"A green building comes to life when people who inhabit it walk the walk."

– Gerald Hines



GREEN OFFICE

TENANT GUIDE

Version 2009.01

What is the GREEN OFFICE Tenant Guide?

Hines tenants and their employees, through a voluntary program created to encourage sustainability within tenant spaces worldwide, now have the opportunity to lead the effort in setting the standard for a sustainable future by "walking the walk" in their own offices.

Why was the program created?

In December 2008, Hines rolled out the program internally in its own offices. In the spirit of collaboration, and in response to requests from our tenants to help them be "green," Hines has adapted the program for tenant use.

May I participate?

Yes. We encourage you to implement the voluntary GREEN OFFICE Tenant Guide in your office as a way to improve how you operate, as well as positively impact the environment and the health and well-being of your employees.

What is in the GREEN OFFICE Tenant Guide implementation package?

- GREEN OFFICE Tenant Guide – Use it to determine which "Green Opportunities" you plan to implement (or perhaps have already implemented) to help you and your employees set goals and improve performance in your own lease space as well as the building. The completed guide is what you will submit to the management office.
- Glossary of Terms
- Frequently Asked Questions (GREEN OFFICE FAQs)

We want to participate. What must we do?

It's easy as 1, 2, 3:

1. Each tenant office is encouraged to establish a "green team" to provide leadership, analyze your current operations, set sustainable goals and then implement a plan from the "Green Opportunities" column.
2. The only column you fill out is the far-right "Achieved GREEN" column. For every "Green Opportunity" that you achieve, include the corresponding number of "Leaf Credits" in this column. Add up your total "Leaf Credits" (page eight).
3. Fill in the tenant data at the bottom of page eight.

Note: to qualify, your office must attain 70 "Leaf Credits."

Sign the completed GREEN OFFICE Tenant Guide and submit it electronically to the management office; or you may drop it off personally at the management office.

We invite you and your employees to set the standard for a sustainable future!

-Your Hines Management Team

GREEN OFFICE FAQs

As Hines launches the GREEN OFFICE Tenant Guide, a list of anticipated questions with answers has been prepared to assist you with this initiative.

1. Is every Hines tenant required to complete and submit the GREEN OFFICE Guide?

The GREEN OFFICE Tenant Guide initiative is voluntary. Hines is hopeful that each tenant office will "walk the walk" when it comes to sustainability and set an example for employees and your fellow tenants.

2. What are the primary benefits of participating in the GREEN OFFICE initiative in our office?

- Demonstrate leadership in sustainability and efficient operations
- Create a competitive advantage for business
- Set sustainable goals and then measure improved performance
- Motivate, educate and engage employees
- A sustainable office is a great recruiting tool

3. What award or recognition will a GREEN OFFICE receive upon successfully achieving 70 or more Leaf Credits?

Tenant offices submitting a successfully completed Tenent Guide as specified in the introduction will receive a distinctive award to display in your office.



4. What tenant offices may participate in the GREEN OFFICE initiative?

GREEN OFFICE is open to occupied tenant offices anywhere in the world that are owned or managed by Hines.

5. If an existing tenant space is already using the specified item or product (no changes are necessary), is the tenant office allowed to count the Leaf Credits for that Green Opportunity?

Yes, Leaf Credits are awarded if the item is achieved at the time the scorecard is completed.

6. What are Life Cycle Savings?

This is an indication that implementation of a Green Opportunity will return a financial benefit as well as a sustainable benefit to your office.
Example: If you can substantiate an operating cost savings, whether lower paper costs or lower printing costs, this can be used as support for a Life Cycle Savings.

7. When submitting a completed GREEN OFFICE Tenant Guide do I need to submit other supporting documentation?

No, but your office is encouraged to maintain supporting documentation prior to and after your transition to Green Opportunities as this may assist in LEED CI or other application/certification processes.

8. Is it necessary to re-apply as a GREEN OFFICE on an annual basis or some other frequency?

No. Once an office has been designated a Green Office it is Hines' hope that your office and employees would maintain or exceed your sustainable operations.

9. If interested in applying GREEN OFFICE efforts toward LEED Commercial Interiors (CI), where can I find more information?

Information is available at www.usgbc.org/leed/ci/.

10. Who will oversee my office's GREEN OFFICE efforts?

Each tenant office is encouraged to establish a sustainability advocate or team leader within your office's green team to encourage and provide leadership in achieving the designation as a GREEN OFFICE.

