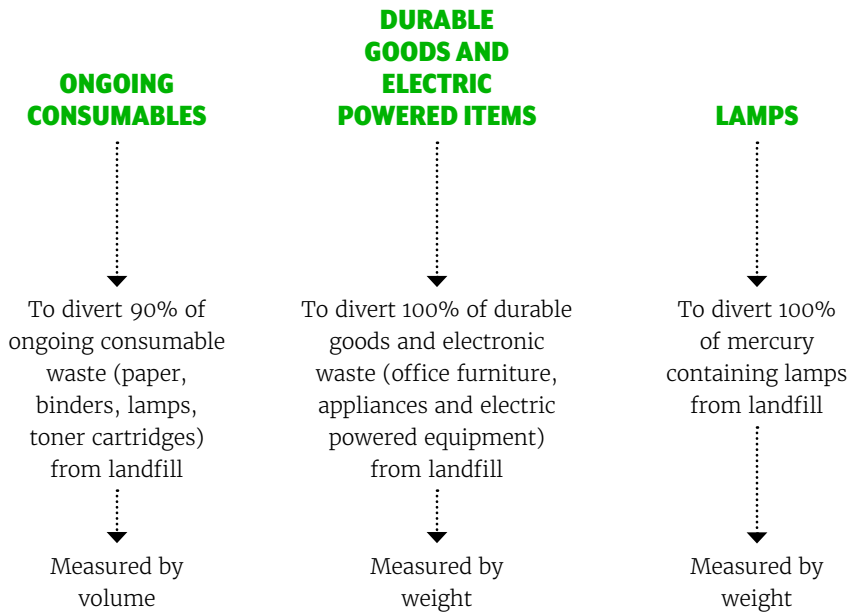
OBJECTIVES | WASTE MANAGEMENT



For more information, refer to the Building Policy Handbook.

This policy applies to all waste leaving TEI buildings. The Waste Management policy describes diversion goals, best practices and procedures to properly dispose of waste. Commonly purchased items such as clerical items and paper towels will be referred to as ongoing purchases. Items such as office equipment and electronics will be referred to as durable goods. Lighting items such as light bulbs and LED lights will be referred to as lamps, and are given a separate category to better manage purchases with mercury content. Waste related to maintenance, renovation and furniture will be covered in the Maintenance and Renovation Policy.

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CHECKLIST | WASTE MANAGEMENT

REVIEW CURRENT HAULER CONTRACT
Determine if building (and tenant-contracted) haulers provided recycling services that adhere to local laws. Discuss hauler-led waste tracking systems.

CONDUCT WASTE AUDIT
Initial and subsequent audits discern percentage of correct waste in each waste stream, and the amount of waste accumulated. Can hire 3rd party service or provide in-house documentation of process.

SAFE COLLECTION AND STORAGE OF ALL WASTE STREAMS
Ongoing consumables, battery and lamps, durable goods, electronics, plastic bags.

DEVELOP TRACKING SYSTEM
Measure waste diversion rate by weight/volume of all waste streams. Provide quarterly reports to TE Greengineers.

MONITOR
Periodically check bins and other storage areas for convenience, capacity and correct usage.

COMMUNICATE
Ensure proper waste disposal by communicating regularly with haulers, building managers, building occupants, and janitorial staff.

For more information, refer to the Building Policy Handbook.

This section provides a general set of key activities for implementing a Waste Management Program. Implementation activities listed in this chart are detailed in the TEI Building Policy Handbook.

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HOW THEY'RE CONNECTED

SMOKE-FREE BUILDINGS: The Smoke-Free Buildings Policy helps create a clean and safe building site with reduced maintenance demands.

WATER EFFICIENCY: Site Management best practices contribute to water use reductions.

ENERGY EFFICIENCY: Site Management best practices contribute to energy use and GHG reduction goals.

WASTE MANAGEMENT: Waste generated during Site Management is regulated by the Waste Management Policy. Organic landscape waste is also regulated.

GREEN CLEANING: Products used for exterior/site cleaning must adhere to sustainability criteria consistent with the Green Cleaning Policy.

INTEGRATED PEST MANAGEMENT: Site Management practices for controlling invasive plant species follow the methodology of the Integrated Pest Management Policy. Proper pest control practices help prevent damage to the site's landscaped areas, structural components and façade.

FACILITY MAINTENANCE AND RENOVATION: Standards for site management, maintenance and renovation share common objectives of preserving clean, safe, healthy building environments.

INDOOR ENVIRONMENTAL QUALITY: Any exterior smoking-permitted areas are located at least 25' from all building openings to prevent contamination of indoor air.

GENERAL BUILDING OPERATIONS

SITE MANAGEMENT POLICY

GOAL

To protect ecological integrity and encourage environmentally sensitive site management practices that aim to create a clean, well-maintained, and safe building exterior while contributing to high performance building operations and integration into the surrounding landscape.

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OBJECTIVES | SITE MANAGEMENT

MAINTENANCE EQUIPMENT	Show and maintain a 50% reduction in hydrocarbon (HC) and nitrogen oxide (NOx) emissions, and a 75% reduction in carbon monoxide (CO) emissions from baseline conditions.	Measured by emissions per year in grams
SNOW AND ICE REMOVAL	Use environmentally preferred deicers 100% of the time and/or establish reduced treatment areas equal to 50% of applicable paving area.	Measured by weight
CLEANING PRODUCTS	Use environmentally preferred cleaning products 80% of the time	Measured by cost
EROSION AND SEDIMENTATION CONTROL	Implement erosion and sedimentation control measures 100% of the time	
ORGANIC WASTE MANAGEMENT	Compost 100% of organic waste	Measured by weight
FERTILIZER USAGE	Use organic fertilizers 100% of the time	Measured by weight

For more information, refer to the Building Policy Handbook.

This site management policy employs best management practices to reduce harmful chemical use, energy use, water waste, air pollution, solid waste, and chemical discharge for all operational elements in the building and its grounds.

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CHECKLIST | SITE MANAGEMENT

REVIEW
Gain a comprehensive understanding of how the property is currently managed and maintained

IDENTIFY
Establish measurable site management goals and objectives based on project sites needs and best practices

PERFORMANCE: MAINTENANCE EQUIPMENT; SNOW AND ICE REMOVAL; CLEANING PRODUCTS; EROSION AND SEDIMENT CONTROL; ORGANIC WASTE MANAGEMENT; FERTILIZER USAGE
Maintain/improve performance metrics (listed in goals section) for each operational element

COMMUNICATE
Familiarize all involved persons with the intent and requirements of policy and the metrics for tracking and evaluating performance

For more information, refer to the Building Policy Handbook.

