

Green Living Guide



Healthy
Indoor Air
Quality



Conserve
Energy



Conserve
Water



Reduce
Reuse
Recycle

artspace

Statement of Intent

Welcome to your new Artspace home. The owner, Artspace Projects has built this building based on the guiding principles of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System™. LEED was developed by the USGBC because it was recognized that there was a need for an independent, third-party verification system, which would substantiate that a building had pursued green building and performance measures. The strategies in LEED work to reduce operating costs in order to keep rents low, promote healthy environments for the residents and protect and conserve resources for the community as a whole.

Part of the job of living in a green home is understanding how to live in it in the greenest way possible. Lifestyle choices and habits can have an enormous impact on the energy and water consumption of a home and on its overall environmental impact.

This Green Living Guide will help building residents understand the unique features of their home so that they can experience the full benefits of living in a high performing, resource efficient and healthy living environment. The care you give your home now will ensure a healthy home for your family and future families to come.

Artspace Projects

Artspace's mission is to create, foster, and preserve affordable space for artists and arts organizations. We pursue this mission through development projects, asset management activities, consulting services, and community-building activities that serve artists and arts organizations of all disciplines, cultures, and economic circumstances. By creating this space, Artspace supports the continued professional growth of artists and enhances the cultural and economic vitality of the surrounding community.

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1 Guiding Principles

Why is green home care important?

Americans spend an average of 90 percent of their time indoors.¹ Studies by the Environmental Protection Agency (EPA) have shown that people's exposure to air pollutants is typically 2-5 times higher indoors than outdoors,² thus the products used to maintain building interiors can have significant health impacts. The American Lung Association blames poor indoor air quality for the rise in chronic lung diseases such as asthma.

Although your apartment unit was built using many non-toxic materials – among them, low-VOC finishes and adhesives, formaldehyde-free particleboard and insulation –the use of many common products can release toxins and particles into the air of your home.

1. Green materials used in the construction of Artspace Projects allow for easier maintenance. Buying and using green products in the care of the building and individual units is in the best interest of the staff and residents. Not only are green products better for health and safety reasons, they are typically more durable and last longer, thereby reducing callbacks, saving staff time and cutting maintenance and operating costs for the property.

2. Healthy materials mean healthy tenants. A building that does not emit toxic gases will improve occupants' health.

Green Principles

- Cost-effective to build, durable and practical to maintain
- Results in a high quality, healthy living environment
- Reduces utility costs to residents
- Enhances the residents' connection to nature
- Protects the environment by conserving resources, including energy, water and materials
- Advances the health of local and regional ecosystems

Green Cleaning

Cleaning your home is important because it helps remove harmful contaminants such as mold and bacteria. But many conventional cleaning products can also cause health problems.

Fortunately, many green alternative, non-toxic cleaning products are now available at larger hardware and grocery stores. Some brands that are readily available include:

- Seventh Generation
- Citra-Solv
- Simple Green
- Earth Friendly Product



2 Basic Home Maintenance and Cleaning

Basic Unit Maintenance

- Keep a walk-off mat at your front door to reduce dirt and allergens from entering your home. Consider a no shoes rule since pesticide and other irritants come in on the bottom of your feet; leave a shoe basket by the door and wear slippers.
- Vacuum carpets regularly and change your vacuum bag frequently to improve your indoor air quality. Remove spots and spills promptly. Most stains on carpets can be removed with a paste of baking soda and water.
- Vacuum and wipe clean bathroom fan/vent covers every 3 months to ensure optimum fan performance and improve your indoor air quality.
- Clean kitchens and bathrooms regularly with non-toxic cleaning materials; avoid pest infestation with prompt and proper disposal of food waste and trash.
- Use compact fluorescent bulbs (CFL). These bulbs use $\frac{1}{4}$ of the energy of regular incandescent bulbs and should last 10 times longer.



Why Use Low Toxic Products

Toxic cleaning products can be a particular problem for people who have health conditions such as asthma or allergies or have chemical sensitivities or

a weak immune system.

Some cleaning products can cause headaches, dizziness, skin irritation, respiratory irritation and asthma, eye irritation or worse; some contain cancer-causing substances, or toxins that can effect your reproductive system, central nervous system or your endocrine system.