11. What impact do items such as organizing office employees to participate in a sustainability-focused community project once a year have on an office?

Community projects provide educational and awareness opportunities for the offices as well as community involvement. The impact of each office's sustainability reaches much further than a single office or property.

12. In the "Reduce, Re-use and Recycle" category, Items A, B & C, why are there three opportunities for the same product?

Item C is the greener option; however it is 1 of 3 options as not all offices will be able to transition on the first attempt due to costs, resources, property-specific ownership approval or local availability.

13. If an office is actively participating in an existing recycling program and recycling 50% of office waste (Reduce, Re-use and Recycle category), is it also able to pick up the 2 Leaf Credits as well as the 1 Leaf Credit for surpassing the 25% goal?

No. The office achieving 50% participation would receive 2 Leaf Credits as credits are awarded for the achievement at the time that the GREEN OFFICE Guide is completed. It is a snapshot at that given moment.

14. May a non-USA tenant office use BREEAM in lieu of LEED?

Yes, non-USA tenant offices may substitute any country-specific program credits such as those from BREEAM in the UK instead of LEED. LEED is prevalent in the U.S. and appears to be gaining a foothold in Spain, Italy and the Middle East, but it is not a requirement for the GREEN OFFICE initiative.

15. May a tenant office space receive "Leaf Credits" for "Green Opportunities" already taken?

Yes, "Leaf Credits" achieved are a snapshot of what your office has accomplished at the time you complete the Tenant Guide.

16. How many "Leaf Credits" are required to qualify as a GREEN OFFICE?

70 "Leaf Credits" or more.

17. Is any action required by my office in the "Upfront Costs" or "Life Cycle Savings" columns before submitting the Tenant Guide?

No. Both columns are included to indicate general conditions you may expect when pursuing a given "Green Opportunity".

Please contact your Hines Property Management representative with any other questions you may have regarding GREEN OFFICE.

ASK THE "GREEN" QUESTIONS BEFORE TAKING ACTION.

Develop and establish relationships with vendors, contractors and suppliers that have sustainable products and missions. When ordering products/supplies ask about the products' environmental impact; ask if there is an alternate product with less impact to the environment.

GREEN OFFICE

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
Energy Efficiency: If every office product purchased in the U.S. this year was ENERGY STAR qualified, Americans would save $200 million in annual energy costs while preventing almost 3 billion pounds of greenhouse gases. Source: ENERGY STAR					
A	3	Install occupancy light sensors in private offices, conference rooms, restrooms, and copy rooms to automatically turn off lights when the room is not in use.	Y	Y	
B	3	Turn off your computer, printer, monitor and task lights when you leave the office. This includes unplugging power strips at the end of the day because they consume energy even when the equipment is shut off.		Y	
C	2	Set computers to energy saving modes to reduce energy wasted when not in use. You can find these settings in the Power Options menu in your PC's Control Panel. A computer in idle mode uses 20 to 50 times the power of a computer in standby mode.		Y	
D	1	Disable screen savers on computers to reduce energy use.			
E	1	Reduce the time delay before your computer equipment reverts to a power saving mode. This can also be set in the Power Options menu in your PC's Control Panel.			
F	1	Unplug chargers, fans or any items not regularly used as they use energy even when turned off but still plugged in.		Y	
G	1	Lower blinds in the summer and raise them in the winter to save energy and reduce burden on heating and cooling systems.		Y	
H	2	Angle all mini-blinds "up" at a 45 degree angle to prevent the suns radiant heat load from being transferred into the tenant space. On sunny days the building's glass temperature can easily reach temperatures in excess of 100 degrees in some climates.		Y	
I	1	Confirm with your property management team that your building automation system is programmed to match particular usage patterns.			
J	1	Make the most of natural light and turn off lights when possible.		Y	

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
K	1	Label light switches/controls with reminder to "Please turn off lights when not in use."		Y	
L	3	Replace end-of-life computer monitors with ENERGY STAR qualified liquid crystal display (LCD) flat screen monitors. LCD monitors provides up to 70% power savings and provides up to twice the lifespan of conventional CRT monitors.	Y	Y	
M	3	Purchase ENERGY STAR qualified copiers, printer and appliances (www.energystar.gov/index.cfm?fuseaction=find_a_product).		Y	
N	2	Set sleep modes for copiers, printers and other peripherals to deactivate when not in use.		Y	
O	2	Place equipment well away from the location of area thermostats such as copy machines, and similar heat producing equipment as it can cause a false ambient temperature reference for the thermostats heat sensitive components, and thereby have the thermostat react to that temperature.			
P	3	Install compact fluorescent lighting in place of incandescent lighting.	Y	Y	
	30				*