This section provides a general set of key activities for developing best practices for exterior property maintenance. These will not only ensure protection of surrounding soil, water and air resources, but can proactively monitor building systems for costly leaks or equipment malfunctions.

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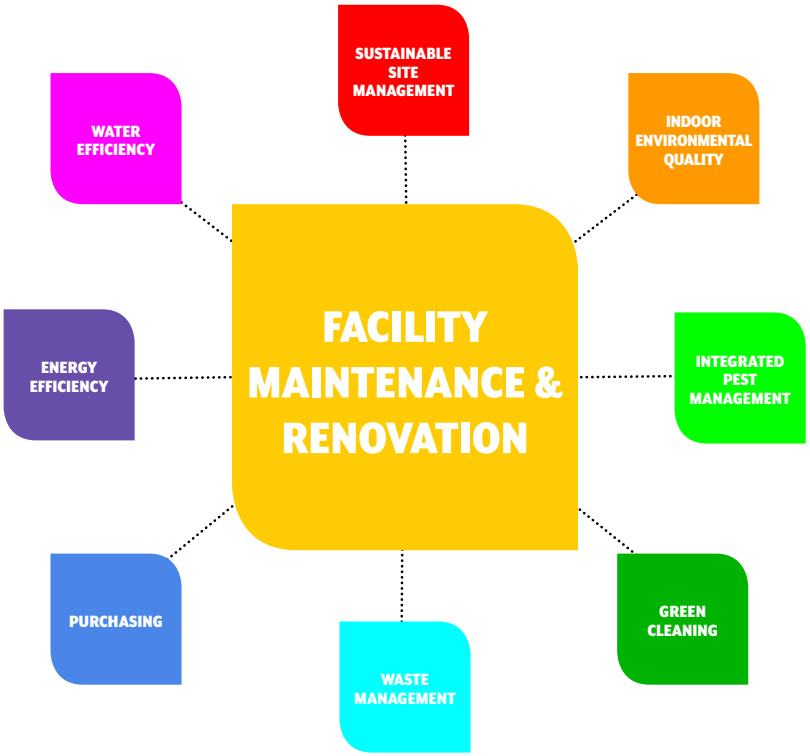

HOW THEY'RE CONNECTED

SITE MANAGEMENT: Standards for facility maintenance and renovation and site management share common objectives of preserving clean, safe, healthy building environments.

WATER EFFICIENCY: Indoor plumbing renovations must comply with standards of the Water Efficiency Policy. Water metering/ submetering installation projects may need to be initiated to satisfy Water Efficiency Policy.

ENERGY EFFICIENCY: Proper facility maintenance is essential to efficient operation of building systems. Commissioning and energy audits can be used to identify maintenance & renovation projects to optimize building energy performance.

PURCHASING: Materials purchased for maintenance and renovation projects must meet standards set in Purchasing Policy.

WASTE MANAGEMENT: Waste management practices for maintenance and renovation projects are reinforced by the Waste Management Policy.

GREEN CLEANING: Cleaning products and practices used during maintenance and renovation projects are subject to the standards established in the Green Cleaning Policy.

INTEGRATED PEST MANAGEMENT: Pest Management practices help reduce damages to building structure or façade that could prompt maintenance or renovation needs.

INDOOR ENVIRONMENTAL QUALITY: Protecting indoor air quality is a critical focus in the selection of materials and implementation of practices during maintenance and renovation projects.

GENERAL BUILDING OPERATIONS

FACILITY MAINTENANCE & RENOVATION POLICY

GOAL

To reduce the environmental harm from materials purchased, installed, and disposed of during building maintenance and renovations.

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OBJECTIVES | MAINTENANCE & RENOVATION

MATERIALS PURCHASED FOR FACILITY MAINTENANCE AND RENOVATIONS	80% of materials purchased will meet the sustainability criteria described in TEI Building Policy Handbook	Measured by cost
FURNITURE PURCHASES	80% of furniture purchases will meet the sustainability criteria described in TEI Building Policy Handbook	Measured by cost
WASTE DISPOSAL FROM FACILITY MAINTENANCE	90% of waste will be diverted from landfills	Measured by volume
WASTE DISPOSAL FROM FACILITY RENOVATIONS	80% of waste will be diverted from landfills	Measured by volume
IAQ BEST MANAGEMENT PRACTICES	IAQ Best Management Practices will be implemented for 100% of renovation projects and 100% of maintenance activities requiring material installation/ repair lasting longer than one hour	

For more information, refer to the Building Policy Handbook.

This plan applies to all purchases under the building management's control entering TEI entities, as well as materials being installed and waste being disposed of and recycled. Indoor environmental quality during renovations will also be covered in this section.

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CHECKLIST | MAINTENANCE & RENOVATION

DETERMINE LIKELIHOOD, THEN SCOPE OF PROJECT
Review schedule to determine if project will be considered maintenance or renovation and if furniture will be purchased.

ESTABLISH DEFINITIONS FOR MAINTENANCE VS. RENOVATION
Draw a clear differentiation between maintenance and renovation projects. This will affect how waste and indoor environmental quality procedures are handled.

PURCHASING
Must meet one of the sustainability criteria detailed in the TEI Building Policy Handbook.

WASTE MANAGEMENT
Five largest waste categories will be determined. The renovation manager will coordinate proper waste disposal and landfill diversion for these waste categories.

INDOOR ENVIRONMENTAL QUALITY
Following best management practices for indoor environmental quality control listed in the TEI Building Policy Handbook.

PERFORMANCE MEASUREMENT
The responsible party and renovation manager will evaluate whether the procedures described have been met.

QUALITY ASSURANCE
Manufacturer documentation, purchasing data, waste tracking information, weekly construction meeting logs, and an agenda item around indoor environmental quality practices will be tracked.

For more information, refer to the Building Policy Handbook.

Ensuring the procurement of sustainable materials, installing efficiency equipment, properly repurposing/recycling renovation & maintenance wastes, and ensuring healthy indoor environmental conditions will reduce environmental harm, increase energy & water efficiency, help drive a market for green products, reduce tipping fees, and ensure occupants' overall comfort.

