



THIRD STREET CENTER

# TENANT IMPROVEMENT GUIDELINES

Basic Procedures	1-2
Design Guidelines	3-9
Frequently Asked Questions	10-11
Appendix A- Specifications	A1-A5
Appendix B – Materials	B1-B5

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. This document is a living document. We anticipate that over the next year we will update it as needed. However, 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. (lighting changes that do not exceed .7 watts/sf)	<ul style="list-style-type: none"> <li>• Submit a letter describing the work to the ED</li> <li>• Consult Asbestos O&amp;M Manual</li> <li>• Meet all design guidelines in this document</li> <li>• Submit lighting schedule (if lighting is being changed)</li> <li>• Submit schedule of anticipated plug loads</li> <li>• Check with the Town about permit requirements</li> </ul>
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"> <li>• Submit a letter describing the work to the ED</li> <li>• Discuss required steps for your particular case with the ED</li> <li>• Consult Asbestos O&amp;M Manual</li> <li>• Meet all design guidelines in this document</li> <li>• Check with the Town about permit requirements</li> <li>• Consult with the Building Architect prior to submitting anything (a pre-app meeting or phone call)</li> <li>• Plan review and approval by Building Architect</li> <li>• Request review fee estimate, if desired.</li> <li>• Receive review invoice.</li> <li>• Pay review fee to ED (Fee for review will be hourly, with a \$250 minimum).</li> </ul>

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. That plan is available for download at the Third Street Center website. 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 and engineering 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. Tenants are not guaranteed access to their spaces for site improvements prior to the completion of the base building improvements on May 1, 2010. If a tenant wishes to do work prior to that time, it must be coordinated with the base building contractor (B&H General Contractors) through the building architect. While B&H will make every attempt to facilitate tenant improvement work during the base building construction phase, they have ultimate control of the construction site and are empowered to deny tenants access based on safety or scheduling concerns.
5. Insurance: The Third Street Center lease requires that all tenants carry insurance. Those requirements are: 1,000,000 per occurrence and 2,000,000 aggregate, as noted in section 14 of the lease. During an improvement project, a contractor working for a tenant must likewise carry:
  - a. Worker's compensation at state limits
  - b. General liability insurance of 1,000,000 per occurrence and 2,000,000 aggregate. The insurance must name The Third Street Center and the Town of Carbondale as Additional Insured, the insurance must carry an "additional insured completed products endorsement". Additional insured language to read exactly as follows on the insurance certificate: "Holder is included as Additional Insured under General Liability including products completed operations. 10 day notice of cancellation applies for non-payment of premium. Waiver of Subrogation applies to Workers Compensation only." A certificate showing this Additional Insured language must be delivered to Third Street Center facilities management. The certificate will be kept on file for the duration of the improvement project.
  - c. Builder's Risk is a recommendation, not a requirement: Third Street Center also recommends that tenants have their contractor carry Builder's Risk insurance for their improvement projects as well. Builder's Risk is similar to property insurance, but it insures property that is under construction. It will insure the items that are being brought on site, and the physical improvements as they are being built.

## 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.

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 without significant upgrades to exterior doors and adding of bathroom facilities. Contact the ED or building architect if you feel you will exceed allowed occupancy.

There are fire safety systems in the building that are based on the occupancies that were set at the time of the renovation. That fire safety system includes sprinklers, fire enunciators, and fire strobes– and designs must be built to work with these fire safety systems, or the systems must be updated at Tenant expense. Updates to the fire enunciators or strobes must be done by a "Siemens" certified contractor. If work on the fire safety systems is performed prior to May 1, 2010 other restrictions will apply. Contact the building architect.

### 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.

#### 5. *Equipment/Light Fixtures:*

*Lighting Prescriptive method:* 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.

*Lighting Calculated Method:* For some specialized uses (retail, gallery, performance) the .7 watts/sf may not be adequate. If the tenant wishes to exceed the prescriptive .7 watts/sf allotment, they must show that their space is 30% better than current IECC code by individualized use.

*Plug Loads (equipment like computers that plug in):* The plug load for your space likewise has a 3 watt/sf allowance. 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.

