

BUILDING EXTERIOR & HARDSCAPE MANAGEMENT PLAN

To learn more please visit the sustainability section of our website:
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The intent of this plan is to encourage environmentally responsible building exterior and hardscape management practices that provide a clean, well-maintained and safe building exterior, while supporting high performance building operations.

Which building operations are affected?

This policy affects the following building vendors:

- ✓ **LANDSCAPE SERVICES PROVIDER**
- ✓ **EXTERIOR CLEANING CONTRACTOR**

This policy applies to the following facility building exterior and hardscape management categories outlining sustainable requirements for the following operations: This policy requires that the following building exterior and hardscape management categories integrate green practices that are outlined in the building policy by the landscape services provider and cleaning contractor:

- Maintenance equipment
- Snow and ice management
- Paints and sealants used on building exterior
- Cleaning of building exterior, sidewalks, pavement, and other hardscape

What measures and practices must be implemented?

The performance of the above mentioned items will be measured in the following manner:

Maintenance Equipment:

The following strategies will be implemented to reduce emissions and noise pollution from building exterior maintenance equipment:

- Use of maintenance equipment will be reduced to the minimum levels necessary to maintain safety and surfaces.
- Preventative maintenance to equipment is completed based on manufacturers recommendations
- All equipment is inspected before use to identify any safety issues, fluid leaks, etc.
- Alternative approaches to equipment use, such as hand raking of leaves, will be used when feasible
- Hand pruning versus shearing with a machine will be utilized whenever possible

Snow and Ice Management:

The following strategies will be employed to create a more environmentally preferable and proactive approach towards deicing and snow removal:

- Applying deicers to hardscapes only as necessary, mechanical or hand shoveling will take precedence
- Utilize hand shoveling versus snow blowers on sidewalks whenever possible
- Using less environmentally disruptive deicing chemicals, such as the following, on sidewalks, walkways, and entrances as long as conditions allow:
 - magnesium chloride
 - potassium acetate
 - potassium chloride
- During storms of mixed precipitation or freezing rain the use of calcium/sodium chloride, because of wash away, is approved to be utilized
- Reduce the amount of areas that need to be treated with un-sustainable products by implementing an overall acceptable plan with Building Management
- At least 20% (by weight) of the deicer used on-site must be environmentally friendly

Paints and Sealants on Building Exterior:

To meet goals, the following strategies will be employed:

- Adhesives and sealants have a VOC content less than the current VOC content limits of South Coast Air Quality Management District (SCAQMD) Rule #1168, or sealants used as fillers, must meet or exceed the requirements of the Bay Area Quality Management District Regulation 8, Rule 51
- Paints and coatings that have VOC emissions not exceeding the VOC and chemical component limits of Green Seal’s Standard GS-11 requirements
- At least 20% (by weight) of the products above to be used on-site must meet the standards to achieve LEED requirements

Cleaning of Building Exterior, Sidewalks, Pavement, and Other Hardscape:

To meet goals, the following procedures and strategies will be employed:

- Water and cleaning products will be used as efficiently as possible to reduce the amount of chemical runoff on-site
- Biodegradable and low-impact cleaning products will be used whenever feasible
- Cleaning products that meet Green Seal and Environmental Choice standards are preferred for the cleaning of building exterior
- At least 20% (by weight) of the items mentioned above to be used on-site must meet the standards to achieve LEED requirements

What are the goals?

Each component of the building’s exterior management plan has its own separate goals for the integration of environmentally-preferable practices. The building will aim to implement sustainable strategies no less than **20%** of the time.

See below for overall goals:

Maintenance Equipment:

To minimize fossil fuel emissions and noise pollution from exterior maintenance equipment

Snow and Ice Management:

To reduce the amount of toxic chemicals used to melt ice on building site's hardscape during the cold weather months

Paints and Sealants on Building Exterior:

To employ environmentally preferable paints and sealants for the building's exterior to reduce harmful VOC emissions on the environment and protect the health of workers

Cleaning of Building Exterior, Sidewalks, Pavement, and Other Hardscape:

To reduce the cleaning frequency to the minimum levels necessary to maintain building and site appearance and safety

What is required from us?