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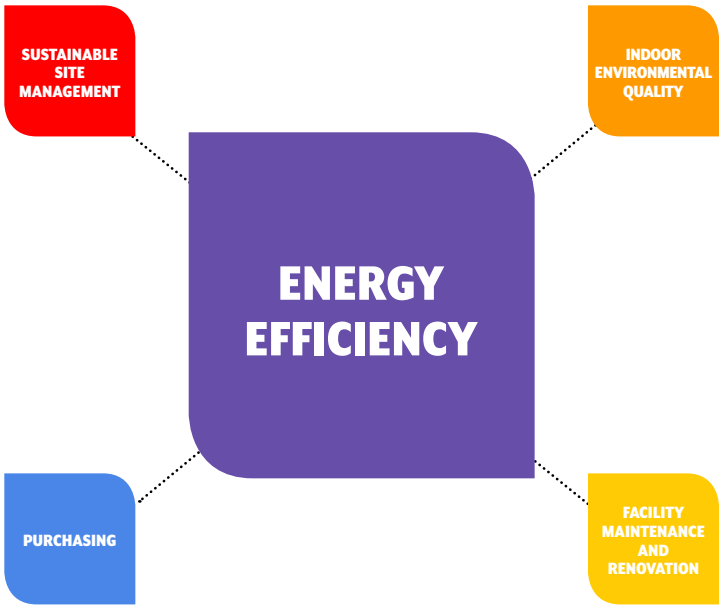

HOW THEY'RE CONNECTED

SITE MANAGEMENT: Site Management best practices contribute to energy use and GHG reduction goals.
PURCHASING: Purchase of energy-efficient equipment contributes to energy performance requirements.
FACILITY MAINTENANCE AND RENOVATION: Proper facility maintenance is essential to efficient operation of building systems. Commissioning and energy audits can be used to identify maintenance & renovation projects to optimize building energy performance.
INDOOR ENVIRONMENTAL QUALITY: Properly cleaned and calibrated ventilation systems operate most efficiently, while helping heating and cooling systems run less frequently and more efficiently.

UTILITIES

ENERGY EFFICIENCY POLICY

GOAL

To significantly reduce harmful greenhouse gas emissions throughout the TEI portfolio while achieving cost savings, by promoting continuity of information, ensuring that energy-efficient operating strategies are maintained, and providing a foundation for training and system analysis.

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GREENGINEERS™

OBJECTIVES | ENERGY EFFICIENCY

REDUCE ENERGY DEMAND

↓

ACHIEVE AND MAINTAIN ENERGY-EFFICIENT FACILITIES TO IMPROVE BUILDING OPERATIONS

↓

PROVIDE HEALTHY AND COMFORTABLE ENVIRONMENTS IN TEI BUILDINGS

↓

IDENTIFY AND PRIORITIZE INEFFICIENCIES AND IMPROVEMENT OPPORTUNITIES THROUGH AN AUDIT OR COMMISSIONING PROCESS

↓

TRACK ENERGY USAGE ON A SIMPLE AND CONSISTENT BASIS BY METERING AND/OR ONGOING COMMISSIONING

↓

EDUCATE BUILDING RELATED STAFF ON ENERGY SYSTEM INSTALLATION AND FUNCTIONALITY

For more information, refer to the Building Policy Handbook.

This policy includes procedures and guidelines for conducting an energy audit, metering energy use, optimizing energy performance, reducing demand and using alternative energy sources.

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CHECKLIST | ENERGY EFFICIENCY

ENERGY AUDIT
Energy audit must meet the requirements of the ASHRAE preliminary energy use analysis and an ASHRAE Level–1 walk through assessment.

MINIMUM ENERGY REQUIREMENT
A minimum energy requirement should be applied to the buildings' corresponding energy rating category.

METERING ENERGY USE
The energy metering supports energy management and identifying opportunities for additional energy saving. Energy consumption monitoring should be performed at a minimum of once a month.

ANALYZING OF EXISTING BUILDING COMMISSIONING
The existing building commissioning process is used to improve building operations, performance and energy efficiency. This process not only identifies possible resources to improve, but also provides opportunities to estimate potential costs and savings.

IMPLEMENTING EXISTING/ONGOING COMMISSIONING
Developing an ongoing commissioning plan includes planning, point monitoring, system testing, performance verification, corrective action response, ongoing measurement and documentation.

OPTIMIZING ENERGY PERFORMANCE
Optimized energy performance will reduce environmental and economic harms associated with excessive energy usage from buildings

REDUCING DEMAND
Suitable actions will be implemented to increase participation in demand response technologies and programs that make energy generation and distribution systems more efficient.

RENEWABLE ENERGY SOURCES
Alternative energy sources will be investigated in order to reduce fossil fuel dependency and to gradually introduce renewable sources of energy where practical and economically feasible.

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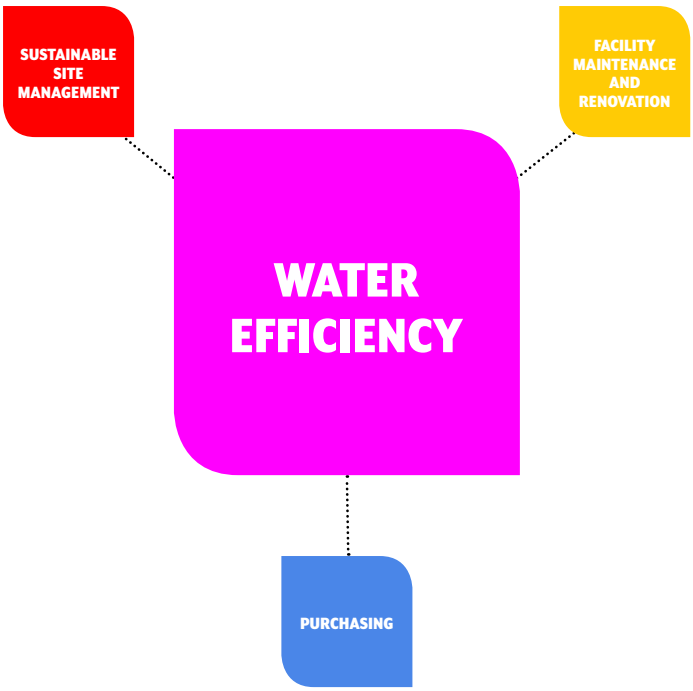

HOW THEY'RE CONNECTED

SITE MANAGEMENT: Outdoor water use reduction goals and practices are detailed in the Water Efficiency Policy.
PURCHASING: High-efficiency fixtures specified to achieve indoor water use reductions are in line with standards described in the Purchasing Policy.
FACILITY MAINTENANCE AND RENOVATION: Indoor plumbing renovations must comply with standards of the Water Efficiency Policy. Water metering/submetering installation projects may need to be initiated to satisfy Water Efficiency Policy.

