

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TITLE: \_\_\_\_\_

BUILDING NAMES: \_\_\_\_\_

COMPANY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## OPERATIONS & MAINTENANCE

Mats, grilles, grates, and other walk-off systems installed at regularly used entrances, and at least 10 ft long in the primary direction of travel.

- 1. Do the buildings have entryway walk-off mats? Select the response for the largest percentage of your buildings, and then circle the percent below. Answer applies to 25/50/75/100% of my portfolio.
- a) None
  - b) Some entryways
  - c) All entryways
  - d) Don't know

Regularly occupied spaces have operable windows that provide access to outdoor air and daylight.

- 2. Do the buildings have operable windows? Answer applies to 25/50/75/100% of my portfolio.
- a) None
  - b) Some windows
  - c) All windows
  - d) Don't know
3. Are air intakes in an area that prevent intake of common pollutants (e.g. vehicle exhaust and construction dust?) Answer applies to 25/50/75/100% of my portfolio.
- a) No
  - b) Some intakes
  - c) All intakes
  - d) Don't Know

Smoking prohibitions include e-cigarettes.

- 4. What are the buildings' policies on smoking? **Answer applies to 25/50/75/100% of my portfolio.**
- a) Smoking is allowed without restriction, indoors and outdoors
  - b) Smoking is allowed in the following areas (check all that apply):
    - Certain areas indoors (e.g., bar, smoke shop)
    - Anywhere outdoors
    - Outdoors in areas at least 25 ft from entrances
    - Outdoors in areas at least 25 ft from air intakes
  - c) Smoking is prohibited everywhere on the property, indoors and outdoors
  - d) Don't know

MERV: Minimum Efficiency Reporting Value is a measure of the effectiveness of the filtration media. Higher MERV ratings are more effective.

- 5. Do the buildings' filtration have a MERV rating of 8 or higher? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes, MERV 8-10
  - c) Yes, MERV 11-12
  - d) Yes, MERV 13+
  - e) Not applicable, no mechanical ventilation
  - f) Don't know

Green cleaning policies and programs can include equipment, materials, schedules, and employee training.

- 6. Do the buildings have an established green cleaning program? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Some green cleaning practices, products, equipment, schedules, and/or employee training
  - c) All green cleaning practices, products, equipment, schedules, and employee training
  - d) Don't know

7. Do all vacuums used in the buildings have High Efficiency Particulate Air (HEPA) filters?  
**Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Some
  - c) Yes
  - d) Not applicable, no vacuuming in building
  - e) Don't know

Use signage and operator communications/ education to limit idling.

8. Do the buildings have clearly marked no idling zones? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes, outdoors
  - c) Yes, indoors (e.g., indoor loading docks)
  - d) Yes, indoors and outdoors
  - e) Not applicable, no delivery or drop off areas
  - f) Don't know

Best practice for printing rooms includes negative pressurization and exhaust strategies.

9. Do your buildings address pollutants caused by copiers and printers? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes (**check all that apply**):
    - Copiers/printers receive regular preventative maintenance.
    - Minimizing the number of copiers/printers.
    - Locating copiers/printers in unoccupied and enclosed rooms.
    - Sufficiently exhausting air from the copier room so to create negative pressure.
  - c) Not applicable, no copiers/printers on site
  - d) Don't know

Occupant surveys provide a feedback mechanism for building occupants and can help identify issues.

- 10. Does your organization administer occupant comfort surveys? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Surveys are administered less frequently than annually, covering the following considerations (**check all that apply**)
    - Air quality
    - Lighting
    - Thermal comfort
    - Ergonomics
    - Other: \_\_\_\_\_
  - c) Surveys are administered at least annually, covering the following considerations (**check all that apply**)
    - Air quality
    - Lighting
    - Thermal comfort
    - Ergonomics
    - Other: \_\_\_\_\_
  - d) Don't know

Demand controlled ventilation provides increased amounts of fresh air in response to the detection of high levels of carbon dioxide (e.g. in a densely occupied conference room).

- 11. Do the buildings have a demand control ventilation system? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) No, but building has operable windows
  - c) Yes
  - d) Don't know

Cooling coils, ceilings, walls, floors, and water damaged areas should be inspected.

- **12.** Do your buildings perform regular inspections for moisture, condensation, and mold?

**Answer applies to 25/50/75/100% of my portfolio.**

- a) No
- b) Yes (**select one**)
  - Annually
  - Semi-annually
  - Continuously
- c) Don't know

The policy should include strategies for monitoring and recording keeping, as well as a plan for responding to unacceptable conditions.

