

SAMPLE GREEN WORK LETTER

This Sample Work Letter is only intended to provide context for sample green leasing provisions (highlighted) and should not be used as a guide for Work Letters generally. References to commonly used sustainability-related standards are only for illustrative purposes and are not intended to constitute or imply endorsement of any particular standard or approach.

RETAILER
Landlord Green Work Outline
(revised as of XX/YY/ZZZZ)

General

Landlord shall complete the construction and installation of the following improvements in compliance with all applicable building code and Americans with Disabilities Act (ADA) requirements. Any additional work or material required by the applicable building codes (not specifically related to the Tenant's use of the premises) shall be the responsibility of the Landlord. All base building work to be completed prior to turnover and acceptance of space by Tenant.

This project will be constructed according to the Tenant's sustainable design and construction standards, which are described in detail by the Green Prototype Specifications document (Note: this is provided by the retailer or their architect).

The Landlord's selected Contractors will attend a two-hour pre-bid webinar meeting to understand the sustainability requirements of the project.

Building Shell / Exterior

- Structural frame of building, exterior walls, roof structure roof membrane, with roof water tight and insulated.
- Use Energy Star compliant (highly reflective) and high emissivity (high albedo, white) roofing for a minimum of XX% of roof area.
- [INDICATE IF SKYLIGHT/DAYLIGHTING IS REQUESTED]
- Parking lot, curbing and access points, with parking based on a minimum of XX parking spaces for each XX square feet of building area that the premises is located in.
- Proper drainage is required to eliminate the opportunity of standing water. Use of bioswales and other stormwater management features is preferred.
- Use drought resistant landscaping in all areas directly adjacent to Tenant premises.
- Sidewalk meeting ADA standards.
- Trash Enclosures within fifty (50) feet of the premises.
- All meters, piping, utility lines, conduits must be at rear exterior of space.
- All base building main equipment (electrical, gas, water, etc.) should be in central building utility room and not within the tenant space.
- Exterior customer and employee parking lot, sidewalk and access lighting that meets or exceeds all code requirements and the satisfaction of Tenant.
- Insulation R-values per ASHRAE Standard 90.1, 2007 or most current version.

Storefront / Entry

- Anodized aluminum storefront, a minimum XX% of the width of the premises, with minimum glass height of XX feet and maximum knee wall height of XX feet.

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- Double pane windows meeting the following characteristics:
 - U-value of XX
 - Solar Heat Gain Co-Efficient of XX, or Shading Co-Efficient of XX
 - Glass Visible Transmittance of XX (per your Green Prototype Specifications document)
- For corner of building locations, clear glass with anodized aluminum storefront for the first front XX feet of the sidewall.
- Front entry, two clear glass, position of storefront door, XX feet x XX feet, to be directed and approved by Retailer, with cylinder lock, panic hardware, and door closer.
- Rear entry, one XX gage steel door, steel frame, with cylinder lock, 180 degree peep hole viewer, concealed security hinges, and door closer and panic hardware.

Floor

- Structural floor, minimum XX inches thick concrete slab, smooth finish, ready for Tenant's floor coverings.

Walls

- Steel studs for all demising walls and restroom walls, with the front wall of the premises framed for drywall.
- Demising walls must be insulated.
- On the front, rear and side demising walls of the premises, XX inch drywall, from the floor to the roof or deck structure.
- Restroom walls shall be constructed from the floor to building deck – full height – drywalled and insulated.
- Walls shall be taped and sanded smooth, ready for finish.

Ceiling

- Landlord to build structure with enough interior clearance to provide Tenant the ability to install an XX foot minimum height ceiling – finish floor to ceiling grid. This also requires the proper above ceiling clearance from ceiling grid to deck for typical ductwork, light fixtures, conduit and all other applicable product to be installed clear and easy.

Materials

- Construction materials such as metal studs, framing, doors and glazing, drywall, suspended ceilings, flooring, cabinets etc. should be recycled or recyclable per the Green Prototype Specifications document.
- Materials should be sourced from locally-available locations where possible.
- Use Forest Stewardship Council (FSC) Certified wood products.

Electric

- Dedicated service exclusively for the premises, with a minimum 400 amp, 3 phase 4 wire, 120/208 volt service
- No power distribution transformers are to be located within the tenant's leased premise.
- Electric meter, disconnect switch, with a minimum 42 circuit break panel – locations to be approved by Tenant based upon tenant build out plan.
- All code required exit lights and emergency lighting.
- A junction boxes for Tenant's storefront sign – location to be approved by Tenant.

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- All base building landlord electrical work to be completed prior to turnover to and acceptance of space by Tenant.
- Electric meter should be provided.

Gas

- Installed gas meter and service connected to the water heater(s) in the premises and the HVAC system – location to be approved by Tenant.
- All base building landlord gas work to be completed prior to turnover to and acceptance of space by Tenant.
- Gas meter should be provided.

