

IREM® Certified Sustainable Property (CSP)

Guidance for properties affected by the COVID-19 pandemic

Introduction.....	1
For more information.....	1
Guidance for 2021 only	2
Occupancy	2
Green cleaning	2
Indoor air quality	3
Purchasing.....	3
Guidance through 2023.....	5
Energy benchmarking	5
Shutdown properties.....	5

Introduction

Adhere to the following guidance and alternative compliance paths if you're submitting a CSP application for a property with operations impacted by the COVID-19 pandemic.

This guide covers only those areas of property operations that were shown to have been impacted by the pandemic.

If you believe your property was impacted in other ways not covered here, contact sustainability@irem.org.

For more information

Go to irem.org/gogreen for more information on the IREM CSP program. Ready to apply? Visit irem.org/cspplatform.

Visit irem.org for more COVID-19 resources for real estate managers.

▀ Guidance for 2021 only

Occupancy

CSP items impacted

Occupancy prerequisite

Applies to

All property types

Guidance

You may still apply if your property is below 75% occupancy if it meets all other certification requirements.

The prerequisite of at least 75% occupancy has been suspended through 2021.

To claim the points:

- Claim the occupancy prerequisite on the property's application.
- No further action required.

Green cleaning

CSP items impacted

Employ green cleaning services for areas under management control

Applies to

All property types

Guidance

You may claim these points for using pandemic cleaning protocols.

To claim the points:

1. Adhere to [CDC](#) and/or local health authority guidelines and requirements.
2. Explain your pandemic cleaning practices and how they're compliant with guidelines in a brief memo. Include the following:
 - Cleaning practices
 - Products you're using in your cleaning program
 - PPE protocol for cleaning staff
3. Upload the memo with your application for the green cleaning point item in the Health category.

Indoor air quality

CSP requirements impacted

Ensure ventilation meets ASHRAE standards

Record optimal measurements for key indoor environmental quality indicators

Applies to

Office

Medical office

Senior housing

Guidance

You may claim these points if the building has adopted **any two** of the following practices*.

1. Installed air filters that are MERV-13 or higher.
2. Turned off demand-controlled ventilation (DCV) that reduces air supply based on occupancy or temperature during occupied hours.
3. Increased airflow to occupied spaces.
4. Opened outdoor air dampers beyond minimum settings to reduce or eliminate HVAC air recirculation.
5. Run the HVAC system at maximum outside airflow for 2 hours before and after the building is occupied.

To claim the points:

Upload a memo as the documentation for the item citing:

- Which two practices the property employed
- Details of the pandemic-related adjustments (e.g., filter MERV ratings and date(s) of installation).

* Practices are from [CDC – Ventilation in Buildings](#) and [ASHRAE Guidance for Building Operations During the COVID-19 Pandemic](#).

Purchasing

CSP requirements impacted

Use green-certified products in management operations

Applies to

All property types

Guidance

You may exclude purchases of personal protective equipment (PPE) and cleaning supplies from the purchasing you cite to claim these points.

To claim the points:

1. Recycle those PPE and cleaning supplies accepted by your recycling service provider.
2. Establish a protocol for proper disposal of used PPE.
 - Consider separate containers.
 - Use removable liners.
 - Ensure staff use PPE when removing waste.
3. Note what you're excluding in your purchasing documentation.

► Guidance through 2023

Energy benchmarking

CSP requirements impacted

Benchmark energy use

Reduce energy consumption by 5% over baseline

Reduce energy consumption by 10% over baseline

Reduce energy consumption by 15% over baseline

Applies to

Office

Medical office

Shopping centers

No action necessary for multifamily or senior housing

Guidance



You may claim these points if you configure ENERGY STAR® Portfolio Manager® according to this [EPA guidance](#) for those time periods impacted by COVID-19.

If applicable for those time period(s), you'll update:

- Weekly operating hours
- Number of workers on main shift

To claim the points:

1. Explain in a memo how COVID-19 impacted those time periods, including:
 - Date(s) of impacts
 - Changes to weekly operating hours
 - Changes to typical number of daily occupants
2. Upload this memo with the applicable baseline requirement and Energy point items when you complete your application.

Shutdown properties

CSP requirements impacted

Reduce energy consumption by 5% over baseline

Reduce energy consumption by 10% over baseline

Reduce energy consumption by 15% over baseline

Reduce water consumption by 5% over baseline

Reduce water consumption by 10% over baseline

Applies to

Office
Medical office
Shopping centers

Guidance

You must exclude time periods of property shutdown to claim energy and water reductions if the property was subjected to a COVID-related shutdown.

This situation is most likely to apply to shopping centers.

- A "shutdown property" is one that was **completely shutdown and unoccupied** for more than **30 days over three months**.
- These days don't need to be contiguous. For example, if a property has a 15-day shutdown period from May 1 to 15 and another 15-day shutdown period from June 15 to 30, you must adhere to this guidance.
- Shutdown means that the property is **entirely empty**, including:
 - No occupants or operating hours
 - No management staff on site

If shutdown status applies to your property, you must:

1. Exclude from the energy and water performance metrics you're citing the entire month(s) during which the shutdown days occurred. You must cite other time period(s) to claim the points.
2. Follow the requirements in this guide under **Energy benchmarking** for time period(s) impacted by the pandemic but not meeting the definition of "shutdown."
3. Explain in a memo the dates that the property was shutdown.
4. Upload this memo with your documentation on the energy and water performance metrics you're claiming.