

# Zer0 Place: Commercial Tenant Units

## *Fit-Out Guidelines for Green Commercial Spaces in a LEED Certified Building*

Congratulations on moving your business to 87-93 N. Chestnut St., New Paltz, NY 12561. This building has many features that improve energy efficiency, indoor air quality and water efficiency as well as promote sustainability.

This set of guidelines is recommended to be integrated into fit-up plans for the commercial spaces and provides information about:

- 1) The green features in your building that benefit the commercial space.
- 2) Operations and maintenance instructions of your building's green features, to improve their performance and increase their length of use.
- 3) Additional green measures that you may want to include as you fit-out the commercial space.

### **1. Green features of your building**

The residential component of this building has received a Leadership in Energy and Environmental Design (LEED) Gold Rating from the U.S. Green Building Council (USGBC). This is a nationally recognized green building program. To earn this impressive certification, this building includes many features that also benefit your commercial space. These include:

- Energy Efficient Lighting
- Enhanced Building Insulation
- Enhanced Air-Sealing, keeping your heat and cooling inside your space
- Non-Tropical Woods
- Energy Efficient Recovery Ventilation
- Energy Efficient Geo-thermal Heating and Cooling with 410A Safe Refrigerants
- Energy Efficient Geo-thermal Domestic Hot Water Heaters

These features will help lower utility bills, while also promoting sustainability.

### **2. Maintenance of this Building's Green Features**

To ensure that the green features of the building perform as optimally as possible over time, it is important that all systems are properly managed and maintained.

By performing the following maintenance, you will help reduce your utility bills and keep the building sustainable:

- Annually, check caulking around doors, windows, joints, or trim. Re-caulk or re-seal as needed.
- Replace the filter on your air handling every 3 months, or as described in manufacturer's instructions.
- Replace any green materials indoors with materials that provide the same benefits. For example, replace a broken window with a similar energy-efficient product.
- Quickly report any water leaks to the building owner.
- Utilize paint that is low emitting or ZERO VOC to maintain the building's Indoor Air Quality.

### **3. Suggested Green Measures to Fit-out your Commercial Space**

As the tenant of the commercial space, you have the opportunity to continue in this direction of

sustainability, by choosing products and features that use less energy and water, and improve indoor air quality. Please strongly consider the following practices:

- Choose Energy Star labeled appliances, lighting fixtures, and fans, where possible. The Energy star label ensures that these products exceed energy performance guidelines for energy efficiency, and that they also promote occupant comfort (e.g., through reduced flicker, less noise).
- Use compact fluorescent light bulbs or other efficient lighting technologies.
- Install daylight responsive controls in all regularly occupied spaces within 15 feet of windows and under skylights.
- Supply at least the outdoor air ventilation rate described by ASHRAE 62.1.
- Choose non-CFC refrigerants for your air conditioning system, and have your HVAC contractor test that the refrigerant is properly charged for optimal energy efficiency.
- Install low-flow faucets and low-flow or dual-flush toilets.
- Choose furniture, cabinets, and counters that are recycled, reclaimed, or made from materials that have been sustainably harvested (e.g., FSC certified), and that is made from local materials.
- Choose low-VOC or ZERO VOC products, including low-VOC paints and adhesives, and furniture, cabinets, and counters that have no added urea-formaldehyde resins.
- Investigate what materials can be recycled in your area and create a designated space for recyclables.
- Prohibit smoking in the building, and in any area within 25 feet of the building's entries, outdoor air intakes, or operable windows.

**For questions or further information**

Please visit the U.S. Green Building Council's website to learn more about the Leadership in Energy and Environmental Design (LEED) rating systems: <http://www.usgbc.org>.

The US Green Building Council also offers a certification for existing buildings. You are encouraged to investigate this program, entitled LEED for Existing Buildings: Operations & Maintenance. Please visit <http://leed.usgbc.org/o-m.html> for more details.



Things the retail tenants need to know about fitting up at zero place.

## Electrical

Each space has 3 phase 200 amp electric service with 1 20 amp circuit and outlet next to the panel box. The temp lighting is plugged into this outlet. All lighting and wiring is part of the fit up and will come out of this electric panel.

1 spare 1 ¼ conduit has been run back to the house electrical room to provide a path for Spectrum to bring service into each retail space.

## Plumbing:

The cut out in the floor has a capped sewer line (somewhere) for future plumbing. Running the sewer and drain lines is part of the fit up. If plumbing is desired in other locations cutting the slab will also be part of the tenant fit up.

Hot and cold water lines are provided (with meters) in the ceiling area near the slab cut outs in each space. Running the lines is part of the fit up. The meters must not be removed or tampered with. A minimum of 10" of pipe is required to remain downstream of the meter.

Patching of the slab cut outs for the plumbing is part of the fit up. 4" of closed cell foam is required under the concrete. The foam must be sealed with great stuff foam at all seams and pipe penetrations prior to the slab being patched.

## Heating Cooling & Ventilation

Heating & cooling supply and return ducts are provided for each space. Extending these as needed for optimum distribution based on the layout of the space is part of the fit up.

Ventilation ducts to draw out stale air and introduce fresh air are run into the space and can be extended/ relocated in the space as needed.

Thermostats are placed 1 per space and will most likely need to be relocated as part of fit up.

Use of the HVAC system during fit up as construction heat will void the manufacturers warrantee. Please plan on using an alternate source of heat if needed.

Ventilation calculations will be required and ventilation may need to be increased based on usage and occupancy. With the exception of the retail space 6 (cafe) we went middle of the road on sizing. For retail space 6 we used the proposed occupancy numbers.

## Drywall shell

The drywall shell of each retail space is a required fire barrier. Any penetrations of it will need to be fire sealed. Any access to items placed behind the drywall will require fire rated access panels. It is ok to remove some of the drywall during fit up, but it will have to be replaced.

## Ceiling:

A drop ceiling to conceal mech, electric & plumbing work is recommended.

## Fire Alarm/ Sprinkler

Each space has the code required smoke/ alarm and sprinkler system. Both systems will need to be evaluated and potentially modified to accommodate the fit up. In the event that a drop ceiling is used both of these systems will need to be extended below the drop ceiling.

The formation of additional rooms during fit up will also require additional modifications to the fire alarm and sprinklers.

There is currently no security alarm system or interior closed circuit cameras for the retail spaces. If desired these would be part of the tenant fit up work.

Sullivan Fire is required to be the contractor for the sprinkler system.  
Approved Alarm and Security is required to be the alarm contractor.

#### Keys

Per the fire dept, it is required that each retail space work within the master key system we have established. The master key will be maintained in the Knox box for EMS use only.

2 Key fobs will be provided to each retail space for access to the back hall & restrooms.

#### Restrooms

The restrooms are for workers only. Public restrooms are available with access from the exterior on the rail trail side of the building.

#### Aluminum Storefront doors.

In the event that any modifications need to be made to the aluminum store front doors or windows Christiana Glass is the contractor who installed them and should be called to make the modifications.