Ensure the following information is tracked by your vendors and submitted to building management or tracked internally:

- Logs of equipment use and inventory - updated on a continuous basis
- Make sure all documents are up to date for all new training, code compliances, new equipment and chemical purchases
- If a building occupant has a complaint or wants to provide feedback regarding building exterior cleanliness, a facilities hotline is provided which generates a work request that is given to the cleaning supervisor who proceeds to take the appropriate steps to address the situation
- The building will aim to implement sustainable strategies no less than **20%** of the time for the following categories:
 - Maintenance equipment
 - Snow and ice management
 - Paints and sealants used on building exterior
 - Cleaning of building exterior, sidewalks, pavement, and other hardscape
- Update tracking logs as applicable activities are completed

What are some compliant products?

Snow Ice Removal products:

Products which do *not* contain sodium chloride or calcium chloride

- Approved Products -
 - MAG Deicer
- Building Exterior & Hardscape Management Plan

- Superior SNO-N-ICE Melter

Window Cleaners:

- Approved Products -
 - National Chemical Laboratories, Ready Set Clean® Earth Sense® #1 Glass & Window Cleaner
 - Unitech, UNIGREEN Glass & Window Cleaner

Paints/Sealants:

- Approved Products -
 - Master Paints and Chemical Corporation, Eco Pure Interior/Exterior line
 - Randolph Products Co., 770W11 Exterior Primer
 - DAP Caulking products - Alex Fast Dry, Alex Plus, Side Winder Siding & Window Sealant, and Dynaflex 230 Premium Elastomeric Sealant

How do we maintain quality control?

An ongoing exterior hardscape activities log will be maintained onsite to ensure the incremental implementation of the sustainable practices is being met.

The building's contracted landscaper is provided with a copy of the Building Exterior & Hardscape Management Plan and will document the Plan's activities that are done on-site to ensure management the plan is in place. The contracted landscape vendor will also be responsible for providing documentation that the items with cost related are goals are being met.

Building management reviews all product usage submissions and ensures they are both to the contract and in accordance with this policies standard. Any new products are reviewed and approved before they are implemented.

What are our LEED responsibilities?

As required with the Building Exterior and Hardscape Management Plan, certain actions and purchases will be required to be tracked and maintained once the LEED process is initiated. Complying with all above requirements will help the building earn one (1) LEED point. The following will need to be maintained on a monthly basis:

- **Log of Building Exterior and Hardscape Management Services Provided (SSc2)**

Who is responsible for policy implementation?

The Facility Manager, and Chief Engineer, will ensure that the following procedure and strategies are implemented in the facility to ensure that the policy is being met.

What is the Quality Assurance?

An ongoing exterior hardscape activities log will be maintained onsite to ensure the incremental implementation of the sustainable practices is being met.

Building management reviews all product usage submissions and ensures they are both to the contract and in accordance with this policies standard. Any new products are reviewed and approved before they are implemented.

All maintenance equipment is reviewed prior to the initiation of the contract and any new equipment must be approved.

Snow removal will be monitored on an as applied basis.

When does the policy go into effect?

This policy is effective as of **immediately** and will be revised annually as per contract renewals.

What are some useful resources?

- GreenSeal - a nonprofit organization that identifies and promotes sustainable products and services. Its website lists certified products including paints, coatings, and cleaning products. <http://www.greenseal.org>
- Minnesota Winter Parking Lot and Sidewalk Maintenance Manual includes extensive information on hardscape maintenance practices for climates with heavy snowfall and ice. <http://www.co.mchenry.il.us/departments/countyboard/Documents/Parkinglot%20Manual.pdf>



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