



Sustainability Best Practices

Transwestern has a history of operating some of the most energy efficient properties in the country. We were the first in our industry to make sustainable building operations the norm and we are proud of our accomplishments and the financial results reaped for our clients.

Today, we are increasingly committed to operating the most energy efficient properties in the country. In order to continue providing leading-edge sustainability solutions, we have created our Standards of Sustainability, which uphold our corporate goal [to provide sustainable, measurable standard operating procedures that will lower operating costs for our clients.](#)

These Standards were developed for both office and industrial projects, and are outlined on the subsequent pages. In addition to the Standards, we have created a matrix that defines the levels of participation and improvement for five specific areas of property operations:

Energy	Water	Operations & Maintenance
Indoor Environmental Quality		Waste/Recycling

As each property incorporates our Sustainability Best Practices into its operating procedures, these five core operational areas can be measured against the Good Better Best matrix, further ensuring the projects within our portfolio will operate at the highest possible efficiency, producing exceptional bottom-line results for our clients and for Transwestern.

STANDARDS OF SUSTAINABILITY

Office Buildings

Transwestern's commitment is that all office buildings will:

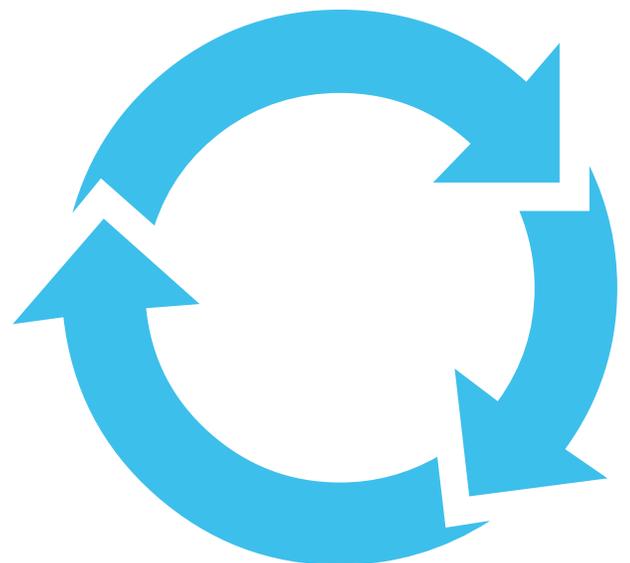
1. Register and benchmark to Environmental Protection Agency (EPA) ENERGY STAR®, inputting monthly all metered utilities. Pursue certification plaques for all eligible buildings. Consider buildings that benchmark at higher levels (over EPA 80), or are identified because of sustainability related criteria as opportunistic, for LEED® for Existing Buildings certification.
 2. Complete “No-and-Low Cost” Operations and Maintenance checklist, implementing all initiatives applicable to the property.
 3. Recommended completion of all six modules of BOMA BEEP training.
 4. Adopt and adhere to approved Transwestern green cleaning protocols, including products and processes, update service contracts to include green cleaning specifications and terms.
 5. Develop and implement an approved recycling program incorporating batteries, lamps, ballasts, paper, cardboard, glass, aluminum products and construction waste. As required by local regulations, responsibly recycle all batteries, lamps, ballasts and e-waste.
 6. Develop and implement a low-impact exterior site maintenance plan utilizing green landscape management practices combined with an integrated pest control program.
 7. Identify and present all energy-saving lighting and re-lamping opportunities with a minimum 2.5 year simple payback using local utility company rebate programs found at www.dsireusa.org (all capital projects must be pre-approved by owner).
 8. Provide Sustainability related communications to tenants through newsletter, lobby placards, portal postings, etc. using Transwestern provided materials.
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STANDARDS OF SUSTAINABILITY

Industrial Buildings

Transwestern's commitment is that all industrial buildings will:

1. Register and benchmark to EPA ENERGY STAR®, inputting all metered utilities monthly.
 2. Adopt and adhere to approved green cleaning protocols, including products and processes, and utilize Green Seal Certified Chemicals at all industrial and retail buildings where management controls the janitorial contract. Update the janitorial service contract to include green cleaning specifications and terms where applicable.
 3. Develop and implement an approved recycling program incorporating batteries, lamps, ballasts, paper, cardboard, glass, aluminum products and construction waste. As required by local regulations, responsibly recycle all batteries, lamps, ballasts and e-waste.
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Good, Better...BEST.

