



THIRD STREET CENTER

TENANT IMPROVEMENT GUIDELINES

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Basics & Procedures:

Welcome to the Third Street Center! We're looking forward to creating a vibrant work environment for the whole third street community. The table below outlines the basic actions for projects of various sizes. Although this document is a draft, this is the basic outline we think makes sense for construction projects in our multi-tenant non-profit center.

Type of Project:	Steps:
Finishes Only & Some Lighting. (Checklist for lighting – attached - determines if a lighting project can fit in this category)	<ul style="list-style-type: none"> • Submit a letter describing the work to the ED • Consult Asbestos O&M Manual • Meet all design guidelines in this document • Check with the Town about permit requirements
Everything Else (Any electrical, mechanical, plumbing interventions, no matter how small, any full height walls or doors, no matter how many, etc..)	<ul style="list-style-type: none"> • Submit a letter describing the work to the ED • Discuss required steps for your particular case with the ED • Consult Asbestos O&M Manual • Meet all design guidelines in this document • Check with the Town about permit requirements • Consult with the Building Architect prior to submitting anything (a pre-app meeting or phone call) • Plan review and approval by Building Architect • Submit LEED checklist to ED • Request review fee estimate, if desired. • Receive review invoice. • Pay review fee to ED (Fee for review will be hourly, with a \$250 minimum).

Some clarifications about the steps noted above:

1. Asbestos Containing Materials: Some sections of Third Street Center were built in the 1960's with asbestos containing materials. Although much of that material has been abated, there are still some places where it exists, in things like drywall and caulking – but not in all locations. It's important to check the Asbestos Operations & Maintenance (O&M) plan before doing any work. The Asbestos O&M plan covers the procedures for any work done on the building so that we all stay safe and avoid unnecessary exposure. (At this DRAFT printing, a final O&M plan is not available. After final abatement stage the plan will be finalized, ~Autumn 2009. The Third Street Center's Asbestos Officer (AO) is available to assist tenants with the manual contents. That being said, It is important that tenants are familiar with the manual to fully understand the realities of working around asbestos.
2. Town Permitting: Anything the Town reviews will require a letter of approval from the Third Street Center. Approval from the Third Street Center must be obtained prior to obtaining a permit from the Town. The Town requires a call and check in with them prior to any work to determine whether or not a Town permit is required. Please call to find out what the requirements are for your project regarding permitting. You can look up what your town permit fees will be at the Town of Carbondale municipal code section 15.04.030.

3. TSC review & fee: The Third Street Center reserves 10 working days for review of a set of plans. The fees for reviewing your drawings start at a \$250 minimum. That \$250 includes a \$50 processing fee and \$200 of architectural review time (2 hours at \$100/hour). Additional hours will be charged hourly as needed to complete the review at the rate of \$100/hour. The building architect will provide a fee estimate on request.
4. Scheduling: The Third Street Center executive director will work with you to schedule your construction and coordinate with the neighboring tenants. Please provide contact information for your contractor, and plan to work with the ED on scheduling the work and deliveries.

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Design Guidelines:

We understand that each tenant has different types of space requirements. We review each submission on a case-by-case basis and will work with your organization.

In general, we aim for best community practices over a broad range of areas, social and environmental. Here are some guidelines for your space design:

1. Community Friendly Design-

We're trying to encourage a community vibe at the center. People meeting in the halls, being able to pop in and say hello, that sort of thing. The door to a tenant suite on the hallway should remain useable so that folks can do that. Most of the suites have two doors, one on the interior hallway and one outside. We encourage a receptive, front porch like feeling at the entry to your suite, at both doors – but definitely at the interior hallway door. That way, groups won't "turn their back" to the center, so to speak.

Tenants are welcome to use the doors that are convenient to them, but please – do not block the interior hall door with a desk, or inhibit the use of the door by enclosing it within a private office.

Additional fire code issues may affect the way walls and doors can be placed – so make sure to check with your architect, the TSC architect, or a code official before submitting plans for any walls or doors.

2. Code requirements-

Improvements to the Center must also be built to code. The building architect can help guide you to understand the code situation on a room by room basis.

Please bear in mind that each room has an allowed occupancy that cannot be exceeded.

There is a fire safety system in the building that is based on the occupancies that were set at the time of the renovation. That fire safety system includes sprinklers, fire enunciators, and some alarm– and designs must be built to work with these fire safely, or update that system at Tenant expense.

3. Long term flexibility/adaptability-

The Third Street Center will see turn over in the long run. With that in mind – it's more sustainable to build adaptable solutions. Furniture-like solutions like fabric-covered dividers are often a good solution rather than adding unnecessary new walls.