UTILITIES

WATER EFFICIENCY POLICY

GOAL

To meter TEI water consumption and reduce overall water usage by focusing on water reduction strategies and low-consumption products.

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OBJECTIVES | WATER EFFICIENCY

WATER METERING		Commit to installing metering equipment to record weekly, monthly and annual water consumption reports for up to 5 years		Measured by number of WaterSense fixtures, record keeping
INDOOR WATER REDUCTION	Toilet		Baseline: 1.6 GPF	Measured by Gallons per flush
	Urinal		Baseline: 1.0 GPF	Measured by Gallons per flush
	Restroom faucet		Baseline: 0.5 gpm at 60 psi	Measured by Gallons per minute at 60 psi
	Private bathroom faucet		Baseline: 2.2gpm at 60 psi	Measured by Gallons per minute at 60 psi
	Kitchen faucet		Baseline: 2.2gpm at 60 psi	Measured by Gallons per minute at 60 psi
OUTDOOR WATER REDUCTION		Either demonstrate that landscape does not use irrigation, or reduce irrigation by 40%		Provide plant species narrative/meter-readings
COOLING TOWER WATER USE		Achieve max number of cycles without exceeding filtration levels or affecting operation of condenser water system		Water analysis test, pre- and post-makeup water

For more information, refer to the Building Policy Handbook.

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CHECKLIST | WATER EFFICIENCY

WATER METERING
Support proper water management by establishing permanently installed meters to track water consumption and identify opportunities for additional water savings.

INDOOR WATER REDUCTION
Reduce indoor water use by 80% through purchase of WaterSense products including water closets, urinals, private lavatory faucets and shower heads.

OUTDOOR WATER REDUCTION
Reduce outdoor water consumption by demonstrating a reduction over the most recent 12 months compared to an established baseline.

COOLING TOWER WATER USE
Convert water used for cooling tower makeup while controlling microbes, corrosion and scale in the condenser water system

For more information, refer to the Building Policy Handbook.

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HOW THEY'RE CONNECTED

SITE MANAGEMENT: Any exterior smoking-permitted areas are located at least 25' from all building openings to prevent contamination of indoor air.

ENERGY: Properly cleaned and calibrated ventilation systems operate most efficiently, while helping heating and cooling systems run less frequently and more efficiently.

PURCHASING: Purchasing low/no-VOC products and materials protects indoor air quality standards.

GREEN CLEANING: The proper use of non-toxic chemical cleaning products protects indoor air quality standards.

INTEGRATED PEST MANAGEMENT: The proper use of least-toxic pesticide applications protects indoor air quality standards.

SMOKE-FREE BUILDINGS: Prohibiting smoking in the entire premises, including all common areas within 25 feet of building openings, prevents contamination of indoor air.

CHEMICALS AND EMISSIONS

INDOOR ENVIRONMENTAL QUALITY POLICY

GOAL

To promote practices that prevent or reduce the contamination of indoor environmental quality, thereby contributing to a safe, healthy, productive and comfortable environment for building occupants.

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OBJECTIVES | INDOOR ENVIRONMENTAL QUALITY

CHEMICAL CONCENTRATION LIMITS

TOTAL VOLATILE ORGANIC COMPOUNDS (TVOCs)	Maximum concentration: 500 µg/m3
CARBON DIOXIDE (CO_2)	Maximum concentration: 600 parts per million (ppm) + outdoor ambient air (ppm)
FORMALDEHYDE	Maximum concentration: 27 parts per billion (ppb)
PARTICULATES (PM10)	Maximum concentration: 50 µg/m3
4 – PHENLCYCLOHEXENE (4-PCH)	Maximum concentration: 6.5 µg/m3
CARBON MONOXIDE (CO)	Maximum concentration: 9 ppm

For more information, refer to the Building Policy Handbook.

TEI buildings that are enclosed on all sides from floor to ceiling by walls or windows (exclusive of doorways) extending from floor to ceiling are covered by this policy.

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CHECKLIST | INDOOR ENVIRONMENTAL QUALITY

- **CONDUCT INDOOR ENVIRONMENTAL QUALITY BASELINE**
  Initial assessment of IEQ conditions will ensure compliance with IEQ standards and guide future improvements.
- **FAMILIARIZE STAKEHOLDERS**
  Stakeholders to be included are: building managers, tenants and/or occupants, TE Greengineers.
- **REVIEW OF CLEANING AND MAINTENANCE CHEMICALS**
  Identify any potential IEQ issues.
- **STAFF TRAINING FOR INDOOR ENVIRONMENTAL QUALITY TESTING AND MANAGEMENT**
  Before conducting indoor environmental quality test, staff are required either to have certificate to conduct indoor environmental quality test or to have completed training.
- **PERIODIC INDOOR ENVIRONMENTAL QUALITY TEST**
  Periodic testing should be scheduled and performed, with results documented.

For more information, refer to the Building Policy Handbook.

TEI buildings are designed, built and maintained to provide a comfortable and safe environment free from environmental and other contamination that may result in diminished indoor environmental quality. Indoor environmental quality concerns shall be reported and reviewed through these steps.

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HOW THEY'RE CONNECTED

SITE MANAGEMENT: Green cleaning protocols contribute to developing the Site Management policy.
PURCHASING: Green Cleaning products and equipment must adhere to sustainability criteria detailed in the Purchasing Policy.
WASTE MANAGEMENT: Discarding non-toxic cleaning supplies makes waste management easier as no separate bin for toxic chemicals are needed.
INTEGRATED PEST MANAGEMENT: Environmentally preferred cleaning products correspond to this policy's use of lowest toxicity pesticides and products to protect human health and the surrounding environment.
FACILITY MAINTENANCE & RENOVATION: Cleaning products and practices used during maintenance and renovation projects are subject to the standards established in the Green Cleaning Policy.
INDOOR ENVIRONMENTAL QUALITY: The proper use of non-toxic chemical cleaning products protects indoor air quality standards.
SMOKE-FREE BUILDINGS: Smoke-free interiors are cleaner and require less intensive cleaning methods, in-line with Green Cleaning Policy standards.

CHEMICALS AND EMISSIONS

GREEN CLEANING POLICY

GOAL

To ensure our cleaning procedures are environmentally sound for users and the overall community by reducing levels of chemical, biological, and particulate contaminants, which can compromise human health, building finishes and systems, and the environment.