We work alongside owners, asset managers and project team members to ensure your building is eventually operating at the **BEST** level possible. Our Good Better Best (GBB) matrix helps evaluate each building's standing in the five core operational areas identified below.

	NOT RATED	GOOD*	BETTER	BEST**
 ENERGY	Not Benchmarked or ENERGY STAR score <50	ENERGY STAR score of 51-65 AND data is current	ENERGY STAR score of 66-74 AND data is current AND water is benchmarked in ENERGY STAR	ENERGY STAR score of 75 or above, is EPA labeled AND water is benchmarked in ENERGY STAR
 WATER	Aerators >1.5 gpm Toilets >3.5 gpf Urinals >1.5 gpf	Aerators - 1.5 gpm Toilets - 3.5 gpf Urinals - 1.5 gpf	Aerators 1.0 gpm Toilets - 1.6 gpf & Urinals - 1 gpf installed. Must achieve 2 of 3 items above	Aerators - 0.5 gpm Toilets - 1.28 gpf Urinals - 0.5 gpf or < AND meter main water systems
 OPERATIONS & MAINTENANCE	no documented preventive maintenance program; no documented building operations plan; no annual engineering audit	Documented preventive maintenance program AND completed annual engineering audit	Documented preventive maintenance program AND documented building operations plan AND completed annual engineering audit	Documented preventive maintenance program AND documented building operations plan AND completed annual engineering audit
 INDOOR ENVIRONMENTAL QUALITY	No green cleaning program implemented; no integrated pest management program implemented	Green cleaning program implemented	Green cleaning program implemented AND integrated pest management program implemented	Green cleaning AND integrated pest management AND regular tenant communication programs implemented
 RECYCLING & WASTE MANAGEMENT	Recycling rate >25% Has a recycling hauler OR waste hauler current contract	Recycling rate 26% - 50% Paper and cardboard AND recycle hauler AND waste hauler; current contracts	Recycling Rate 26% - 50% Includes the GOOD plus 3 of the 4 to achieve BETTER; plastics 1 & 2, glass, mercury, lamps, batteries. Has the following: waste, recycle, and battery/lamps & lighting hauler with current contracts	Recycling rate >51% Includes BETTER plus recycling metal and e-wastes, or a co-mingled pick-up AND a tenant participation in outreach programs related to sustainability

*Transwestern's Standard

**Aligned with LEED

ENERGY

SCOPE

Transwestern is committed to reducing the energy needed to operate its properties and recognizes that a strategic approach to energy management begins with tracking a property's performance and identifying opportunities for savings.

GOALS & PERFORMANCE METRICS

ENERGY PERFORMANCE

All commercial office and industrial properties over 5,000 square feet are required to be benchmarked in ENERGY STAR. All properties will use the ENERGY STAR Portfolio Manager website to track energy performance. www.energystar.gov

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy. The ENERGY STAR Portfolio Manager is an online, interactive tool that will allow Transwestern to monitor and track energy consumption for its portfolio of properties.

Training and additional information are available on Transwestern's intranet, TranSource, and from each Regional Director of Engineering.

ENERGY AUDIT

Each property will conduct an Energy Audit that meets the requirements of the ASHRAE Level I walkthrough assessment at property takeover.

BUILDING OPERATIONS PLAN

Each property will develop a Building Operations Plan that provides details on how the building is to be operated and maintained. The Building Operations Plan must include, at a minimum, an occupancy schedule, equipment run-time schedule, design set points for all HVAC equipment and design lighting levels throughout the building.

BUILDING MECHANICAL PROFILE

Each property will develop a systems narrative (Building Mechanical Profile) that briefly describes the mechanical and electrical systems and equipment in the building, including, but not limited to, heating, cooling, ventilation, lighting and any building controls systems.

RESPONSIBLE PARTIES

Property Manager, Chief Engineer, Regional Director of Engineering