Choosing Green Products

- Look for products that are labeled “non-toxic,” “low-VOC” or “zero VOC,” and/or “biodegradable.”
- Look for unscented products as some people are sensitive to fragrance.
- As a general rule, try to avoid all products that are labeled “Danger—Poison.” Products labeled “Warning” can also be dangerous, but less so, and products labeled “Caution” are the least harmful of the three but can still be hazardous.
- Avoid products that are labeled “Corrosive,” “Severely Irritating,” “Highly Flammable,” or “Highly Combustible”.
- Avoid aerosols when possible; they often contain substances that are flammable and can contribute to indoor air quality problems.
- Avoid using most “air fresheners”, especially if they contain paradichlorobenzene. Ingredients like this can cause headaches and other health problems.

3 Protect Your Indoor Air Quality

- Avoid using mothballs; instead store wool clothes in plastic bags or airtight containers.

Indoor air pollution is a serious issue for today's homeowners especially if a member of your family has asthma or allergies. Some studies even indicate indoor levels of pollutants may be two to five times higher than outdoor levels.

Although your home was built using many non-toxic materials – among them, low-VOC finishes and adhesives, formaldehyde-free particleboard and insulation and a high-efficiency boiler – the use of many common products can release toxins and particles into the air of your home.

- Artspace Projects are **NO SMOKING** buildings. Smoking is not allowed in units or interior and exterior common areas. Stay healthy and keep your family healthy—don't smoke!
- Your apartment is equipped with whole house ventilation to keep indoor air quality healthy. These fans are on the roof and run quietly and continuously for optimum air exchanges.
- In addition, the bathroom fan comes on when you turn on the light. When you turn off the light, the fan will continue to run for several minutes to remove any excess moisture in the air. Ventilate your unit well so mold/mildew will not have an op-



portunity to grow.

- Your windows have built in air vents as part of the building's passive ventilation system for fresh air. Keep these vents **OPEN**. The openings are not large enough to cause drafts or raise your heating bills.
- Low-toxic, low-VOC (volatile organic compounds) paints and sealants and Green Seal approved carpet have been used in your unit to keep off-gases to a minimum and improve air quality.
- Use a door mat at the entrance to your home to reduce track-in of dirt and allergens.
- Your concrete floors are stained using a water-based stain and sealant. A simple maintenance program of occasional dusting to remove grit and damp mopping with a neutral cleaner will enhance the shine.

4 Conserve Energy & Water

Conserve Energy

- Your unit is equipped with thermostats that you control. Directions for operating the thermostat are included in this section. (owner should insert instructions in this tab)
- Set your thermostat to 65-68 degrees F when you are home, and 55 degrees F (or off) at night or when you're not home. Put on a sweater before you turn up the thermostat.
- Open blinds and curtains on sunny days to gain solar heat. To keep cool in the summer, open your windows at night and close first thing in the morning before the outside temperature starts climbing.
- Turn off lights whenever you leave a room. Turn off your computer when not in use.
- Keep your windows CLOSED when heating your apartment. If you need to open your windows for fresh air or to vent out excess moisture, turn your heat OFF first.
- Laundry room dryers are Energy Star appliances. Clean the lint filter in dryers before every load. Lint accumulation makes the dryer run poorly and longer. Don't overload.
- Refrigerators are Energy Star and frost-free. Clean regularly. Report any problems to the on-site manager immediately so repairs can be made.



Conserve Water

- Low flow showerheads and faucet aerators have been installed in your unit. They are specially designed to give good pressure and reduce water flow.
- Take showers not baths. A five-minute shower can use up to 35 gallons of water and account for more than a fifth of household water use. Even though you don't pay the water bills directly, you do pay them indirectly through your rent. Short showers = lower water bills to owner = lower rents for YOU.
- Report all running toilets and dripping faucets to site manager immediately so repairs can be made. Water is a precious resource—use what you need and save the rest.
- Turn the water off. Minimize faucet use when washing dishes.
- Store drinking water in the refrigerator. Don't let the tap run while you are waiting for cool water to flow.
- Wash only full loads of laundry. Wash clothes in cold water to save energy. Please note that cold water loads are set at a lower cost so you save \$\$\$ every time you wash with cold water!
- The laundry is equipped with resource efficient, Energy Star machines. Please use low-sudsing, environmentally friendly detergents made for front loading washing machines (marked "HE" for "High Efficiency".)