People & Atmosphere: 96 percent of the Volatile Organic Compounds (VOCs) found in a large office building following construction resulted from the materials used to construct and furnish the building including flooring (hard surface & carpet) and paints. Source: GREENGUARD Environmental Institute

A	2	Use interior paints that have low or no volatile organic compounds (VOCs) during regular maintenance for the comfort and well-being of installers and occupants.			
B	2	Organize office employees to participate in a sustainability-focused community project once a year.			
C	3	Keep your office employees and property management updated quarterly about what green efforts you have achieved, what future goals you have and how they can assist in reaching those goals.			
	7				*

Travel & Commuting: Drivers spend more than 100 hours a year commuting to work – 25% more than many workers' spend away from the office on vacation (80 hours) and a single gallon of gasoline produces 19.4 pounds of carbon dioxide – a "greenhouse gas" that contributes to global warming. Commuting resources help employees reduce costs, personal stress, traffic, accidents and air pollution. Source: TREK

A	2	Establish a benchmark of business travel and track it going forward. A third-party travel agency may be used to prepare and submit tracking of such travel.			

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
B	3	Instead of traveling for meetings, reduce emissions by utilizing technologies such as teleconferencing and videoconferencing if possible.	Y	Y	
C	2	Encourage biking to work and check with your property management team to see if secure and convenient storage for bicycles is provided at your building.			
D	3	Ensure that 25% of office employees carpool or use mass transit to commute to work. Use third-party programs like NuRide (www.nuride.com) to encourage vanpool or mass transportation and reduce employee commuting costs. Check with your property management or parking office for parking options for van pools.			
	10				*

Reduce Re-use and Recycle: A ton of paper made from 100 percent recycled paper, as compared to new paper, saves the equivalent of 4,100 kilowatt-hours of energy, 7,000 gallons of water, 60 pounds of air emissions, and 3 cubic yards of landfill. In office use alone, the average employee uses approximately 10,000 sheets of paper every 12 months. Source: GREEN SEAL

A	1	Only purchase copy and printer paper containing at least 30% post-consumer recycled content.			
B	2	Only purchase copy and printer paper containing at least 80% post-consumer recycled content.	Y		
C	3	Only purchase copy and printer paper containing at least 100% post-consumer recycled content. (Only 1 of Items A, B or C may be selected.)	Y		
D	1	Convert paper forms to an electronic format to reduce paper usage.			
E	3	Purchase 20% Forest Stewardship Council (FSC) certified paper products (copy paper, paper towels etc...). This paper is made from wood products that are from FSC certified forests.	Y		
F	1	Encourage re-useable containers/bags for those bringing their lunch each day.			
G	1	Print less. Minimize documents printed for internal meetings or from emails.		Y	
H	2	Standardize duplex printing for copy/print exceeding one page and halve your paper usage. Your equipment vendor may assist with this configuration.		Y	
I	2	Use reusable mugs or tumblers to save waste on disposable cups and plastic bottles.		Y	
J	2	Actively participate in an existing recycling program and recycle 25% of office waste.			

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
K	3	Actively participate in an existing recycling program and recycle 50% of office waste. (Only 1 of Items J or K may be selected.)			
L	3	Develop clear goals and procedures to accomplish recycling through education and engagement of your employees. Provide easily accessible areas for collection and disposal of paper, cardboard, glass, plastic and metals. Check with your property management team for details on your building's recycling program.			
M	2	Donate scrubbed computers, monitors, printers and mobile phones to organizations that can help local charities and schools or hire an electronic waste (E-waste) vendor to recycle these items.			
N	2	Transition from petroleum-based or non-compostable products (such as Styrofoam cups/plates) to biodegradable products such as paper if disposable plates, cups and bowls are necessary.			
O	3	Transition from paper products to compostable products such as corn-based or potato-based products if disposable plates, cups or bowls are necessary.	Y		
P	3	Transition from disposable flatware and plates to reusable flatware and plates	Y		
Q	1	Install low-flow aerators on all lavatory and sink faucets to conserve water.			
R	2	Reduce purchase of bottled water and bottled/canned soft drinks by 80%.		Y	
S	3	Do not order any bottled water. Procure bottle-less water coolers to provide cool and hot filtered municipal water dispensers.	Y	Y	
T	2	Develop and establish relationships with refreshment vendors that have sustainable products and missions.			
U	2	Establish an account with an office supply vendor to create a "greener office supplies" list to order from. Purchase at least 50% of office supplies from the green list.			
V	3	Establish an account with an office supply vendor to create a "greener office supplies" list to order from. Purchase at least 80% of office supplies from the green list. (Only 1 of Items U or V may be selected.)			
	47				*

