

INDOOR AIR QUALITY MANAGEMENT POLICY

Scope: Reduce the IAQ impacts from normal building use, maintenance, and construction and from materials purchased for use in the operations, maintenance, and construction at the building. This policy applies to The McPherson Building located at 901 15th Street NW in Washington, D.C.

For the purposes of this policy, routine maintenance includes (not exclusively) painting, carpet replacement, and ceiling tile replacement. Construction includes fit-outs affecting more than one room, or large rooms such as the lobby or board room, and involve multiple elements, such as moving walls and electrical work, or replacing multiple different architectural finishes.

Responsible Party: The property manager is responsible for developing and managing the implementation of the Indoor Air Quality (IAQ) Management Policy. In-house personnel and contractors responsible for purchasing paints, coating, adhesives, sealants or furniture must follow the Protocol and shall carry out their tasks according to their contracts and report all relevant activities to the aforementioned parties. To ensure an effective and coordinated effort, the building staff responsible for overseeing the Protocol shall review and approve all proposed activities and subsequent paints, coating, adhesives, sealants or furniture prior to the start of installation.

Time Period: This plan was implemented June 1, 2020, and updated November 1, 2023.

Section 1: Indoor Air Quality Management and Maintenance:

Reduce indoor air quality issues resulting from ongoing daily operations to help sustain the comfort and well-being of all building occupants and staff.

- Source Control:
 - Manage pollutant sources through:
 - properly sealing doors, floors, and windows,
 - regularly checking for mold,
 - installing appliances so that they vent to the outside,
 - diluting and removing pollutions through ventilation, and
 - using filtration to clean the air.
 - Manage moisture through:
 - using moisture tolerant materials,
 - setting up systems to divert water away from the building.
 - The McPherson Building will maintain a tobacco-free building policy that must be followed by all building occupants.
- Housekeeping:
 - Improve indoor air by:
 - properly maintaining interior plants. This includes watering, pruning and disposal,
 - regular disposal of garbage and other waste,
 - hygienic storage of foods, including refrigeration where necessary, and
 - prohibiting products or other sources of harmful or bothersome odors or contaminants.

- Ventilation:
 - There is a regular ventilation and filtration maintenance plan at The McPherson Building, which is detailed in the building's Preventative Maintenance plan. In addition to maintaining the building's ventilation and exhaust systems, The McPherson Building will ensure that ventilation supply and exhaust fans will not be blocked at any time.
 - Tenants will be instructed on proper use of the building work order system for IAQ issues, and to contact the on-site management team of any potential IAQ emergencies directly

Section 2: Indoor Air Quality Procurement:

Ensures that all new products and materials procured within the project meet the required thresholds from at least **five** of the product categories below. For each product category selected, ensure products and materials are either naturally low-emitting products (stones, ceramics, concrete, untreated solid wood) or meet the applicable certification and testing standards below:

- Interior Insulation: 100% of insulation
- Flooring Systems: 100% of all systems
- Ceiling Systems: 90% of systems by square feet or meters
- Wall Paneling: 100% of all paneling including, but not limited to interior wall assemblies, gypsum board, doors, frames, wall coverings, window systems, and interior surfaces of exterior walls)
- Paints and Coatings: 90% by volume for emissions and 100% for VOC content of paints and coatings applied on-site and used on the interior of the air barrier
- Adhesives and Sealants: 90% by volume for emissions and 100% for VOC of adhesives and sealants applied on-site and used on the interior of the air barrier
- Furniture: 90% by cost of furniture
- Composite Wood: 100% of composite wood for cabinetry, excluding flooring, ceiling, wall panels, or furniture.

Must meet one of the following criteria:

- Certified to UL GREENGUARD Gold (accepted for all categories' VOC emission requirements except Composite Wood)
- California Department of Public Health Standard Method V1.2 2017 (accepted for all categories' VOC emission requirements except Furniture and Composite Wood)
- California Air Resources Board (CARB) 2007 Suggested Control Measure (SCM) for Architectural Coatings (accepted for Paints and Coatings VOC content requirements)
- California Air Resources Board (CARB) requirements for ultra-low-emitting formaldehyde (ULEF) resins or no-added formaldehyde-based resins (Accepted for Composite Wood)
- South Coast Air Quality Management District SCAQMD Rule 1113 (accepted for Paints and Coatings VOC content requirements)
- South Coast Air Quality Management District SCAQMD Rule 1168 (accepted for Adhesives and Sealants VOC content requirements)
- ANSI/BIFMA e3 2019 credits 7.6.1, 7.6.2, and 7.6.3 (accepted for Furniture)

- EPA TSCA Title VI for ultra-low-emitting formaldehyde (ULEF) resins or no added formaldehyde resins (NAF) (accepted for Composite Wood)
- AgBB Testing and Evaluation Scheme 2010 (accepted for all categories' VOC emissions requirements except Furniture)
- EN16402 (accepted for Paints and Coatings VOC content requirements)
- EN13999 (Parts 1-4) (accepted for Adhesives and Sealants VOC content requirements)
- Green Star – Interiors v1.2 credit 12 for Indoor Pollutants to show compliance with low-emitting materials (accepted for Paints and Coatings, Adhesives and Sealants, and Composite Wood)
- European Decopaint Directive (2004/42/EC) (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Canadian VOC Concentration Limits for Architectural Coatings (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)
- Hong Kong Air Pollution Control (VOC) Regulation (accepted for Paints and Coatings, Adhesives and Sealants VOC content requirements)

