

## **Twelve01West – Indoor Air Quality Policy**

EFFECTIVE DATE: 8/24/2022

### **SECTION 1: GOALS AND SCOPE**

The goal of this indoor air quality policy is to prevent the occurrence of indoor air quality problems in the Twelve01West building and to resolve such problems promptly if they do arise. It contains recommended practical actions to be carried out by facility staff, outside contractors or both. The policy aims to integrate IAQ-related activities into existing building operations procedures.

The scope of this policy applies to all spaces that are under the control of the building management, including common areas accessible to tenants, and building management spaces accessible to onsite staff. The policy also applies to any new construction and major renovations under the control of building management.

### **SECTION 2: MANAGEMENT AND MAINTENANCE REQUIREMENTS**

#### ***Source Control***

- Manage pollutant sources through
  - o properly sealing doors, floors, and windows,
  - o regularly checking for and eliminating mold,
  - o installing appliances so that they vent to the outside,
  - o diluting and removing pollutants through ventilation, and
  - o using filtration to clean the air.
- Manage moisture through
  - o using moisture tolerant materials,
  - o setting up systems to divert water away from the building.
- Ensure the building-wide smoke-free policy is in place

- Ensure all doors, floors and windows are sealed properly.

***Housekeeping***

Ensure best practices are in place to improve indoor air quality including the following:

- Maintenance of interior plants (watering, pruning, etc.) where necessary
- Disposal of garbage and other waste
- Hygienic storage of foods, including refrigeration where necessary
- Prohibiting products or other sources of harmful or bothersome odors and contaminants.

***Ventilation***

- Detail regular ventilation for the building:
  - o The building meets ventilation rates contained in ASHRAE Standard 62.1-2007
- Implement a filtration maintenance plan.
  - o MERV 13 filters are in place
  - o Filters are changed according to manufacturer recommendations
- Maintain ventilation systems through the building's proactive preventative maintenance plan
- Avoid the blockage of ventilation supply, exhaust and other grilles.
- Establish an indoor air quality notification system to alert building management of potential issues
  - o Occupants of the building are encouraged to communicate indoor air quality problems to building management via email or work order.
    - Once a work order is placed, building staff are notified electronically.
    - All work orders are recorded and logged in the building's CMMS/Work-order system, Angus Anywhere
    - Work orders remain outstanding until closed out by building staff. All outstanding work orders are discussed at the weekly staff meeting.

**SECTION 3: PROCUREMENT REQUIREMENTS**

Ensure that all new products and materials procured within the project meet the required thresholds from at least **five** of the product categories below. For each product category selected, ensure products and materials are either naturally low-emitting products (stones, ceramics, concrete, untreated solid wood) or meet the applicable certification and testing standards below:

- Interior Insulation: 100% of insulation
- Flooring Systems: 100% of all systems
- Ceiling Systems: 90% of systems by square feet or meters
- Wall Paneling: 100% of all paneling including, but not limited to interior wall assemblies, gypsum board, doors, frames, wall coverings, window systems, and interior surfaces of exterior walls)
- Paints and Coatings: 90% by volume for emissions and 100% for VOC content of paints and coatings applied on-site and used on the interior of the air barrier.
- Adhesives and Sealants: 90% by volume for emissions and 100% for VOC of adhesives and sealants applied on-site and used on the interior of the air barrier.
- Furniture: 90% by cost of furniture
- Composite Wood: 100% of composite wood for cabinetry, excluding flooring, ceiling, wall panels, or furniture.

***Accepted certification and testing standards:***

- Certified to UL GREENGUARD Gold (accepted for all categories' VOC emission requirements except Composite Wood)
- California Department of Public Health Standard Method V1.2 2017 (accepted for all categories' VOC emission requirements except Furniture and Composite Wood)
- California Air Resources Board (CARB) 2007 Suggested Control Measure (SCM) for Architectural Coatings (accepted for Paints and Coatings VOC content requirements)
- California Air Resources Board (CARB) requirements for ultra-low-emitting formaldehyde (ULEF) resins or no-added formaldehyde-based resins (Accepted for Composite Wood)
- South Coast Air Quality Management District SCAQMD Rule 1113 (accepted for Paints and Coatings VOC content requirements)
- South Coast Air Quality Management District SCAQMD Rule 1168 (accepted for

Adhesives and Sealants VOC content requirements)

- ANSI/BIFMA e3 2019 credits 7.6.1, 7.6.2, and 7.6.3 (accepted for Furniture)
- EPA TSCA Title VI for ultra-low-emitting formaldehyde (ULEF) resins or no added formaldehyde resins (NAF) (accepted for Composite Wood)
- AgBB Testing and Evaluation Scheme 2010 (accepted for all categories' VOC emissions requirements except Furniture)
- EN16402 (accepted for Paints and Coatings VOC content requirements)
- EN13999 (Parts 1-4) (accepted for Adhesives and Sealants VOC content requirements)
- Green Star – Interiors v1.2 credit 12 for Indoor Pollutants to show compliance with low-emitting materials (accepted for Paints and Coatings, Adhesives and Sealants, and Composite Wood)
- European Decopaint Directive (2004/42/EC) (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Canadian VOC Concentration Limits for Architectural Coatings (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Hong Kong Air Pollution Control (VOC) Regulation (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)

#### **SECTION 4: CONSTRUCTION AND RENOVATION REQUIREMENTS**

Implement a plan for managing indoor air quality during any construction and major renovations and prior to occupancy. The plan must at a minimum control for the following categories:

##### ***Moisture***

- Store all absorbent products and materials separately in areas that are protected from dust and moisture.
- Avoid enclosing wet materials during construction.

##### ***Particles***

- Protect permanently installed ventilation systems during construction
- Employ entryway systems at all construction site entrances and exists

**VOCs**

- Store VOCs separately from absorbent products and materials
- Install all possible paints/coatings and adhesives and sealants prior to absorbent products and materials

***Outdoor Emissions***

- Develop a plan to protect occupied spaces from outdoor fumes generated by construction activities.

***Tobacco***

- Prohibit smoking within the construction site.

***Noise and Vibrations***

- Reduce noise and vibrations from construction equipment.

***Personal Protective Equipment***

- Ensure that construction crews wear protective gear.