Water / Sewer

- Minimum XX inch cold water line connected to the restroom(s) and water heater – location to be approved by Tenant.
- Shut off valve in the premises.
- Minimum XX inch sanitary waste line connected to the restroom(s) – location to be approved by Tenant.
- Water and drain lines stubbed and supplied with a proper shut off valve for break area sink unit.
- Water heater (gas or electric) of appropriate size for washroom and break room.
- All base building landlord water/sewer work to be completed prior to turnover to and acceptance of space by Tenant.
- Water meter shall be provided.

Telephone Service

- Minimum XX pair entrance cable stubbed into the premises.
- Conduit and wire shall be stubbed into the rear of the premises from the main distribution point – location to be approved by Tenant.
- All base building landlord telecommunications work to be completed prior to turnover to and acceptance of space by Tenant.

Fire Protection

- Fire sprinkler system conforming to NFFA standards and local code requirements, distributed through out the premises – sprinkler system to be installed only if required by any applicable codes.
- If a system is installed, all base building landlord sprinkler work to be completed prior to turnover to and acceptance of space by Tenant.

HVAC: Landlord shall provide as follows

- The HVAC system shall be new, fully functional, and sufficient to maintain a comfortable cooling and heating load.
- The HVAC system shall comply with the following efficiency requirements:
 1. HVAC roof top units, based on XX tons of cooling per XXX square feet of the premises, which equates to (XX) ____ ton unit and (XX) ____ ton unit. Economizers shall be installed on all units.
 2. For systems requiring XX tons or more of cooling capacity, the Landlord shall supply XX units for front and rear service, with no unit over XX tons.

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- Roof top AHU smoke detector system, with alarm leads stubbed into the premises.
- AHU shall meet building code requirements for outside air make-up.
- Landlord shall complete start up for the system and provide all Roof penetrations for ducts, vents plumbing and utility lines, Roof platforms for HVAC equipment (if required).
- All base building landlord mechanical work to be completed prior to turnover to and acceptance of space by Tenant.

Restrooms

- Landlord shall provide XX restrooms that are in accordance with all national, state or local code and ADA guidelines.
- The restrooms shall be located in the rear of the premises as directed by Tenant.
- The restrooms shall include, but not be limited to: water closet, wall hung lavatory with hot and cold water, wall mounted mirror, grab bars, liquid soap dispenser and toilet paper dispenser.
- Low water using lavatory fixtures consistent with latest LEED guidelines:
 - Faucets: 0.5 gallons per minute (gpm) with automatic shut off
 - Urinals: Waterless
 - Toilets: Dual flush 1.X/1.X gpm
- Entrance: solid core paint grade wood door, metal doorframe, and lever type locking hardware.
- Landlord shall provide an exhaust system providing a minimum of 2 CFM per each square foot of the restroom.
- Landlord shall install an electric outlet under lavatory.
- Landlord shall install Armstrong 12' x 12" x 1/8" VTC Flooring, Color # 52122 "Pebble Gray".
- Ceiling, lighting and fans shall be installed by Landlord.
- Landlord shall use only Energy Star rated water heaters.

Construction

- Landlord will instruct Contractor to construct the space in accordance with the Construction Waste Management and Indoor Environmental Quality guidelines as outlined by the LEED 2009 rating system.
- Landlord will instruct Contractor to develop and implement an Indoor Air Quality Management Plan during construction that meets or exceeds the minimum requirements of the SMACNA IAQ Guidelines for Occupied Buildings under Construction, 2nd Edition 2007, ANSI/SMACNA 008-2008 Chapter 3, including use of only low VOC paints, sealants and adhesives per Green Seal requirements and SCAQMD Rule 1168.
- Landlord will inform Contractor that training in support of compliance with this request will be provided by the Tenant to the Contractor at no cost.

Commissioning

- The Landlord will alert the contractor that the Tenant will commission the space prior to occupancy to ensure proper functioning of installed systems in accordance with Tenant expectations set forth in this document and by the Green Specifications Prototype document. The Tenant will provide advanced documentation of the commissioning process to Contractor. The following active systems will be commissioned:
 - HVAC Units and HVAC Controls
 - Air Distribution Equipment and Air Balance
 - Plumbing and Water Heaters
 - Lighting and Lighting Controls

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Fees

- Landlord to pay all water and sewer tap fees, utility connection fees, impact or other fees regarding the building and premises.

Credits:

- Landlord shall provide a credit of \$X.XX per square foot of the premises for the interior ceiling system supplied and installed by the Tenant. Landlord to build structure with enough interior clearance to provide Tenant the ability to install an XX inch minimum height ceiling – finish floor to ceiling grid. This also requires the proper above ceiling clearance from ceiling grid to deck for typical ductwork, light fixtures, conduit and all other applicable product to be installed clear and easy.
- Landlord shall provide a credit of \$X.XX per square foot of the premises for the interior lighting system supplied and installed by the Tenant.

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