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
Cleaning: One-third of the cleaning products used today are reported to include ingredients that have negative impacts on air quality and health. Green cleaning products use biodegradable cleaning agents, which means they break down easily and have no phosphates, borates, nitrates, or other ingredients the planet doesn't appreciate. Source: GREEN SEAL					
A	3	Purchase 75% of cleaning supplies in your kitchen or break room to products certified to safeguard the environment and/or indoor air quality by an independent organization like Green Seal or Environmental Choice.			
B	3	Buy paper products for kitchen, break room or private restrooms (e.g., tissue, paper towels or napkins) that contain a minimum of 30% post-consumer recycled content. Give preference to paper processed without chlorine and packaged in bulk.			
	6				*
TOTAL POSSIBLE LEAF CREDITS	**100**	To qualify as a "GREEN OFFICE" in your Hines managed building, at least 70 Leaf Credits should be tracked and achieved			

BONUS LEAF CREDITS

Remodeling and Construction: Approximately 2.44 million tons of old carpet are landfilled a year, which, if laid flat would more than cover New York City. Major strides have been made in recycling old carpet. Source: GREEN SEAL					
A	3	Standardize workspace size and layout to accommodate future changes with minimal reconfiguration when remodeling or performing construction.		Y	
B	2	Standardize workspace furniture. Consider modular furniture systems, and minimize component variety and panel sizes to simplify reconfigurations.		Y	
C	1	Shift from closed to efficient open work plans, productive flexible offices, work stations and multiple space types based on need.		Y	
D	1	Minimize walls and partitions as appropriate when remodeling.			
E	3	Consider using glass partitions at window offices to provide interior work stations natural light.	Y		
F	2	Choose interior materials (paints, floor covering, adhesives and furniture) that have low or no volatile organic compounds (VOCs).			
G	3	Recycle and salvage at least 50% of construction waste, by weight or volume, when performing construction or remodeling. Ensure your contractor includes recycling in the demolition pricing.			
H	1	Procure only Carpet and Rug Institute's (CRI) certified carpet and carpet pad that meet or exceed the Carpet and Rug Institute's (CRI) Green Label Plus testing and products requirements. When installing carpet systems use Low-VOC adhesives.	Y		

SUSTAINABLE GOAL	LEAF CREDITS	GREEN OPPORTUNITIES	UPFRONT COST	LIFE CYCLE SAVINGS	ACHIEVED GREEN
I	1	Use adhesives and sealants that are Low-VOC and meet the Green Seal Standard GS-36 and South Coast Air Quality Management District (SCAQMD) Rule #1168 requirements.			
J	1	Ensure composite wood and laminate adhesives contain no added urea-formaldehyde resins when remodeling or performing construction.			
K	2	Ensure that systems furniture and seating are GREENGUARD Environmental Institute's (GEI) Indoor Air Quality Certified.	Y		
	20				*

LEED: In the United States alone, buildings use one-third of our total energy, two-thirds of our electricity and one-eighth of our water. In order to promote sustainable design and construction practices beyond the interests of the developer or owner, LEED for Commercial Interiors (LEED-CI) gives recognition to the sustainable efforts of tenants and designers, who do not always have control over whole building operations but maintain an interest in the benefits, both for the environment and for their workplace. Source: Real Estate Weekly

A	3	Certify your office space as LEED Commercial Interiors (LEED CI). If already LEED CI, your office may obtain these Leaf Credits.			
B	2	Pass the LEED Accredited Professional (LEED AP) exam. If your office already has a LEED AP you may obtain these Leaf Credits.			
	5				*
TOTAL BONUS LEAF CREDITS	**25**	Bonus Leaf Credits may be added to the Total Possible Leaf Credits. To qualify as a "Hines GREEN OFFICE", at least 70 Leaf Credits should be tracked and achieved.			

INNOVATIONS: Describe in the space below any novel or unique green practice or innitiative undertaken in your lease space beyond those listed above.