There are three reasons for this wattage limit. First, is tenant parity. Electricity use is not individually metered by space. There is a single electric meter and bill for the building. The electricity costs are passed through to tenants in their CAM charges based on the proportional square footage of their space to the total square footage. The 3 watt per square foot limit keeps this billing system fair. Second is building capacity. The building has a set amount of electric service. While there is some excess reserve electrical capacity, this capacity is limited and will eventually be exceeded. Third is a commitment by the Third Street Center to sustainable goals. Careful consideration of your electrical use, will not only save you and your fellow tenants money. It will also lessen the ecological footprint of the building as a whole.

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 or charge the tenant a greater portion of the electricity bill. 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.

Any new line voltage wiring must be in conduit or MC cable. Aluminum or copper wiring is acceptable.

Note that the majority of the existing electric lines in the "round room" portion of The Third Street Center are cast into the slab. Work on electric systems in these areas may require the tenant to tear into and repair the existing concrete slab.

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 office equipment, 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. Individual kitchenettes in tenant spaces are discouraged. The Third Street Center has provided 2 breakrooms to encourage joint use of kitchen features. This will help keep energy consumption low and foster community. If you must have a kitchenette in your space, you are required to furnish it with E-star appliances. Coffee or teapots must either have no hotplate or turn off automatically after 2 hours. No old donated equipment that is lesser than E-star standards is allowed.

6. *Windows/Doors:* 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. See Appendix A- Specifications
7. *Ventilation:* All of the spaces currently meet code requirements for ventilation. If you add walls or air moving equipment to the space, you will need to ensure that the spaces still meet code. Ventilation needs can be met with natural or mechanical ventilation. Ask your architect or the building architect for more information.
8. *Exhaust:* The Third Street Center is dynamic building with many uses under one roof. Some of these uses may produce fumes and smells that can affect the whole building health and environment. While these uses are welcome, added steps will need to be taken to ensure the building health is maintained. The Third Street Center is using ASHRAE 62.1 code as a guide to special uses and exhaust requirements.. If you are engaged in one of these uses, the Third Street Center requires that you add mechanical exhaust per ASHRAE 62.1. These uses are:
  - Art uses that include solvents, aerosols, or dust
  - Auto Repair Rooms or similar
  - Barber Shop
  - Beauty and nail salon
  - Darkrooms
  - Kitchens Locker room

- Dressing room
- Janitor, trash, recycle
- Pet shops
- Copy or printing room
- Toilets
- Woodwork shop/classroom

If you add one of these specialty uses to your space, you must provide mechanical ventilation per ASHRAE 62.1 ventilation for acceptable indoor air quality standard table 6.4.

9. Materials –

*Code Requirements:* By code, any non-textile materials attached to the ceiling or walls in tenant spaces must be a minimum of Class C (flame spread of 76-200 or lower and smoke developed of 0-450). Any textile materials attached to wall or ceiling must be Class A Flame Spread (0-25) and must be protected by fire sprinklers. This precludes any textile wall or ceiling coverings in the Gym.

*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. For ease, the standards for each point are listed in Appendix B, materials.

- 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	Uerea 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.

10. 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](http://www.buildcarbonneutral.org) for more info on how to quantify and purchase a carbon offset.

#### 11. 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).

#### 12. 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.

#### 13. 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%.*

#### 14. 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. See Appendix A- Specifications. 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>.

15. Signage-

Tenants may not install additional signage beyond the signage provided by Third Street Center. Third Street Center provides signage and individual tenants may not add additional signage that jeopardizes compliance with that code. Interior suites each have a suite identification sign.

Please use the provided interior and exterior signage.

Tenants may install personalized signage inside of their suites only, visible through the glass.

16. 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. Any new roof penetrations 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, moving existing skylights, new vents, new ducts, and new rooftop equipment 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.

17. Ducts and Vents- If a tenant chooses to remove an existing plumbing fixture or exhaust fan, the plumbing vent pipes and vent ducts through the roof of side wall must be capped and insulated. Plumbing vents and HVAC ducts are to be capped on the roof side with a removable compatible material cap. (ABS for plumbing vents and sheet metal for HVAC ducts) They are to be stuffed with removable batt insulation of an R value equal to the surrounding roof in the same plane as the roof. It is up to the tenant how they cap or finish vents and ducts within their space. The purpose for retaining the vent and duct penetration through the roof is to minimize the need for roof patching and to allow future flexibility and re-use of these penetrations as tenants move or remodel. See item 16, Roof Work, for more information. See Appendix A- specifications for R values.