The rooms of the Third Street Center were originally designed as classrooms. They are designed to be one big open space. Subdividing those spaces impacts the heating, lighting, and electrical system efficiency. If possible, avoid full-height walls unless they are absolutely necessary. If you need full height walls, you will need to work with the building architect to ensure the walls work with the building systems.

Please consider using the existing building walls for services like electrical, mechanical, and plumbing systems. That strategy is good for adaptability. Existing building walls are less likely to change, so it's reliable to put systems on them. If you do add new sub-dividing walls, it's better to avoid placing a bunch of air registers, switches, and/or plugs on them so that those new walls can be removed in the future with as little impact as possible.

That goes for flooring and base trim as well. Try and install flooring that is flexible to move and rearrange (like rugs and carpet tiles), or is simple to refinish, like paint. If a wall-to-wall carpet is

installed after the walls are installed (like it usually would be) it will need to be patched or replaced when the walls change in the future. We're trying to avoid those situations that set up predictable future waste.

4. Energy Use–

Passive Building/Active Users: The Third Street Center Building Operations Guidelines discusses how we hope tenants to maintain passive air conditioning strategies. Each space is equipped with operable windows and operable skylights. We plan to take advantage of our cool summertime evenings with the participation of tenants and users of the building actively opening skylights at night and closing them during the day. Maintaining a comfortable indoor temperature will require cooperation and participation. Individual air conditioning units are not planned for the tenant spaces. The skylights not only provide nighttime cooling, they provide free lighting from the sun during the day. Light levels provided by the skylights should allow most spaces to avoid electric light fixtures for all but very specific tasks. Please design your space to maximize the use of those day-lighting interventions. Mindful placement of work surfaces can take as much advantage of natural light as possible.

Equipment/Light Fixtures:

Lighting: Each suite is allotted 0.7 watts/sf for lighting load. Any changes to the lighting fixtures must be at or below that standard (even if the space is above that now). Current lighting is efficient, but whatever is there now is grandfathered in. New lighting needs to meet a 0.7 watts/sf average over the entire area of your space. If you are changing the lighting, please show a schedule that confirms your compliance with this point.

Plug Loads (equipment like computers that plug in): The plug load for your space likewise has a *3-4 watt/sf allowance. (*Draft allowance only. A final allowance figure is TBD). Please do not plan to plug in more computers, equipment, or appliances than meets that target. Please include a schedule of anticipated plug-in equipment with loads that shows compliance with this point.

If your use creates a demand for more wattage in lighting or in plug loads than is allowed, the Third Street Center may reserve the right to sub-meter your space to equitably account for higher energy consumption. (The building is on one meter. Everyone is paying a split of the total based on area – regardless of actual consumption). If you go above the above watt limits, there is likely not enough power capacity currently in your space. There is some capacity at panels spread throughout the building, but it would be the tenant responsibility and cost to physically pull additional wires from the nearest panel to your space.

Low energy use fixtures, equipment, and appliances are important to reducing our loads and help keep our energy costs down. Please consider laptops, E-star appliances, and controls that will help your office to help keep loads low as possible. Please set up switches so that your whole suite, or at least whole workstations can be shut down with one flip of a switch. Please consult with the building architect, or with your own architect, to strategize on how to keep those loads down both by habits and architectural moves.

Windows/Doors: Additionally, the TSC architect has specified replacement windows and replacement doors that are a long term strategy for the building. Although the building windows and doors are not planned for replacement right away, if a tenant wishes to replace (at their own expense) they must use the building specified doors and windows to do so. Adding new windows and doors will be reviewed on a case-by-case basis. New windows and doors will also need to meet the TSC architect specified standard for the building as a whole. (At the time of this draft, the final spec for replacement and new windows and doors is not finalized).

5. Materials –

Healthy Materials: Healthy materials avoid toxic elements. We request that all finishes, including carpet, paints, sealers, and adhesives comply with the requirements that are set by the LEED for Commercial Interiors (LEED-CI), Indoor Environmental Quality (IEQ) credits 4.1 through 4.5:

- Credit 4.1 Low-Emitting materials—Adhesives and Sealants
- Credit 4.2 Low-Emitting materials—Paints and Coatings
- Credit 4.3 Low-Emitting materials—Flooring Systems
- Credit 4.4 Low-Emitting materials—Composite Wood and Agrifiber Products
- Credit 4.5 Low-Emitting materials—Systems Furniture and Seating

The LEED system is available as a free download from the web at <http://www.usgbc.org>.

In addition to the compliance guidelines above, we ask that our tenants avoid the following materials that we have identified in the following “red list”. These materials are toxic and cause known health issues. Compliance with the LEED points is our mandatory standard. Avoidance of red list items is voluntary.

