
Building Operational Guidelines (Building)



Building Operational Guidelines

For Building Projects

Directions:

The intent of this document is to provide guidance in the development of a resource that can be shared with occupants and tenants of the project to encourage best practices in operations.

SECTION 1: Implementation

The Healthy Building Operational Guidelines for Building Projects must apply to the following required areas:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to the entire building.

SECTION 2: Operational Guidelines Mission Statement

Include a mission statement to promote the health and wellbeing of occupants.

SECTION 3: Operational Guidelines

Encourage tenants to implement the following operational policies and protocols to promote the health and wellbeing of all full- and part-time employees and staff within tenant spaces:

- Tobacco- and Smoke-Free Policy:
 - Rationale: Developing and implementing a policy that prohibits all forms of tobacco use decreases smoking and tobacco consumption, supporting improved indoor air quality and reducing exposure to secondhand smoke – contributing to a reduced risk of cardiac and pulmonary conditions for both tobacco users and other occupants.
 - Implementation Guidance:

- Establish and implement a Tobacco- and Smoke-Free Policy that meets the following:
 - Applies to all indoor areas within the building.
 - Prohibits the use of all forms of smoking, tobacco, and unregulated nicotine products, including:
 - › cigarettes, cigars (commercially- or self-rolled)
 - › pipes, hookahs, water pipes
 - › electronic cigarettes
 - › smokeless tobacco (e.g., snuff, snus, chew)
 - › tobacco use including smoking, chewing, dipping, or any other use of tobacco products.
- Indoor Air Quality (IAQ) Policy
 - Rationale: Developing and implementing a rigorous IAQ policy that includes best practices such as source control, maintenance, ventilation, filtration, low VOC material selection, training, and contagious disease enhancements limits exposure to pollutants and pathogens, reducing the risk of respiratory issues such as allergies or asthma, and the transmission of airborne contagious diseases, such as COVID-19, influenza, or streptococcus.
 - Implementation Guidance:
 - Establish and implement an Indoor Air Quality (IAQ) policy that is as rigorous as the v3 Fitwel Indoor Air Quality (IAQ) Policy
- Indoor Air Quality (IAQ) Assessment Protocol
 - Rationale: Regularly testing air quality levels increases awareness of specific contaminants and indoor air conditions, highlighting potential concerns and allowing for remediation – which can reduce risk of dizziness and respiratory issues including asthma and COPD.
 - Implementation Guidance:
 - Establish and implement an Air Quality Assessment Protocol that is as rigorous as the Fitwel v3 Indoor Air Quality Assessment Protocol.
- Integrated Pest Management (IPM)
 - Rationale: Developing and implementing an integrated pest management protocol ensures that toxic pesticides are used only when necessary, thereby maintaining effective pest control and associated indoor air quality benefits – such as limiting allergens produced by pests, while also limiting occupant exposure to chemicals that are known to cause severe chronic disease in humans.
 - Implementation Guidance:
 - Establish and implement an integrated pest management plan (IPM) that meets the following:
 - Ensure the IPM Plan is at least as rigorous as the Fitwel v3 Integrated Pest Management Policy.
 - Applies to indoor areas.
- Safe Chemical Storage
 - Rationale: Ensuring that chemical products are either third-party verified as safe, or that their

storage areas are properly ventilated, reduces the risk of exposure to airborne toxins and potential resultant symptoms, including wheezing, asthma, allergic reactions, and skin irritation.

- Implementation Guidance:
 - Ensure that all chemicals stored within the building(s) are stored in a space with separate source ventilation unless the chemicals meet one of the following qualifying standards:
 - Green Seal
 - California Code of Regulations
 - Ecologo
 - EPA Safer Choice
 - ISO 14024-compliant (Type 1) Ecolabel.

☐ Chemical Purchasing Policy

- Rationale: A chemical purchasing policy can ensure that materials brought into the building will conform to standards that preserve high Indoor Air Quality (IAQ), contributing to enhanced respiratory and mental health.
- Implementation Guidance:
 - Establish and implement a chemical purchasing policy that meets the following:
 - is at a minimum as rigorous as the Fitwel v3 Chemical Purchasing Policy
 - applies to all purchases made within tenant spaces

☐ Water Management Plan

- Rationale: Developing, implementing and publicizing a comprehensive water management protocol helps ensure drinking water quality and feelings of safety, increasing water consumption and associated nutritional benefits, while decreasing risk of exposure to water pathogens and contaminants.
- Implementation Guidance:
 - Establish and implement a water management program that is at least as rigorous as the Fitwel v3 Water Management Program

SECTION 4: Share Operational Guidelines

- ☐ Share the healthy building operational guidelines, including health rationales and implementation guidance, with all tenants within the building through a minimum of one of the following methods:
 - relevant tenant lease or manual
 - a digital platform, such as a website, digital application, or display screen in common areas
 - communication material, such as notification emails or newsletters.