

## C&W Green Policies Overview

### Intent

Cushman & Wakefield (C&W) seeks to enhance the environmental performance of its managed portfolio while reducing building operational costs. C&W further aims to support clients in the implementation of their corporate social responsibility/sustainability objectives through environmentally-conscious approaches to building operations and maintenance. Within this context, C&W has developed a set of “green policies” which outline sustainable approaches to pest management, construction, purchasing, cleaning, solid waste management, and control environmental tobacco smoke.

### Methodology

To develop the policies, C&W formed an internal team comprised of professionals experienced in the implementation of environmental best practices. The U.S. Green Building Council’s (USGBC) [LEED EB: O&M rating system](#) was used as a framework of reference for the C&W Green Policies.

### Policies Incorporated into Operations Manual

The green policies are incorporated in the C&W Client Solutions Property and Facility Operations Manual under a new Chapter 11 (section 1100). The policies can be accessed on the C&W Now business resources page under Policies, Forms and Guidelines/Client Solutions/Property and Facilities Operations Manual/Property Operations – Chapter 11 – Green Practice Policies.

### Action Required

Implementation of the policies must include the following:

1. Review and understand each policy.
2. Determine to what extent the policy can be implemented within your portfolio buildings or facilities.
3. Discuss pertinent policies with service suppliers/vendors.
4. Determine if there are any major impacts to the current building operations or additional costs associated with the implementation of the policies.
5. Provide written implementation plans along with the policies and discuss them with your client or building ownership (i.e. notification to occupants).
6. Obtain client approval in writing.
7. In the event that a property is unable to implement a policy or parts of a policy, supporting documentation outlining the reasons for non-compliance should be maintained on file. The elements of the policies will be incorporated into the C&W Quality Assurance Review (QAR) process.

Please note that the approaches described in each of the “green” policies constitute a baseline. Individual facilities/properties are encouraged to further enhance the policies as appropriate in consultation with and with the approval with your respective clients and building ownership.

## Client Approval Letter

A sample client approval letter has been drafted for your use. It can be accessed on the C&W Now business resources page under Policies, Forms and Guidelines/Client Solutions/Property and Facilities Operations Manual/Property Operations – Chapter 11 – Green Practice Policies.

## Updates to Quality Assurance Review (QAR)

The QAR has been updated to include a new section on green practices. Implementation of the green policies will be assessed as part of the standard review process. The QAR can be accessed on the C&W Now business resources page under Policies, Forms and Guidelines/Client Solutions/Property and Facilities Operations Manual/Property Operations – Chapter 11 – Green Practice Policies.

## Summary of Green Policies

### Sustainable Purchasing

This Policy prioritizes the purchase of products which will prevent waste; contain recycled content, are made from locally extracted or manufactured materials, contain renewable resources, Forest Stewardship Council (FSC) certified wood products, result in low emissions, and are energy efficient. Food that is environmentally certified is also given preference. The Policy applies to any purchases made by C&W employees, parties purchasing materials on C&W's behalf and/or companies contracted to provide goods to C&W. Pursuant to the policy, C&W should give consideration to suppliers/ vendors who provide environmentally preferable materials. In addition, vendors should provide environmental specifications for products upon request, and may be directed to alter products supplied and/or packaging of products delivered, when appropriate and/or possible.

### Integrated Pest Management

This Policy establishes service requirements and scheduling for suppliers/vendors who handle pest control and outlines control strategies intended to reduce the need for chemical application. The Policy further includes guidelines for rodent and insect control, and for the application of pesticides.

### Green Construction

This Policy establishes guidelines for developing a construction indoor air quality plan, a construction waste management plan, an erosion and sedimentation control plan and sustainable purchasing practices for construction materials. The Policy applies to alterations and additions that affect the usable space in the building. Mechanical, electrical or plumbing system upgrades that do not involve disruption of usable space are not covered by the Policy.

### Solid Waste Management

This Policy outlines waste prevention strategies and provides direction on electronic waste recycling, recycling of standard and harder to recycle products including hazardous and organic waste streams. The guidelines apply to ongoing consumables, durable goods, facility alterations and additions, and hazardous waste.

### Green Cleaning

This Policy highlights general approaches to green cleaning, custodial cleaning contract specifications, and guidelines for green cleaning solutions. The Policy further specifies methods for reducing dust and dirt through proper cleaning and preventative measures, and microbial growth through proper cleaning. Additional guidelines on treatment of carpets, janitorial training requirements, chemical storage guidelines, and cleaning equipment standards and specifications are included.

### No Smoking

This Policy ensures accommodation for non-smokers' preferences by avoiding conflict between smoking and non-smoking occupants. Guidelines for minimal exposure of indoor surfaces and systems to smoke are provided.

## **Updates to Policies**

The policies will be periodically reviewed and updated as required. Notification will be provided as updates occur.