Red List material:	Trade names and places to find:
Formaldehyde	Urea and phenol. Adhesives (such as in plywood), polyurethane paints, carpeting, foams, insulation, molded products, crease resistant textiles.
Halogenated flame retardants	Brominated flame retardants (many types), found in: plastics, electronics, foams, textiles, paints and coatings
PVC	Vinyl siding, window profiles, pipe, plumbing, conduit. (Granted exception if mandated by code) (JD) flooring
Mercury	Thermometers, barometers, batteries, fluorescent bulbs, neon signs, mercury switches, mercury vapor lamps. (Low mercury fluorescent lighting granted an exception)
CFC's, HCFC's	Freon, refrigerants, refrigeration equipment
Neoprene (chloroprene	Weather-stripping, Gaskets, hoses, corrosion resistant coatings.
Cadmium	Plastics, batteries.
Chlorinated Polyethylene and Chlorosulfonated Polyethylene	Roofing. Hypalon.
Wood treatments, Creosote Arsenic or Pentachlorophenol	Wood products.
Lead	Lead acid batteries, solder, pewter, alloys. (Exception for solder and grid-tied solar batter systems)

Phthalates	Many trade names. Adhesives and glues, plastics, paints, inks, coatings, textiles, pigments, caulk, shower curtains, electronics.
Petrochemical Fertilizers and Pesticides	Landscape and maintenance plans.

Building Color Identity: When painting, please bear in mind that common elements of the building have been painted in one unified design. The interior windows on the hallway or on the exterior walls may not be repainted in a tenant selected color. The window frames can be seen through the glass, and need to remain the same color on both sides, as intended by the unified color design. Especially the deep window frames of the long hall interior windows. They need to remain the building color. Likewise, the common area side of doors can only be repainted in common area colors.

6. Carbon footprint –

Construction causes pollution no matter how much we try to “build green”. That pollution amount is called a “carbon footprint” for a project. The footprint is caused by extracting raw materials, manufacturing them, shipping them around, and installing them into your new office build-out. The Third Street Center encourages tenants to build efficiently for minimal impact.

Also – consider quantifying and purchasing a carbon offset to do something positive to counteract that pollution. Carbon offsets pool funds towards cleaning up excess carbon, creating clean energy, and generally restoring the environment. Carbon offset funds all do something a little different, but the general idea is to do something restorative for the ecology. The approximate cost of a carbon offset for 1000 sf of construction is ~\$900 as of April, 2009. That’s the average size of a construction project for TSC, and your project will be plus or minus that amount by a bit.

If you can, consider adding ~ \$900 to your budget.

See: www.buildcarbonneutral.org for more info on how to quantify and purchase a carbon offset.

7. Forest Stewardship –

TSC projects will use FSC certified wood for framing and finish wood materials. Your contractor and/or lumber supplier will be able to help you find and source lumber that meets this Forest Stewardship Council requirement. FSC wood protects our forests for future generations and costs marginally more than traditional lumber with prices dropping all the time. (For example Valley Lumber has FSC products available and additional suppliers are increasingly stocking FSC wood).

8. Local Sourcing –

Local materials are better for the environment. Local sourcing avoids pollution generated in shipping and supports our local economy. It also regionalizes construction materials, all of which contributes to general sustainability of our region – economically and environmentally. Please consult the building architect for ideas on locally made construction materials.

9. Waste management–

Please do not use the Third Street Center dumpsters or recycling room for tenant improvement generated waste. Waste and recycling materials from your improvement project should be handled by the general contractor overseeing the work.

LEED-CI Materials and Resources credit 2.0 - construction site waste management is the TSC standard for waste management, at strictest level available in the LEED system. Although the LEED system gives 1 point for 50% waste diversion, we're not counting points. TSC requires 75% waste diversion, the 2 point LEED credit. Pertinent text from the LEED-CI system:

Recycle and/or salvage nonhazardous construction and demolition debris. Develop and implement a construction waste management plan that, at a minimum, identifies the materials to be diverted from disposal and whether the materials will be sorted on-site or comingled.. Calculations can be done by weight or volume, but must be consistent throughout. The minimum percentage debris to be recycled or salvaged is 75%.

10. Water use –

Internal bathrooms or added sinks for tenants will be reviewed on a case-by-case basis, and include code implication for accessibility and safety. Fixtures will be high-efficient water use fixtures per the building architect recommendation (TBD). Not all suites have the ability to install an internal bathroom or added sink due to our current sewer arrangement, please consult with the building architect if you wish to add a private bathroom in your suite.