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 must be the building standard provided in the appendix specifications to this document, and asbestos abatement may be required.
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 must be the building standard provided in the appendix specifications to this document, and asbestos abatement may be required..
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 must be the building standard provided in the appendix specifications to this document, and asbestos abatement may be required.
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* must be the building standard provided in the appendix specifications to this document, and asbestos abatement may be required.
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 tenants must remove and dispose the boards properly at their own expense. Also note that some boards are glued to asbestos containing walls and will need to be removed by a professional asbestos abatement contractor. For example, the pin-up boards in the long hall are glued to drywall with asbestos containing joint compound. Removing those particular boards requires abatement. Storage is not provided by TSC, although check with the ED for special requests.
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 don't know the future plans for the surrounding site.

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 tenants must remove and dispose properly at their own expense. The wall behind and the floor below the cubbies must be patched and finished to match the surrounding areas of the suite. The floors underneath the cubbies are generally unfinished concrete. The walls behind the cubbies are generally unfinished drywall that is asbestos containing (although you should check your suite number to make sure). Just removing the cubbies does not require asbestos abatement, but refinishing the wall may require abatement if the refinishing is done in a way that disturbs the joint compound. The disposal of the cubbies must be done at the tenant's expense, and must meet the construction waste management requirements given in the design guidelines.

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. See Appendix A-Specifications

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. Energy star appliances are strongly recommended.

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.

17. *Can I block or disable a door?*

While this is discouraged, it is possible IF that door is not needed for code required exiting. Doors should not be permanently removed. Their hardware is to be modified to be locked. The building architect or town code official may require you to add signage or other elements if it is in anyway unclear to a typical building user that this door can no longer be used as an exit in case of an emergency.



THIRD STREET CENTER

TENANT IMPROVEMENT GUIDLELINES

APPENDIX A-SPECIFICATIONS

**Plumbing Fixtures**

- Toilet: "Toto" CT705EN(G) or Sim.  
Description: 1.28 GPF w/ high efficiency flushometer valve  
Color: #01 Cotton
- HC Toilet "Toto" CT705ELN(G) or Sim.  
Description: ADA Toilet, 1.28 GPF w/ high efficiency flushometer valve  
Color: #01 Cotton
- Sink Faucet "Toto" TEL3LSC-10  
Description: Self-Generating EcoPower system sensor faucet, Low-Flow (0.5 gpm), standard spout.  
Color: metallic
- Waterless Urinal: "Waterless Co." Kalahari #2003  
Description: Wall hung waterless urinal  
Color: Sanitary White

**Exit Signs and Emergency Lighting**

- Exit Sign Only: "Dual-Lite" LX Series LXUGWE  
Casing Color: White  
Text Light Color: Green  
Power: Hardwire with battery back up
- Exit Sign Emergency Light Combo: "Dual-Lite" LT Series LTUGW  
Casing Color: White  
Text Light Color: Green  
Power: Hardwire with battery back up
- Exit Sign Emergency Light Combo: "Dual-Lite" LT Series LTUGW3  
Casing Color: White  
Text Light Color: Green  
Power: Hardwire with battery back up- this provides added battery power for exterior emergency lighting
- Emergency Light Only: "Dual-Lite" LZ Series LZ2  
Casing Color: White  
Power: Hardwire with battery back up
- Emergency Exterior Light: "Dual-Lite" Remote Lighting Head OCRSB0605

Casing Color: Black  
 Power: Hardwire with link to interior battery back up

**Exterior Windows and Doors**

Windows: Sierra Pacific Aluminum Clad exterior wood windows  
 Exterior Color: Regal Brown 059  
 Exterior Color @ Quad: Bronze 024  
 Wood: Ponderosa Pine Interior, SFI certified wood  
 Glazing: Double Pane, Low E  
 For north, east, and west facing units – U of .35 max, SHGC of .35  
 For South units – U of .35 max, SHGC of .7  
 \*Note this specification for south glass may not be available, consult with building architect  
 Operation: Operation preferred is single or double hung to match existing. Other operations to be reviewed on a case by case basis by building architect  
 Contact: <http://www.sierrapacificwindows.com/>

