LEED O+M: Existing Buildings | v4 - LEED v4

# Facility maintenance and renovation policy

Required

Glossary

## Intent

To reduce the environmental harms associated with the materials purchased, installed, and disposed of during maintenance and renovation of buildings.

## Requirements

**Establishment**

Have in place a facility maintenance and renovation policy that includes guidelines for renovation and maintenance activities, using LEED rating system strategies, to be implemented at the discretion of building owners, operators, or tenants. Renovation activities include building improvements and tenant fit-outs. Maintenance activities include general repair and replacement.

The policy must cover at least those product purchases within the building and site management's control. The policy must address purchasing, waste management and indoor air quality.

**Purchasing Policy for Maintenance and Renovations**

Have in place a purchasing policy for product and materials purchased for facility maintenance and renovation activities. Include at a minimum:

- Base building elements permanently or semi- permanently attached to the building (mechanical, electrical and plumbing components and specialty items such as elevators are excluded). Exclude fixtures, and equipment, which are not considered base building elements;
- Furniture and furnishings as well as components and parts needed to maintain them

The policy should address the criteria in the following credits:

- MR Credit: Purchasing—Facility Maintenance and Renovation

**Waste Management Policy for Maintenance and Renovations**

Have in place a waste management policy addressing the following:

- Facility maintenance waste: The policy should address safe storage and recycling and diversion of waste associated with maintenance activities.
- Renovation waste: The policy should describe the procedure for creating an individual plan for each renovation project. Each renovation project should establish waste diversion goals, target five materials for diversion, approximate the volume of waste anticipated, and identify waste diversion strategies to be used.

**Indoor Air Quality Policy for Maintenance and Renovations**

Have in place an indoor air quality policy for facility maintenance and renovation activities addressing the criteria below. For maintenance activities implement the policy as applicable. For renovation activities create an individual plan for each renovation project as outlined in the policy.

- Follow the recommended control measures of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines for Occupied Buildings under Construction, 2nd edition (2007), ANSI/SMACNA 008–2008, Chapter 3
  - Protect stored on-site and installed absorptive materials from moisture damage.
  - Do not operate permanently-installed air handling equipment during construction unless filtration media with a minimum efficiency reporting value (MERV) of 8, as determined by ASHRAE 52.2–2007, with errata (or equivalent filtration media class of F5 or higher, as defined by CEN Standard EN 779–2002, Particulate Air Filters for General Ventilation, Determination of the Filtration Performance [East Asia ACP: Construction IAQ Equivalent]), are installed at each return air grille and return or transfer duct inlet opening such that there is no bypass around the filtration media.
- Develop a procedure to, before occupancy, replace all filtration media with the final design filtration media.
- Develop a plan to determine whether a flush-out or air quality testing is needed after construction ends and all interior finishes are installed but before occupancy.

**Performance**

None.

## Alternative Compliance Paths (ACPs)

**East Asia ACP: Construction IAQ Equivalent**

Projects in East Asia may use filtration media classified as medium efficiency (□□□□□) or higher as defined by Chinese standard GB/T 14295-2008□□□□□□□.