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OBJECTIVES | GREEN CLEANING

USE GREEN CLEANING STRATEGIES DESCRIBED IN TEI BUILDING POLICY HANDBOOK IN AT LEAST 90% OF ITS USABLE SPACE

↓

IMPLEMENT A FULLY COMPREHENSIVE GREEN CLEANING PROGRAM FOR TIME EQUITIES PROPERTIES

↓

USE INDUSTRY BEST GREEN CLEANING PROCESSES

↓

MAINTAIN BOTH CLEAN FACILITIES AND HEALTHY ENVIRONMENTS FOR BUILDING OCCUPANTS

For more information, refer to the Building Policy Handbook.

This policy applies to all cleaning products, equipment and practices conducted or contracted on TEI property. Both options for the Green Cleaning Policy must cover the following information:

- Hand hygiene
- Chemical storage guidelines
- Special treatments of carpets
- Reducing microbial growth through proper cleaning
- Janitorial training requirements
- Green cleaning materials
- Low environmental impact cleaning equipment
- Reporting standard

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CHECKLIST | GREEN CLEANING

SITE SPECIFIC GREEN CLEANING POLICY
TE Greengineers will provide a standard policy for the property that includes general scope, objectives, procedures, responsibility and assessment. Please review policy to add site specific information including: storage area of cleaning supplies; protection of vulnerable occupants during cleaning; and objectives for eliminating toxic chemicals used on site.

DETERMINE SCOPE OF CLEANING NEEDS
Determine what areas owner or management has control over.

FAMILIARIZE STAKEHOLDERS
All stakeholders (management team, occupants, cleaning staff, vendors, employees, etc.) to be informed of the policy's intent, requirements and tracking methods. Post copies of policy in convenient locations.

TRACKING PLAN FOR WATER, ENERGY AND TOXIC CHEMICALS
Track and record water meter readings, energy meter readings and chemical and cleaning supplies procurement logs. Identify amounts used and when.

TRACKING PLAN FOR STAFFING AND TRAINING
Complete log to track staff training for new hires and continuing staff, according to the timing and frequency of trainings.

TRACKING PLAN FOR CLEANING MATERIALS AND PRODUCTS
List compliant cleaning materials and products, including hand sanitizer. These items must meet the requirements described in the TEI Building Policy Handbook.

TRACKING PLAN FOR CLEANING EQUIPMENT PURCHASING
Inventory the equipment that meets the sustainability criteria listed in the TEI Building Policy Handbook.

REPORTING PROGRESS
Regularly report progress to all janitorial, management and project staff to communicate success and establish new best practices that build on current approaches.

REPORTING PROBLEMS
Create system for staff to report issues or problems. This will allow them to voice concerns about how the policy is affecting daily operations.

For more information, refer to the Building Policy Handbook.

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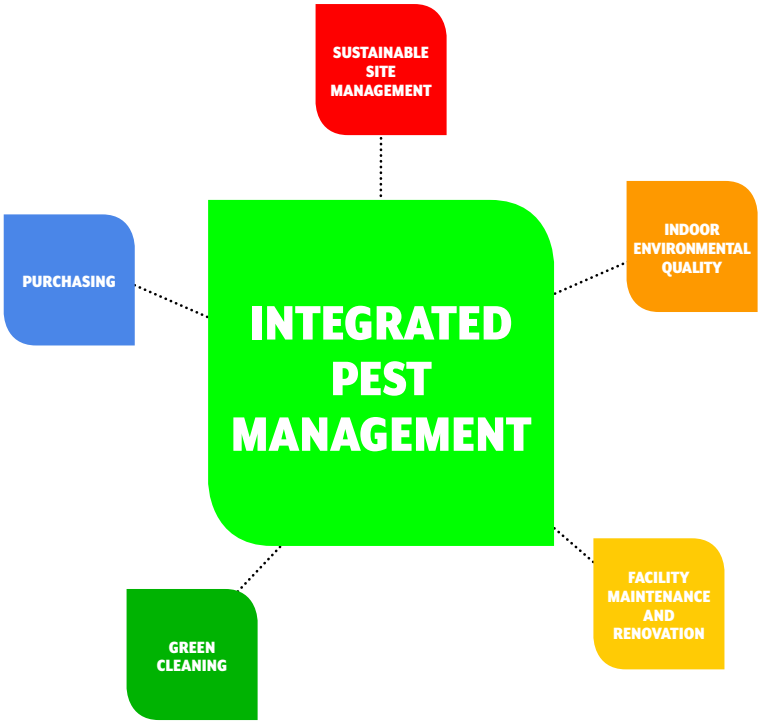

HOW THEY'RE CONNECTED

SITE MANAGEMENT: Proper pest control practices help prevent damage to the site's landscaped areas, structural components and façade.

PURCHASING: Green Cleaning products and equipment must adhere to sustainability criteria detailed in the Purchasing Policy.

GREEN CLEANING: The use of least-toxic pesticide applications corresponds with the Green Cleaning Policy's use of environmentally preferred cleaning products to protect human and environmental health.

FACILITY MAINTENANCE & RENOVATION: Pest Management practices help reduce damages to building structure or façade that could prompt maintenance or renovation needs.

INDOOR ENVIRONMENTAL QUALITY: The proper use of least-toxic pesticide applications protects indoor air quality standards

CHEMICALS AND EMISSIONS

PEST MANAGEMENT POLICY

GOAL

To manage pests in ways that protect human health and the surrounding environment while avoiding unnecessary use of pesticides.

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OBJECTIVES | PEST MANAGEMENT

NON-EMERGENCY TREATMENT NECESSARY

Alternative pest control methods will be used in 100% of cases before resorting to chemical pesticides or baits.

Measured by % of cases

EMERGENCY TREATMENT NECESSARY

If alternative methods fail, least-toxic pesticides will be used before non-least toxic pesticides or baits in 100% of cases.

Measured by % of cases

OCCUPANT NOTICE

In 100% of non-least toxic pesticide applications, occupants will be notified according to notification procedures described in the TEI Building Policy Handbook.

Measured by % of cases

For more information, refer to the Building Policy Handbook.

This plan applies to all of the interior and exterior spaces in the building and all portions of the site and grounds owned by TEI.

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CHECKLIST | PEST MANAGEMENT

DETAIL SCOPE OF INTEGRATED PEST MANAGEMENT PLAN (IPM)

Include all areas of building under management control.

CREATE IPM TEAM OR HIRE QUALIFIED VENDOR

Identify roles of stakeholders. Can be outsourced to qualified vendor. Ensure the responsible party has authority to update the plan, monitor performance and coordinate with contractors, purchasing department, and managers.

CREATE TRACKING TOOLS FOR:

PEST IDENTIFICATION

Establish process for building occupants and maintenance staff to report evidence of pest infestations

PEST MONITORING

Outline monitoring method and frequency for each potential pest.