At your exterior garden (if your suite includes one) please plant for xeriscape. Watering for set-up and rooting is allowed, but a long-term design should be zero-irrigation dependant. Gardeners must design with low water use plantings in their entry gardens and interior plants. There are many local and regional resources for xeriscape ideas. On the web, Colorado State University provides a list of xeriscape plant ideas called *PlantTalk* at: <http://www.ext.colostate.edu/ptlk/1907.html>.

11. Signage-

Tenants may not install additional signage beyond the signage provided by Third Street Center. Third Street Center provides exterior signage that meets the Carbondale Street Graphics code, and individual tenants may not add additional signage that jeopardizes compliance with that code. Interior suites each have a suite identification sign that Tenants can personalize with their own insert.

Please use the provided interior and exterior signage.

12. Roof work-

Work to the building roof can only be undertaken in a way such that tenants don't void the building's existing roof warranty. Skylights will need to be checked with the building architect and the original roofer, and may require tenants to employ the original roofer for improvement work. New skylights and/or moving existing skylights will be reviewed on a case-by-case basis. The roof is space constrained with solar electric systems, vents, equipment, and existing skylights, so there are limitations. Additionally, the roof of the round building has special asbestos containing materials procedures. New skylights or moved skylights require consultation with a structural engineer and the building architect, and the specification for the actual skylight will be decided by the building architect.

Frequently Asked Questions:

1. *Can I add a window?*
New windows will be reviewed on a case-by-case basis. New windows require consultation with a structural engineer and the building architect, and the specification for the actual window will be decided by the building architect.
2. *Can I paint the floor?*
Yes, but the paint needs to meet the materials requirements given in the design guidelines included here.
3. *Can I put a door in between two suites?*
Changes to the existing building walls will be reviewed on a case-by-case basis. New openings require consultation with a structural engineer and the building architect. The specification for the actual door will be given by the building architect.
4. *Can I add a skylight?*
Only if you don't void our roof warranty. Skylights will need to be checked with the building architect and original roofer, and may require you to employ the original roofer for your improvement work. New skylights will be reviewed on a case-by-case basis. The roof is space constrained with solar energy systems and existing skylights, so there are limitations. Additionally, the roof of the round building has special asbestos containing materials procedures. New skylights require consultation with a structural engineer and the building architect, and the specification for the actual skylight will be decided by the building architect.
5. *Can I move a skylight?*
Only if you don't void our roof warranty. Skylights will need to be checked with the building architect and original roofer, and may require you to employ the original roofer for your improvement work. Changes to skylights will be reviewed on a case-by-case basis. The roof is space constrained with solar energy systems and existing skylights, so there are limitations. Additionally, the roof of the round building has special asbestos containing materials procedures. Skylight changes require consultation with a structural engineer and the building architect, and the specification for the actual skylight will be decided by the building architect.
6. *Can I drill holes in the walls?*
Consult the Asbestos O&M plan. Some suites in the building contain drywall that contains asbestos. Holes must follow asbestos O&M procedures.
7. *Can I remove the chalkboards/whiteboards/pin-up boards?*
Yes, but they must be stored and replaced at the end of the lease. Currently basement storage is available although long term storage is TBD.
8. *Can I plant a garden?*
Some suites have a garden area outside the door that is available for no-irrigation planting. Not all suites have this "front porch" garden, although TSC is looking into community gardens for the long term site plans. That option will depend on long term development of the land around the Third Street Center, and we really won't know the future plans for that until spring of 2010.
9. *Can I repaint the walls?*
Yes, but the paint needs to meet the materials requirements given in the design guidelines included here.
10. *Can I remove the cubbies or casework?*
Yes, but then the wall behind and the floor below the cubbies must be patched and finished to match the surrounding areas of your suite. The disposal of the cubbies must meet the construction waste

management requirements given in the design guidelines. Also: Consult the Asbestos O&M plan. Some suites in the building contain materials that contain asbestos. Work must follow asbestos O&M procedures.

11. *Can I make alterations to the cubbies or casework?*
On a case-by-case basis in consultation with the ED.
12. *Can I replace the existing exterior door or windows?*
Replacement windows and doors will be specified by the building architect. Replacement, at tenant expense, can be done following those building specifications (TBD).
13. *Can I install an air conditioner?*
No. Only passive cooling is allowed and is described in the Building Operations Guidelines.
14. *Can I put in new appliances?*
In consultation with the building architect and if the total plug load stays within the allowed maximum.
15. *Can I replace carpet?*
Yes, but the carpet needs to meet the materials requirements given in the design guidelines included here.
16. *Can I add a wall?*
Yes, but partial height walls work better with the existing systems of the building. Full height walls will be reviewed on a case-by-case basis.

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