

Construction projects produce dust and waste that negatively impact a medical office building's indoor air quality. A green construction policy requires construction crews to follow procedures that control this particulate matter and prevent it from traveling through the ventilation system to the rest of the property, including other occupied spaces. Use the template to create your policy. Consider incorporating this policy and/or the guidelines in your leases and contracts.

GREEN CONSTRUCTION POLICY	
PART I: PROPERTY INFORMATION	
Basic information	
Property name	
Address	
Age	
Size	
Property or facilities manager	
Main contractors to follow policy	
PART II: GREEN CONSTRUCTION POLICY STATEMENT	
Effective Date	
Approved By	
<p><i>Example:</i></p> <p><i>XYZ Company is committed to managing and operating healthcare real estate in such a way that minimizes the footprint of its medical office buildings and has a positive impact on occupants and patients.</i></p> <p><i>As such, each property shall follow green construction guidelines for all construction projects, including repairs, renovations, and build-outs. While the Construction Project Manager has primary responsibility for adherence to this policy, the following guidelines shall be followed by all building staff and contractors, including everyone on construction work teams. Consult your supervisor when these guidelines are not practical or cost-effective, and s/he will consult with the Director of Operations for an acceptable alternative.</i></p>	

PART III: GREEN CONSTRUCTION GUIDELINES

Sample clauses:

CONSTRUCTION AREA

- *Use temporary protective dust curtains to separate the work area from other occupied spaces and prevent dust and odors from escaping.*
- *Provide walk-off mats for workers to prevent tracking dust and contaminants from the construction area.*
- *Protect porous or fibrous materials such as carpet from absorbing VOCs until installed.*
- *Keep the work area dry so porous materials do not absorb moisture.*
- *Clean up dust immediately following construction activity.*
- *Keep containers closed when not in use.*

VENTILATION

- *Seal off air supplies and returns to protect the ventilation system components from contamination, OR thoroughly clean ductwork and ventilation components prior to occupancy.*
- *Provide a continuous minimum ventilation rate of 1 air change per hour during construction, OR conduct a flush-out for three days at 100% outside air, after construction ends and prior to occupancy.*
- *Provide a minimum of MERV 4 filtration on return air system if operated during construction, and replace filter(s) prior to occupancy.*
- *During installation of carpet, primer, paints, adhesives, furnishings, and other VOC-emitting products, provide supplemental ventilation for at least 72 hours after work is completed.*
- *Preferred HVAC system operation is supply air only, with exhaust provided through windows. Use exhaust fans to pull exhaust air from deep interior locations. Stair towers and other paths to exterior can be useful during this process.*

WORKER PROTECTION

- *Provide N-95 or better dust masks to workers who are generating dust or particulates, such as deconstruction or sanding drywall or wood.*

- *Require VOC-safe respirator masks for workers installing any product that contains over 150 grams per liter of VOCs.*

EXECUTION

- *Conduct regular inspection and maintenance of indoor air quality measures including ventilation system protection and ventilation rate.*
- *Use safe, low-toxic cleaning supplies for surfaces, equipment, and workers' personal use.*
- *Use wet sanding for gypsum board assemblies. Allow dry sanding only if dust protection is provided.*
- *Use safety meetings, signage, and subcontractor agreements to communicate the goals of the indoor air quality construction plan.*

Source: City of Portland Planning and Sustainability—[Tenant Improvement Guide](#)

Additional resources:

- A Better City—[Sustainable Tenant Fit-Out and Improvement Guide](#)
- Whole Building Design Guide—[Federal Green Construction Guide for Specifiers](#)

Alternative Documentation

Instead of this form, you may submit the following to IREM®:

- Copy of policy