PEST PREVENTION

Establish methods and frequency. Determine and track when traps, baits, and other structural control methods are needed.

PESTICIDE APPLICATION

Identify who will select and apply chemicals as needed; ensure they are properly credentialed. Track pesticide name, date and time of application.

COMMUNICATION

Establish a system to notify occupants when least-toxic and non-least toxic pesticides are used.

For more information, refer to the Building Policy Handbook.

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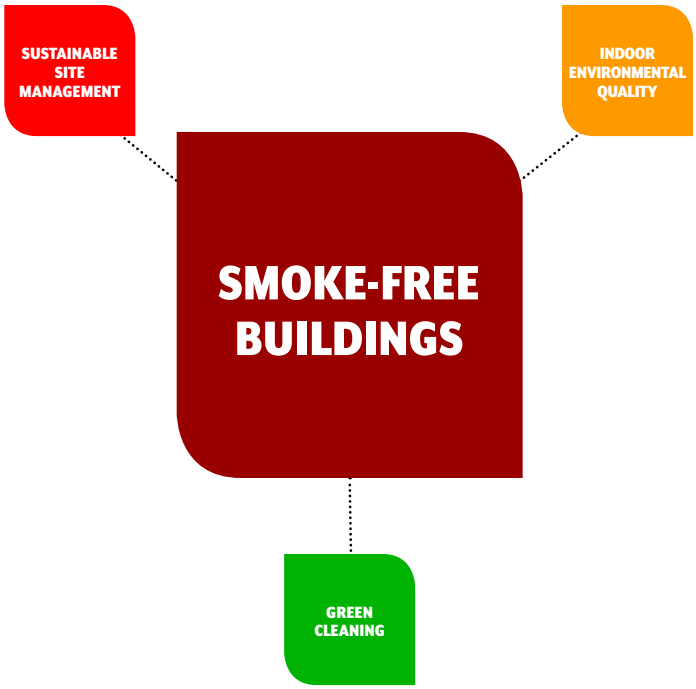

HOW THEY'RE CONNECTED

SITE MANAGEMENT: The Smoke-Free Buildings Policy helps create a clean and safe building site with reduced maintenance demands.

GREEN CLEANING: Smoke-free interiors are cleaner and require less intensive cleaning methods, in-line with Green Cleaning Policy standards.

INDOOR ENVIRONMENTAL QUALITY: Prohibiting smoking in the entire premises, including all common areas within 25 feet of building openings, prevents contamination of indoor air.

CHEMICALS AND EMISSIONS

SMOKE-FREE BUILDINGS POLICY

GOAL

To provide a clean, safe, healthy indoor environment to all building occupants, and to protect tenants and property from the risks of fire.

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POLICY | SMOKE-FREE BUILDING

SMOKING PROHIBITED

Due to the increased risk of fire and the known health effects of secondhand tobacco smoke, smoking is prohibited in the entire premises, including inside all commercial and residential units, all common areas and areas within 25 feet of entrances, windows, doors and air intake units. The only exceptions to this rule are in the designated outdoor smoking areas, if applicable. This rule applies to owners and tenants and any other persons on the premises, including guests and servicepersons.

DESIGNATED SMOKING AREAS

Designated Smoking areas must be located at least 25 feet from all entries, outdoor air intakes, and operable windows. Smoking is prohibited outside the property line in spaces used for commercial purposes. Any designated Smoking areas must be identified on the building's scaled site plan, showing property line, the site boundary, and distance between any designated smoking areas and building openings.

DEFINITION OF SMOKING

"Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe or any form of lighted object or device that contains tobacco, including all forms of electronic cigarettes.

SIGN REQUIREMENTS

"No Smoking" signs, or the international symbol for "No Smoking" must be clearly posted at all entrances and in all common areas.

COMPLIANCE

Compliance with the smoke-free policy is mandatory for all tenants, employees and persons visiting the site, without exception. Commercial tenants must adopt and disseminate this as a written workplace smoking policy and hold employees accountable for compliance.

COMPLAINTS

Complaints about smoke migrating into a unit or common area should be made promptly to the Building Manager. Complaints should be as specific as possible, including the date, time, location, and source of migrating smoke.

Note: Buildings must follow local laws and adjust policies to meet those laws. For more information, refer to the Building Policy Handbook.

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CHECKLIST | SMOKE-FREE BUILDINGS

IDENTIFY
On building Site plan, any designated Smoking areas.

SIGNAGE
Ensure signage communicating the building's Smoke-Free policy is posted at all entrances and common areas.

EDUCATION & COMPLIANCE
Communicate policy to all new and current tenants. Secure signed copies of Smoke-Free Building policy for all building tenants.

Property Managers are to provide TE Greengineers with copies of the following:

- Building site plan showing any designated Smoking locations
- Photographs demonstrating on-site signage communicating the Smoke-Free policy
- Copies of the Smoke-Free Building Policy signed by building tenants.

TEI is committed to providing a healthy smoke-free environment for building occupants. Adherence to smoke-free policies and practices will be strictly observed, and any compliance issues will be swiftly resolved.

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ANNEX 1: SUSTAINABLE PURCHASING GUIDELINES

1. ONGOING PURCHASES SHALL MEET THE FOLLOWING CRITERIA

- **Post-consumer recycled content.** The content of purchases must meet or exceed the levels listed in the U.S. Environmental Protection Agency Comprehensive Procurement Guidelines. Products not covered by the Guidelines can get credit for their recycled content with no minimum. (http://www.epa.gov/epawaste/conserve/tools/cpg/)
- **Extended use.** Batteries must be rechargeable. Toner cartridges for laser printers must be re-manufactured.
- **Bio-based materials.** Bio-based products must meet the Sustainable Agriculture Network's Sustainable Agriculture Standard. Bio-based raw materials must be tested using ASTM Test Method D6866 and be legally harvested, as defined by the exporting and receiving country. Exclude hide products, such as leather and other animal skin material.
- **Paper and wood products.** Paper and wood products must be certified by the Forest Stewardship Council or USGBC-approved equivalent.
- **Least Toxic:** Request "least toxic" options in specifications, focusing on cleaning products and pest management products.
- **Cleaning Chemicals:** All cleaning chemicals will be Green Seal certified to the GS-37 standard, or will be comparably certified. If exceptional circumstances exist and non-certified solutions are required, chemicals being considered should be reviewed by the Campus Sustainability Office and Environmental Health & Safety.