- **13.** Does your organization have a policy for monitoring, record-keeping, and remediation related to indoor air pollutants? **Answer applies to 25/50/75/100% of my portfolio.**

- a) No
- b) Yes
- c) Don't know

- 14.** In an effort to minimize air leakage, are the buildings compliant with ASHRAE 62.1-2016 recommended air changes per hour (ACH) or cubic feet per minute (CFM) per person?  
**Answer applies to 25/50/75/100% of my portfolio.**

- a) No
- b) No, but compliant with earlier version of ASHRAE 62.1 (**YEAR: \_\_\_\_\_**)
- c) Yes, compliant with ACH
- d) Yes, compliant with CFM per person
- e) Don't know

Volatile organic compounds (VOCs) include a number of chemicals, some harmful to human health, released as a gas from solid and liquid items including many building products and materials.

→ 15. Does your organization perform testing for common indoor air pollutants?

Answer applies to 25/50/75/100% of my portfolio.

- a) No
- b) Yes, but not annually, checking the following levels (check all that apply)
  - Carbon Monoxide
  - CO2
  - Radon
  - PM2.5
  - PM10
  - Ozone
  - TVOCs
  - Formaldehyde
- c) Yes, at least annually, checking the following levels (check all that apply)
  - Carbon Monoxide
  - CO2
  - Radon
  - PM2.5
  - PM10
  - Ozone
  - TVOCs
  - Formaldehyde
- d) Yes, with continuous monitoring in real time, checking the following levels (check all that apply)
  - Carbon Monoxide
  - CO2
  - Radon
  - PM2.5
  - PM10
  - Ozone
  - TVOCs
  - Formaldehyde
- e) Don't Know

## RENOVATIONS & CONSTRUCTION

16. Do your buildings have an erosion & sedimentation control plan in place for construction or renovation projects? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes
  - c) Yes, and it was applied to a construction or renovation project in 2017
  - d) Not applicable, no outdoor property

→ Volatile organic compounds (VOCs) include a number of chemicals, some harmful to human health, released as a gas from solid and liquid items including many building products and materials.

- 17. Do building materials used in construction and renovations have low or zero VOC content (e.g. paints, adhesives, flooring, insulation, and furniture)? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Some materials
  - c) Yes, all materials
  - d) Don't know

→ See International Living Future Institute Red List for 22 Red List chemicals and information on the hazards associated with them.

- 18. Do your buildings have a materials selection policies that exclude materials containing asbestos, lead, mercury, PCBs, and/or Red List chemicals of concern? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No policy around materials selection
  - b) Materials selection policy requiring materials free from **(check all that apply)**
    - Asbestos
    - Lead
    - Mercury
    - PCBs
    - Some Red List chemicals not listed here
    - All Red List chemicals
  - c) Don't know

Sealing ducts protects hard to reach areas and occupied spaces from contamination during construction activities.

- **19.** Do your buildings have policies to close off and/or seal ducts during construction projects? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes
  - c) Yes, and it was followed on a construction or renovation project in 2017
  - d) Don't know

Using temporary barriers prevents the contamination of occupied spaces during construction activities.

- **20.** Do your buildings have policies to divide construction areas from occupied spaces by sealed media? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes
  - c) Yes, and it was applied on a construction or renovation project in 2017
  - d) Don't know

Absorptive materials should be kept dry in order to avoid the potential for microbial growth. These include (but are not limited to) carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery, and furnishings).

- **21.** Do your buildings have policies to store all materials with absorptive qualities in a safe, dry location? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes
  - c) Yes, and we did so on a construction or renovation project in 2017
  - d) Don't know

Air flushing moves large quantities of air through the building in order to remove contaminants introduced during construction.

- **22.** Do your buildings have policies to perform an air flush-out after construction and prior to occupancy? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes
  - c) Yes, and we did so on a construction or renovation project in 2017
  - d) Don't know



A commissioning agent provides verification that building systems are performing as intended.

- 23. Do your buildings utilize a commissioning agent or process (when applicable to the renovation project type) **Answer applies to 25/50/75/100% of my portfolio.?**
- a) No
  - b) Some projects
  - c) Yes, all projects
  - d) Don't know
24. Do your buildings have a clean construction plan in accordance with the City of Pittsburgh's Clean Construction Diesel Operations Ordinance? **Answer applies to 25/50/75/100% of my portfolio.**
- a) No
  - b) Yes (**select all that apply**)
    - In compliance with City Ordinance
    - Meets LEED BD+C Clean Construction pilot credit
    - We applied it to a construction or renovation project in 2017
  - c) Don't know

## FUTURE OPPORTUNITIES

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25. Will your organization be pursuing any of the following in 2018? (circle all that apply)
- a) WELL Building certification (check all that apply):
    - For one of the buildings covered by this survey
    - For another building in our portfolio locally
    - For another building in our portfolio nationally
  - b) p4 Air Credit
  - c) University project related to indoor air quality
  - d) Longitudinal indoor air quality study
  - e) I am not pursuing any of the above, but am interested in (check all that apply):
    - WELL
    - p4 Air
    - University IAQ projects
    - Longitudinal projects
26. Was there anything in this survey we did NOT ask about or that you would like to share?