Section 3: Indoor Air Quality for Routine Maintenance and Construction:

The following Best Management Practices for indoor air quality control will be implemented as applicable for ongoing actions during occupancy, routine maintenance and construction that occur in the project and for activities requiring material installation/repair lasting longer than one hour. This includes a plan for managing indoor air quality during any construction and major renovations prior to occupancy. The Property Manager is ultimately responsible for ensuring that these control measures are implemented:

SOURCE CONTROL

Materials meeting the sustainability criteria prescribed above will be used as much as possible, particularly for paints, carpet, composite wood, adhesives, and sealants that have the potential for significant emissions. All containers for paints, adhesives and sealants will be stored in a separate, secure location at times when routine maintenance or construction activities are not active. Lids will be kept on all containers as much as possible. VOCs must be stored separately away from absorbent products and materials.

PATHWAY INTERRUPTION

Construction areas will be isolated to prevent contaminating non-construction areas. This will be done by sealing off the work areas with plastic and de-pressurizing the construction area. As much as possible, with weather permitting, the construction area will be ventilated using 100% outside air to exhaust contaminated air directly to the outside. Dust guards and collectors will be used on saws, sanders, and other tools.

HOUSEKEEPING

All porous or absorptive building materials, such as dry wall and ceiling tiles, will be protected from exposure to moisture and dust and will be stored in a separate, clean area prior to installation. Avoid enclosing wet materials. The entrances to all construction areas must have temporary walk-off mats to collect particulates. The construction area will be sealed off using plastic. During construction, daily housekeeping will include use of vacuum cleaners with high-efficiency

particulate filters and sweeping compounds or wetting agents for dust control when sweeping. Prior to building material installation, the installation area will be cleaned to remove dust and debris. Prior to occupancy, the construction area will be vacuumed using high efficiency particulate filters.

SCHEDULING

As much as possible, the use of paints, sealants, and adhesives will be used after normal working hours to prevent building occupant exposure to off-gassing. All absorptive-finish materials will be installed after wet-applied materials have cured. The construction schedule will include time for a building flush out prior to occupancy. See below for flush out details.

NOISE/VIBRATION/VAPORS

Any work that must be done that would cause an inconvenience to other tenants in the building, or that must be done in an occupied space must be done after hours or on the weekend. Any structural modifications or floor penetrations created with the use of core drilling machines, pneumatic hammers, etc., shall be performed before 7:00 a.m. or after 6:00 p.m. Likewise, any construction techniques causing excessive noise, vibration or vapors will be conducted during these hours.

OUTDOOR EMISSIONS

No gasoline or diesel equipment is ever allowed to be operated inside the building; this guidance applies to outside work only. Encourage use of electric or battery-operated equipment instead of gasoline or diesel-powered equipment. If gasoline or diesel equipment must be used, the machinery will be located away from any operable doors windows and outside air intakes. Work will be scheduled to be done after hours and will need to be coordinated with property management staff in advance to evaluate if more protective measures need to be put in place due to the scope of the work.

NO SMOKING POLICY

The property has a No Smoking policy for all areas indoors and outdoors which is strictly enforced for the entire site.

HVAC PROTECTION

As much as possible, the HVAC systems serving the affected area will not be used during construction. All duct equipment openings will be sealed with plastic. In the event that the HVAC systems must be operated, the return side of the systems will be protected and closed off if possible. Alternatively, temporary filters over the duct openings will be used (MERV 8 or better). All filtration media will be replaced immediately prior to occupancy.

FLUSH OUT

The flush out will begin after all construction work, including punch-list items, has been completed and furniture and fixtures have been installed. Finalize all cleaning, complete the final testing and balancing of HVAC systems, and make sure the HVAC control is functional. 14,000 cubic feet per square foot of floor area will be delivered to the space, with an internal temperature of at least 60 degrees Fahrenheit and a relative humidity of no more than 60% where cooling mechanisms are operated. The area will not be occupied until after at least 3,500 cubic feet of outdoor air per square foot has been provided to the space. After occupancy, the outside air will be ventilated at a minimum rate of 0.30 cfm per square foot.

PROTECTIVE GEAR

Proper protective gear must be worn during any maintenance or construction work. All OSHA regulations must be followed at all times.

ONGOING MAINTENANCE

Annual indoor air testing will be done to ensure proper ventilation. Outside air and recirculating air filters will be changed and maintained according to manufacturer recommended pressure drop intervals, measured by magnahelix. Per building policy, grilles/grates/vents cannot be blocked, and will be inspected during daily rounds. The project has a no smoking policy for all exterior and interior areas to prevent ETS from entering the space. Finally, tenants will be instructed on proper use of the building work order system for IAQ issues, and to contact the on-site management team of any potential IAQ emergencies directly. This document must be kept up to date in the Tenant Portal which is the Tenant Manual.

Quality Assurance/Quality Control Processes

During renovations, the Property Manager as necessary, will oversee the work on the construction site to ensure that the procedures are being followed as required. Construction meetings will include an agenda item to ensure that the Indoor Air Quality practices outlined in this policy are being implemented.

All maintenance personnel responsible for building repairs will review this policy annually to ensure that they implement the Indoor Air Quality practices outlined in this policy.

For ongoing maintenance, daily rounds by building engineering and the security staff will ensure the policy is in effect. The Chief Engineer shall oversee all ventilation operations and filter changes. The Property Manager shall ensure the policy is online in the Tenant Portal which serves as the Tenant Manual.