TOTAL LEAF CREDITS & BONUS LEAF CREDITS:			*

*** Please calculate and enter your total here as form does not self-total.**

Hines may wish to acknowledge your achievements publicly. If you prefer that your participation remain anonymous please check here. ☐

Property

Authorized Signature Date

Tenant Name Suite Number

Printed Name

HinesGO GREEN OFFICE

GREEN OFFICE GLOSSARY

Biodegradable / Compostable
Biodegradable and compostable materials are those that break down in the environment within a reasonable time period.

CRI Seal of Approval Program
The Carpet and Rug Institute (CRI) is a nonprofit trade association representing the manufacturers of more than 95 percent of all carpet made in the United States, as well as their suppliers and service providers (www.carpet-rug.org). The CRI Seal of Approval program identifies effective carpet cleaning solutions and equipment. Not all products clean well enough to earn the Seal of Approval distinction, so look for the blue and green CRI Seal of Approval as proof that you are purchasing or using a quality product.

ENERGY STAR Qualified Products
ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy that promotes, tests, and certifies energy efficient products and practices. One of the main goals of the ENERGY STAR program is to test and certify the most efficient products in a particular category. Products that meet these specifications earn the ENERGY STAR label. Categories of products may be found by clicking on the following hyperlink logo



Environmental Choice
Environmental Choice Program was established by Environment Canada in 1988 with over 300 categories of products to help consumers identify services/products which are less harmful to the environment. The “Environmental Choice” Eco-Logo symbol of certification is a green colored maple leaf intertwined within three doves.

FSC
Forest Stewardship Council (FSC) is a non-profit organization devoted to encouraging the responsible management of the world’s forests. FSC sets high standards that ensure forestry is practiced in an environmentally responsible, socially beneficial, and economically viable way. Products bearing the FSC logo, which guarantees that the wood from a certified well-managed forest, are available across the world from a variety of mills, manufacturers, and distributors.

GREENGUARD Environmental Institute (GEI)
The GREENGUARD Environmental Institute (GEI) is an industry-independent, non-profit organization that oversees the GREENGUARD Certification Program. As an ANSI Authorized Standards Developer, GEI establishes acceptable indoor air standards for indoor products, environments, and buildings. GEI’s mission is to improve public health and quality of life through programs that improve indoor air. (www.greenguard.org)

Green-e
Green-e (www.green-e.org) is the nation’s leading independent certification and verification program for renewable energy and greenhouse gas emission reductions in the retail market.

Green Office Products
Products from the ‘greener products list’ are to be determined jointly by each tenant office and its office supply vendor. Focus on products containing the maximum content of recycled or remanufactured materials. These products may also be third-party certified by organizations such as CRI, ENERGY STAR, Green Seal or FSC.

Green Seal

Green Seal is an independent non-profit organization dedicated to safeguarding the environment and transforming the marketplace by promoting the manufacture, purchase, and use of environmentally responsible products and services. A Green Seal Certification Mark on a product means that it has been put through stringent evaluations to ensure its reduced impact on the environment and on human health. (www.greenseal.org/findaproduct/location.cfm)

LEED

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria. To learn more about LEED CI please visit the U.S. GREEN BUILDING COUNCIL's Intranet site at www.usgbc.org/DisplayPage.aspx?CMSPageID=145.

Post-Consumer Recycled Content

Recycled content recovered from municipal solid waste (recycled by consumers) is environmentally preferable to pre-consumer recycled content. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacture of new products.

SCAQMD

The South Coast Air Quality Management District (SCAQMD) is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties. This is the second most populated urban area in the United States and one of the smoggiest. SCAQMD is committed to undertaking all necessary steps to protect public health from air pollution, with sensitivity to the impacts of its actions on the community and businesses. (www.aqmd.gov)

Scrubbed Computers

Scrubbed computers are those whose hard drives have been cleansed so that confidential or proprietary data cannot be recovered.

Urea-formaldehyde resins

Urea-formaldehyde is a transparent thermosetting resin or plastic, made from urea and formaldehyde. These resins are used in adhesives, finishes, MDF and molded objects and emit VOCs which decrease indoor air quality.

VOCs

Volatile organic compounds (VOCs) are emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. Concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. VOCs are emitted by a wide array of products including paints and lacquers, paint strippers, cleaning supplies, pesticides, building materials and furnishings, office equipment such as copiers and printers, correction fluids and carbonless copy paper, graphics and craft materials including glues and adhesives, permanent markers, and photographic solutions. A wide variety of sources that can emit VOCs can be found in the Bioaerosol section of Hines' IAQ Electronic Reference at myHines.com.

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