Skylights: Sunoptics” Prismatic Triple Glazed w/thermal break  
 Shape: Pyramid or double hip profiles preferred  
 Vent: Venting preferred  
 Size: Size per tenant  
 Louver: Available for new or retrofit of existing (manual only)  
 Contact: <http://www.sunoptics.com/>

Solar Tubes: “Solatube” Brighten Up Series or SolaMaster Series  
 Size: DSe 160 (10”) or Des240 (14”) orDs750 (21”)  
 Diffuser: Per tenant  
 Installation: On curb with factory supplied no pitch flashing  
 Contact: <http://www.solatube.com>

Exterior Doors at Quad: ”Curries” 707 Door with Masonry Door Frame  
 Size: Per tenant – mind masonry units  
 Lite: Full Light recommended  
 Color: Exterior face to match other exterior doors

Exterior Doors at Long Hall: ”Curries” 707 Door with framing Door Frame

Size: Per tenant  
 Lite: none recommended  
 Color: Exterior face to match other exterior doors

Exterior Doors at Round Room: Custom wood door and frame to match existing  
 Size: Width per tenant, match height of existing exterior doors  
 Lite: Full Lite recommended  
 Color: Exterior face to match other exterior doors

**Interior Doors and Windows (on to public space or hall only, all others per tenant)**

Interior Window: Hollow Metal "Curries" or sim. to match existing

Interior Window Round Room: Custom Wood to match existing

Interior Door at Quad "Curries" 707 Door with Masonry Door Frame  
 Size: Per tenant – mind masonry units  
 Lite: Half lit to match existing  
 Color: Hall face to match other hall face doors

Interior Door at Long Hall and Entry Core: "VT Industries" Architectural Wood Door 5502  
 Leaf: Flush Wood Red Oak FSC materials  
 Frame: "Curries" or sim. Hollow metal  
 Size: Match existing  
 Lite: Long Hall -None recommended in door, Transom to match existing required, Entry core ½" lite in door to match existing, no transom  
 Color: Hall door face stained to match other hall face doors, hall door frame painted to match other hall door frames

Interior Door at Round Room: "VT Industries" Architectural Wood Door 5502  
 Leaf: Flush Wood Red Oak FSC materials  
 Frame: Wood to match existing  
 Size: Match existing, mind masonry units  
 Lite: None recommended  
 Color: Hall door face and frame stained to match other hall face doors.

**Door Hardware** (on doors to common hallway or exterior) fully interior doors are at tenant's discretion. All hall and exterior door hardware to be master keyed with building wide key system.

Interior and Exterior Doors (less than 100 occupants): "Corbin Russwin" ADA Lever Handle

Number: CL3851  
Handle Style: Newport  
Color: all except entry core to be satin chrome, at entry core  
satin brass

Interior and Exterior Doors (over 100 occupants): "Corbin Russwin" Panic

Number: ED5200  
Color: all except entry core to be satin chrome, at entry core  
satin brass

**Roof Insulation** (for plugging of plumbing vents and duct work)

Long Hall- Current assembly varies from R19-R43 depending on tapper. 3" polyiso + 0"-6" EPS all on top of roof deck (non vented)  
New insulation pack to be R21 batt

Quad - Current assembly is R30. 3" polyiso + 2" EPS all on top of roof deck (non vented)  
New insulation pack to be R30 batt

Old Cafeteria- Current assembly is R25 6" EPS on top of roof deck (non vented)  
New insulation pack to be R26 batt

Gym-Current assembly is R 21. 3" polyiso all on top of roof deck (non-insulated)  
New insulation pack to be R 21 batt.

Entry Core- Current assembly is R32 . 12" of batt insulation under roof deck  
New insulation pack to be R32 batt

Round Room - Current Assembly is R42 . 9.25" batt insulation under roof deck, 2.75" polyiso above roof deck, 0"-11" EPS above roof deck (not included in clac).  
New insulation pack to be R42.



THIRD STREET CENTER

TENANT IMPROVEMENT GUIDELINES

APPENDIX B-MATERIALS

**Credit 4.1 Low-Emitting materials—Adhesives and Sealants**

Adhesives, sealants and sealant primers ( South Coast Air Quality Management District(SCAQMD) Rule 1168). Volatile organic compound (VOC) limits listed in the table below were effective July 1, 2005 with a rule amendment date of January 7, 2005.