2. ELECTRIC-POWERED EQUIPMENT PURCHASES SHALL MEET THE FOLLOWING CRITERIA

- **EPEAT rating. The equipment must have a Silver Electronic Product Environmental Assessment Tool (EPEAT) rating or better.**
- **ENERGY STAR rating. If the equipment does not yet fall under the EPEAT rating systems, it must be ENERGY STAR® qualified or performance equivalent for projects outside the U.S.**
- **Water Efficiency: All water fixture and equipment purchases will be water efficient (refer to water efficiency guidelines).**

3. LAMPS SHALL MEET THE FOLLOWING CRITERIA

Purchased lamps shall contain no more than 60 picograms of mercury per lumen-hour. The lumens value will be based on the mean lumen output (design or actual). The rated life is the value based on a three-hour instant start.

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4. PREFERRED QUALIFICATIONS

In addition to the required qualifications above, purchasers will incorporate or request the following preferred qualifications when procuring goods and services to the highest extent practicable:

- Repurposed furniture
- Locally available products and services
- Durable, repairable and refillable products
- Products made of recycled and recovered content
- Green vehicles that are fuel efficient or use alternative fuels
- Reduced packaging through such methods as vendor take-back of packaging, packaging reuse, and recyclable packaging.
- Sustainable delivery and shipping options, such as use of renewable fuels for transportation, bicycle delivery service, and compressed delivery schedules that reduce trips to campus.
- Reports from selected vendors on compliance with TEI's Sustainable Purchasing Policy whenever possible.

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ANNEX 2: GREEN CLEANING GUIDELINES

1. HAND HYGIENE

TEI will help facilitate healthy hand hygiene by providing soap and soap dispensers in janitorial closets, kitchen areas, bathrooms, break rooms and locker rooms. Alcohol-based hand sanitizers will be provided in public areas. Hand soaps should not contain antimicrobial agents (other than as a preservative system) unless required by health codes and other regulations.

2. CHEMICAL STORAGE GUIDELINES

The janitorial staff must comply with TEI's program to reduce the exposure of the building occupants to chemical, biological, and particulate contaminants which unfavorably impact air quality, health, and the environment.

2.1. Any chemical stored in the janitor's closets has a locked container which encloses the liquid cleaning products and delivers out proper specified measurement for dilution.

2.2. The solutions used by janitorial staff are all stored in the janitor's closet(s) and the janitorial staff must follow these guidelines.

- Material Safety Data Sheets (MSDS) for all chemicals and cleaning products must be available to all employees and stored on site with the chemicals.
- Janitors are trained on MSDS and Chemical Handling annually
- All containers and cleaning products must be properly labeled, easily identifiable and safely stored.

2.3. No liquids will be placed on shelves above eye level

- Janitors must use appropriate personal protective equipment (PPE) when required (e.g. gloves, proper footwear, etc.)
- Must adhere to chemical dilution systems
- Excessive quantities of chemicals are not to be maintained.

3. SPECIAL TREATMENT OF CARPETS

Carpet can be a source of pollutants, dust, and volatile organic compounds (VOCs). Pesticides and cleaning products that remain on the carpet after application can gradually rise into the air and contaminate the indoor environment. The following guidelines for carpet treatment will help mitigate the need for carpet cleaning solutions through both preventative and prescriptive treatment:

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3.1. Prevent stains. Clean up spills promptly using cold water and one or more blotting cloths. Make a spill kit available to occupants.

3.2. Promptly clean and thoroughly dry carpets if they should become saturated with water. Quick action following a leak or other water damage may prevent carpet loss and the growth of mold and/or mildew. (Do not attempt to clean a moldy carpet without proper PPE, such as clothing, respirators, and air filters. Special training may be required to adequately address a water-soaked carpet.)

3.3. Avoid excessive use of carpet shampoos and cleaning products. Although some of these chemicals are mild, overuse will create more frequent cleaning needs.

3.4. Deep-clean periodically when needed.

- Periodic deep-cleansing of carpet is necessary to extract dirt, bio-pollutants, moisture, and embedded cleaning agents.
- Ensure the carpet will dry within 24 hours.
- Use pre-spray carefully and let it soak into stain long enough so future chemical application is not needed.

4. REDUCING MICROBIAL GROWTH THROUGH PROPER CLEANING

The following are basic guidelines to minimize the need for antimicrobial products:

4.1. Clean first and then apply disinfectant. Most disinfectants are not cleaners, and are usually only effective on a clean surface.

4.2. Wait the recommended time before rinsing the antimicrobial solution from the surface (usually at least 10 minutes).

4.3. Ordinary cleaners should remove more microbes than disinfectants.

4.4. Change mop heads and sponges daily and properly dispose.

4.5. Changing cleaning water frequently will prevent microbial growth.

4.6. Clean areas where water collects (i.e. under potted plants or air conditioners)

4.7. If a drains clogs, first use a drain snake before using chemicals.

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5. JANITORIAL TRAINING REQUIREMENTS

Cleaning staff will be trained of the use, maintenance, disposal and hazards of cleaning chemicals. Documentation of the training sessions, attendees and topics covered needs to be submitted to TE Greengineers as well as the appropriate Service Provider personnel.

5.1. Basic Janitorial Training: Janitorial workers should receive basic training, including specifications described in TEI's Green Cleaning Policy

5.2. Training Specifications

- Material safety data sheets (MSDS)
- Compliance with the Green Seal standard of GS – 37 Products
- Use of Personal Protective Equipment
- Custodians should be informed of TEI's product reporting requirements.
- TEI personnel must approve all cleaning products which are not on the GS-37 list.
- Provide TEI with monthly training logs indicating the attendees and the training topic.

6. GREEN CLEANING MATERIALS.

Service Provider must purchase general cleaning supplies for cleaning use that meet the GS-37 or California Code of Regulation standards. Employees should be made aware of the availability and location of such supplies. The Cleaning Company is prohibited from bringing general cleaning supplies into the TEI facility without approval, and should not bring cleaners which do not meet the GS-37 standard. These guidelines will be shared with Cleaning Company.