5 Reduce, Reuse & Recycle

The 3 R's Still Rule

It takes resources to manufacture and transport all products, even those made from recycled content. At the very least, energy is spent. And spending resources leaves the world poorer, not better off. Buying nothing is better for the earth than buying green.

- “Reduce” means using fewer resources in the first place. This is the most effective of the three R's and the place to begin. It is also the hardest, because it requires letting go of some very American notions, including: the bigger the better, new trumps old and convenience is next to godliness.
- Reusing keeps new resources from being used for a while longer, and old resources from entering the waste stream. It's as important as it is unglamorous. Think about how you can do it more.
- There are many benefits to recycling. Recycling protects and expands U.S. manufacturing jobs and increases U.S. competitiveness. Recycling reduces the need for landfilling and incineration. Recycling prevents pollution caused by the manufacturing of products from virgin materials. Recycling saves energy.

So though it's a pain, try to learn what the recycling rules are in your own community and follow them whether they make obvious sense or not. It's the easiest way to do your part.



There is no “Away”

When you throw trash away, it ends up in landfills that are many miles away. Reducing the trash in landfills starts with your trash can at home.

If you do have solid waste:

- Please place all materials in dumpsters neatly.
- Never dispose of hazardous materials in building dumpsters.
- Please take large items and furniture to City transfer stations yourself. Do not put in garbage/recycling.
- Reuse plastic bags. Reuse plastic spray bottles by filling them with the non-toxic cleaners.
- Remove yourself from junk mail lists. Instructions and forms to do so are available at <http://www.newdream.org/junkmail/index.html>.

6 Alternative Transportation

Riding the bus, carpooling, biking, walking, van-pooling, telecommuting and compressed work week – the choice is yours! There are as many travel options as there are reasons to make the switch from driving alone.

Why switch? Choosing to get around town some way other than driving alone in your car reduces traffic congestion, improves the city's air quality and saves you money!

1. Trip chain more often. It's easy! Chances are you're already doing it- combining your errands into one trip. It helps you get things done and it helps reduce traffic congestion and air pollution. When you first start a car after it has been sitting for more than an hour, it pollutes up to five times more than when the engine's warm.

2. Take mass transit, share a ride or carpool. Even if you do it just once or twice a week, you'll reduce traffic congestion and pollution, and save money. The average driver spends about 44 cents per mile including ownership and maintenance.



3. Have fun! Ride your bike. It's a great way to travel and it can help you and the air get into condition. Vehicles on the road create more than 25% of all air pollution nationwide. Artspace Projects provide easy access bike storage in the garages.

4. Care for your car. Regular maintenance and tune-ups, changing the oil and checking tire inflation can improve gas mileage, extend your car's life

and increase its resale value. It can also reduce traffic congestion due to preventable breakdowns and it could reduce your car's emissions by more than half.

5. Don't top off the tank. It releases gas fumes into the air and cancels the benefits of the pump's anti-pollution devices. So stopping short of a full tank is safer and reduces

pollution.

6. Bicycles could accommodate roughly 10 times as many people per hour as private cars in the same road space.

7. Riding the bus is 47 times safer than car travel.

References

Call2Recycle™, the Rechargeable Battery Recycling Corporation (RBRC)
<http://www.rbrc.org/call2recycle/>

Bicycle Safety
<http://www.bicyclesafe.com/>
http://life.umt.edu/asum/asum_agencies/Transportation/links_info/trans_tidbits.php

Tobacco Prevention and Control
<http://www.doh.wa.gov/TOBACCO/default.htm>

Energy Star -save money and protect the environment through energy efficient products and practices.
<http://www.energystar.gov/>

WaterSense -Save water and protect the environment by choosing WaterSense labeled products.
<http://www.epa.gov/watersense/>

Emergency Preparedness -Family Preparedness, Communications Plan and a three-day Preparedness Kit.
<http://www.everettwa.org/default.aspx?ID=878>



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