<b>Architectural Applications</b>	<b>VOC Limit (g/L less water)</b>	<b>Specialty Applications</b>	<b>VOC Limit (g/L less water)</b>
Indoor carpet adhesives	50	PVC welding	510
Carpet pad adhesives	50	CPVC welding	490
Wood flooring adhesives	100	ABS welding	325
Rubber floor adhesives	60	Plastic cement welding	250
Subfloor adhesives	50	Adhesive primer for plastic	550
Ceramic tile adhesives	65	Contact adhesive	80
VCT and asphalt adhesives	50	Special purpose contact adhesive	250
Drywall and panel adhesives	50	Structural wood member adhesive	140
Cove base adhesives	50	Sheet applied rubber lining operations	850
Multipurpose construction adhesives	70	Top and trim adhesive	250
Structural glazing adhesives	100		
<b>Substrate Specific Applications</b>	<b>VOC Limit (g/L less water)</b>	<b>Sealants</b>	<b>VOC Limit (g/L less water)</b>
Metal to metal	30	Architectural	250
Plastic foams	50	Nonmembrane roof	300
Porous material (except wood)	50	Roadway	250
Wood	30	Single-ply roof membrane	450
Fiberglass	80	Other	420
<b>Sealant Primers</b>	<b>VOC Limit (g/L less water)</b>		
Architectural, nonporous	250		
Architectural, porous	250		
Architectural, porous	250		

Aerosol Adhesives must comply with Green Seal Standard for Commercial Adhesives GS-36 requirements in effect on October 19, 2000.

<b>Aerosol Adhesives</b>	<b>VOC Limit (g/L less water)</b>
General purpose mist spray	65% VOCs by weight
General purpose web spray	55% VOCs by weight
Special purpose aerosol adhesives (all types)	70% VOCs by weight

#### **Credit 4.2 Low-Emitting materials—Paints and Coatings**

Paints to Interior Walls and Ceilings (Green Seal GS-11 May 20, 1993 standards)

**Table 4.2a**

<b>Type</b>	<b>VOC Limit</b>
Non-Flat Paint	150 g/L
Flat	50 g/L

Anti-Corrosive or Anti-Rust paints on interior Ferrous metals (Green Seal GS-03, Anti-Corrosive 2nd Edition, January 7, 1997)

**Table 4.2b**

<b>Type</b>	<b>VOC Limit</b>
Anti-Corrosive or Anti-Rust paints	250 g/L

Clear wood finishes, floor coatings, stains, primers, and shellacs (South Coast Air Quality Management District <SCAQMD> Rule 1113, Architectural Coatings, effective January 1, 2004)

**Table 4.2c**

<b>Type</b>	<b>VOC Limit</b>
Clear Wood Finishes	350 g/L
Varnish	350 g/L
Sanding Sealers	350 g/L
Lacquer	550 g/L
Clear Brushing Lacquer	680 g/L
Concrete-Curing Compounds	350 g/L
Fire-Retardant Coatings	
Clear	650 g/L
Pigmented	350 g/L
Floor Coatings	100 g/L
Multi-Color Coatings	250 g/L
Pigmented Lacquer	550 g/L
Primers, Sealers, and Undercoaters	100 g/L
Shellac	
Clear	730 g/L
Pigmented	550 g/L

Stains, Interior	250 g/L
------------------	---------

**Credit 4.3 Low-Emitting materials—Flooring Systems**

Type	Standard
Carpet	Must have Carpet and Rug Institute Green Label Plus
Carpet pad or cushion	Must have Carpet and Rug Institute Green Label
Carpet Adhesive	Less than 50 g/L VOC
Hard Surface (non carpet) flooring	Compliant with current Floor Score Standard
Concrete, wood, bamboo, and cork floor finishes such as sealer, stain and finish	See clear finishes and floor coating in table 4.2c above
Ceramic Tile Adhesives and grout	65 g/L

**Credit 4.4 Low-Emitting materials—Composite Wood and Agrifiber Products**

Composite wood and agrifiber products used on the interior of the building (i.e. inside the weatherproofing system) must contain no added urea-formaldehyde resins.

Laminate adhesives used to fabricate on-site and shop-applied composite wood and agrifiber assemblies must not contain added urea-formaldehyde resins.