The Cleaning Company must purchase general items like disposable paper products and trash bag liners that contain recycled material. At least 75% of the total annual purchases of these products (by cost) must meet at least one of the following sustainability criteria:

6.1. The cleaning products meet one or more of the following standards for the appropriate category:

- Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes
- Environmental Choice CCD-110, for cleaning and degreasing compounds
- Environmental Choice CCD-146, for hard-surface cleaners
- Environmental Choice CCD-148, for carpet and upholstery care
- Green Seal GS-40, for industrial and institutional floor care products
- Environmental Choice CCD-147, for hard-floor care
- EPA Design for the Environment Program's Standard for Safer Cleaning Products

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6.2. Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards meet one or more of the following standards for the appropriate category:

- Environmental Choice CCD-112, for digestion additives for cleaning and odor control
- Environmental Choice CCD-113, for drain or grease trap additives
- Environmental Choice CCD-115, for odor control additives
- Green Seal GS-52/53, for specialty cleaning products
- California Code of Regulations maximum allowable VOC levels for the specific product category
- EPA Design for the Environment Program's standard for safer cleaning products
- EcoForm's Information-Based Environmental Label and/or
- Cleaning devices that use only ionized water or electrolyzed water and have third-party-verified performance data equivalent to the standards mentioned above.

6.3. Disposable janitorial paper products and trash bags must meet the minimum requirements of one or more of the following programs for the applicable product category:

- EPA comprehensive procurement guidelines, for janitorial paper
- Green Seal GS-01, for tissue paper, paper towels and napkins
- Environmental Choice CCD-082, for toilet tissue
- Environmental Choice CCD-086, for hand towels
- Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers
- FSC certification, for fiber procurement
- EPA comprehensive procurement guidelines, for plastic trash can liners and/or
- California integrated waste management requirements, for plastic trash can liners (California Code of Regulations Title 14, Chapter 4, Article 5, or SABRC 42290-42297 Recycled Content Plastic Trash Bag Program)

6.4. Hand soaps meet one or more of the following standards:

- No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements)
- Green Seal GS-41, for industrial and institutional hand cleaners
- Environmental Choice CCD-104, for hand cleaners and hand soaps
- Environmental Choice CCD-170, for hand sanitizers
- EPA Design for the Environment Program's standard for safer cleaning products and/or
- EcoForm, Information-Based Environmental Label, for hand soaps and hand sanitizers.

6.5. Carcinogens, mutagens, or teratogens are not allowed in cleaning and disinfecting products. These

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include chemicals listed by the U.S. EPA or the National Institute for Occupational Safety and Health on the Toxics Release Inventory (40 CFR, Section 372, Subpart D). If such products containing these toxic chemicals must be used, only the minimum amounts should be used and the product must be disposed of properly. The Cleaning Company will document the type, volume and concentration of all chemicals used in the cleaning process. Service Provider will also maintain a plan that addresses the handling of hazardous spills or mishandling incidents.

7. LOW ENVIRONMENTAL IMPACT CLEANING EQUIPMENT

The Cleaning Company must implement an equipment program to reduce building contaminants with minimum environmental impact. At least 40% of all powered janitorial equipment (purchased, leased, or used by contractors) must meet the following criteria. For existing equipment that does not meet the criteria, develop a phase-out plan for its replacement with environmentally preferable products at the end of its useful life:

7.1.Vacuum cleaners meet the requirements of Green Label Testing Program – Vacuum Cleaner Criteria – are capable of capturing 96% of particulates 0.3 microns in size and operate with a sound level less than 70dBA.

7.2.Hot water extraction equipment for deep cleaning carpets is capable of removing sufficient moisture such that the carpets can dry in less than 24 hours. Extraction equipment is certified by Carpet and Rug Institute's Seal of Approval Testing Program for deep-cleaning extractors.

7.3.Powered maintenance equipment including floor buffers, floor burnishers and automatic scrubbers are equipped with vacuums, guards and/or other devices for capturing fine particulates, and shall operate with a sound level less than 70dBA.

7.4.Propane-powered floor equipment has high-efficiency, low-emissions engines and operates with a sound level of less than 90dBA.

7.5.Automated scrubbing machines are equipped with variable-speed feed pumps to optimize the use of cleaning fluids. Automated scrubbing machines must use only tap water with no added cleaning products.

7.6.Battery-powered equipment is equipped with environmentally preferable gel batteries.

7.7.Where appropriate, active micro fiber technology is used to reduce cleaning chemical consumption and prolong life of disposable scrubbing pads.

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7.8. Powered equipment is ergonomically designed to minimize vibration, noise and user fatigue.

7.9. Equipment has rubber bumpers to reduce potential damage to building surfaces.

7.10. A log must be kept for all powered housekeeping equipment to document the date of equipment purchase and all repair and maintenance activities and include cut sheets for each type of equipment in use in the logbook.

7.11. No equipment may be brought on site unless it has been approved by TEI facilities management.

8. APPLYING GREEN CLEANING TO THE SPECIFICATIONS

The Low Environmental Impact Cleaning requirements, the Green Cleaning Materials requirements and the Low Environmental Impact Cleaning Equipment requirements are to be applied to the TEI Green Cleaning specifications. For example, the task "clean counter top and other adjacent surface areas" must be performed using a chemical that meets the Green Seal GS-37 Standards and without use of paper towels where possible.

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ANNEX 3: PEST CONTROL ACTION THRESHOLDS

Pest control measures according to this pest management policy will be resumed once the action threshold specified below for the applicable pest is no longer exceeded.

Regular treatment includes the use of first non-chemical controls (sanitation, exclusion, traps using non-chemical baits), followed by the use of least-toxic control methods if the situation is not resolved, and then non-least toxic control methods is the situation is still not resolved.

Emergency treatment includes the use of the most effective control method as a first step, which may be non-least toxic. Below is an action threshold table adapted from the 2014 LEED v4 manual.

PEST TYPE	ACTION THRESHOLD
Ants	Regular treatment will be performed if any ants are noted in the building and their presence is confirmed through monitoring. **Emergency treatment may be used if there are ten or more reported cases or complaints of ants within a two day period.**
Other insects	Regular treatment will be performed if nuisance insects are noted in the building and their presence is confirmed through monitoring. **Emergency treatment may be used if there are ten or more reported cases or complaints of nuisance insects within a two day period.**
Cockroaches	Regular treatment will be performed if any cockroaches are noted in the building and their presence is confirmed through monitoring. **Emergency treatment may be used if the presence of cockroaches is confirmed in two different spaces within the building OR if the presence of a large population of cockroaches is confirmed in one space in the building.**
Rat, Mouse	Regular treatment will be performed if rats or mice are noted in the building and their presence is confirmed through monitoring. **Emergency treatment may be used if the presence of rats or mice is confirmed in two or more different spaces within the building.**
Bed bugs	Emergency treatment may be used if the presence of bed bugs is confirmed in the building.
Other/Occasional Invaders	If the pests pose a threat to occupants' health, emergency treatment may be sought. Otherwise, regular treatment will be performed.

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