Composite wood and agrifiber products are defined as: particleboard, medium density fiberboard (MDF), plywood, wheatboard, strawboard, panel substrates and door cores.

**Credit 4.5 Low-Emitting materials—Systems Furniture and Seating**

**OPTION 1**

Furniture and seating are Greenguard Indoor Air Quality Certified.

**OR**

**OPTION 2**

Calculated indoor air concentrations that are less than or equal to those listed in Table 1 for furniture systems and seating determined by a procedure based on the EPA Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) testing protocol conducted in an independent air quality testing laboratory.

**OR**

**OPTION 3**

Calculated indoor air concentrations that are less than or equal to those listed in Table 4.5a for furniture systems and seating determined by a procedure based on ANSI/BIFMA M7.1-2007 and ANSI/BIFMA X7.1-2007 testing protocol conducted in an independent third-party air quality testing laboratory. The requirement in Section 5 of ANSI/BIFMA X7.1-2007 is waived for LEED purposes. Section 5 requires that laboratories used to perform the emissions testing and/or provide analytical results must be independently accredited to ISO/IEC 17025, "General requirements for the competence of testing and calibration laboratories."

**OR**

Use salvaged or used furniture more than 1 year old

**Table 1. Maximum Indoor Air Concentrations**

<b>Chemical Contaminant</b>	<b>Emission Limits Systems Furniture</b>	<b>Emission Limits Seating</b>
TVOC	0.5 mg/cubic meter	0.25 mg/ cubic meter
Formaldehyde	50 parts per billion	25 parts per billion
Total Aldehydes	100 parts per billion	50 parts per billion
4 – Phenylcyclohexene (4-PCH)	0.0065 mg/ cubic meter	0.00325 mg/ cubic meter



# THIRD STREET CENTER

04/12/2010

Rev. 5/6/10

## RE: Tenant Electrical Use

Dear Tenant:

The Third Street Center strives to be an ecological as well as an economical and equitable home to area non-profits. The electric usage in the building is not sub metered. It is divided between the tenants in their CAM charges based on a square foot occupied by each tenant. This method presumes equal electrical use between tenants. With the understanding that tenant electrical needs and habits are different, the Third Street Center has instituted energy use rules based on tested standards. These rules are as follows:

1. Plug loads (anything that you plug into the wall. This doesn't include fixed lighting, exit signs, energy lights or Mechanical fans) are limited to 3 watts per square foot.
2. Lighting loads (if the tenant chooses to change fixed lighting) is limited to .7 watts /sf.
3. New break room equipment (tea kettles, coffee pots, microwaves, dishwashers, refrigerators, etc.) are discouraged. The Center encourages the use of common break rooms. If tenants must have this equipment, it **must** be energy star rated. This is particularly important for refrigerators that are always on. Coffee or teapots must either have no hotplate or turn off automatically after 2 hours.
4. Energy star rating on other equipment (computers, etc.) is encouraged.
5. Added air conditioning units is not allowed.

If a tenant is not able to meet the 3 watts per square foot plug load criteria, then they may be subject to additional monthly charges, be required (at their expense) to add additional breakers or subpanels or install a submetering device at the discretion of building management. Remember that the building is a reuse of an existing building and that we have provided a base level of electrical service, anything above that is the responsibility of the tenants, and may result in tripped breakers or dangerous conditions.

Please remember that these rules are meant as guidelines to encourage ecological action and to ensure parity between tenant energy use and fairness in billing. We expect these goals to grow and change with tenant input through the tenant advisory committee and Third Street Center Board. There are many organizations (some in this building) that can assist tenants with these goals. Some sources are listed below.

CLEER (Clean Energy Economy for the Region)	<a href="http://www.cleanenergyeconomy.net/">http://www.cleanenergyeconomy.net/</a>
CORE (Community Office for Research Efficiency)	<a href="http://www.aspencore.org/">http://www.aspencore.org/</a>
DOE (US Dept. of Energy)	<a href="http://www.energy.gov/">http://www.energy.gov/</a>
Energy Star	<a href="http://www.energystar.gov/">http://www.energystar.gov/</a>
GEO (Colorado Governor's Energy Office)	<a href="http://www.colorado.gov/energy/">http://www.colorado.gov/energy/</a>
ACEEE (American Council for Energy Eff. Economy)	<a href="http://www.aceee.org">http://www.aceee.org</a>