



GREEN OPERATIONS AND MAINTENANCE GUIDE

Casa Dominguez



WELCOME AND INTRODUCTION

Welcome to the property management staff for Abode Communities' **Casa Dominguez Family Apartments**. At Abode Communities, our mission is to open new doors in people's lives through the creative and responsible design, development, and operation of service-enhanced affordable housing. We are very proud of Casa Dominguez for the benefits that it brings to our residents and the greater community. Casa Dominguez provides much-needed affordable housing for working families in the East Rancho Dominguez and Compton communities. It also provides an on-site community health clinic, a child care center, and a parent resource center. Casa Dominguez offers resident services such as free after-school programs for youth and teens, a computer lab with free classes for youth and adults, a job counseling and training program offered by the Los Angeles Urban League, and links and referrals to many other services. In addition to these valuable services, we are also proud that our Casa Dominguez apartments promote green living and sustainability.

Following is information on some of Casa Dominguez' "green features" and how to properly use, repair and maintain them. The information is sorted into daily, weekly, monthly, quarterly, semi-annual and annual maintenance schedules. Also included is some information on what it means to be sustainable and why Abode Communities believe it is important. Attached at the end of this operations and maintenance guide is a copy of the Green Living Guide that you will give residents at move-in. The Green Living Guide provides residents information on how to use the green features in their apartment along with information on local green resources and alternative household cleaning products.

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WHAT IS GREEN OR SUSTAINABLE HOUSING?

To live or build sustainably is to use natural resources produced by the earth (air, water, plants and trees, minerals, land, oil, wildlife) without using them up or permanently damaging the earth. It means we try to use the earth's natural resources to meet our current needs while remembering to be responsible for the needs of future generations. Green and other terms like eco-friendly or environmentally friendly refer to products and materials that promote sustainability by doing little or no harm to the environment.¹



WHY IS BEING GREEN IMPORTANT?

Why should you care about being green or sustainable? Because a green lifestyle benefits Abode Communities, its staff and residents, the community and the planet. A green building:

- Saves Abode Communities and its residents money
- Promotes better health for staff and residents
- Conserves our natural resources for future generations to enjoy.

In comparison to traditional buildings, a green home has numerous features that directly benefit its users:

- Energy-saving appliances or systems to reduce energy costs, improve our quality of life, and conserve our natural resources
- Recycling and waste management programs to reduce pollution and save money
- Sustainable resources and materials to enhance our health and conserve natural resources

Casa Dominguez creates a healthier place to live and work, decreases energy expenses for residents and Abode Communities, and protects the environment for future generations.



Image: Triplepundit.com

WHY ABODE COMMUNITIES BUILDS GREEN AFFORDABLE HOUSING

Abode Communities believes the use of green features in our housing developments benefits its residents and employees, the organization, and the larger community. Sustainability is part of our core values and the decisions we make reflect our commitment: to these values from the paper we use in our copy machines to the type of wood we use in our buildings to the cleaning

supplies we use in the apartments. Abode Communities strives to be a leader in sustainability. Casa Dominguez has been designed, developed, and managed by Abode Communities as a model community, putting in place building components and practices that are designed to be environmentally friendly, self-sustaining, and healthy for residents.

LEED for Homes

Buildings can have a green rating that measures how sustainable they are. Casa Dominguez is undergoing a rigorous review process led by the U.S. Green Building Council called LEED Certification. LEED stands for Leadership in Energy and Environmental Design and the LEED for Homes Green Building Rating System assesses and validates the greenness of homes. Casa Dominguez has been designed and built to qualify for LEED Platinum, which is the highest level you can receive. Included on page 23 is the LEED Certification scoring checklist, which shows exactly what measures are used. Page 23 also includes the verification forms signed by the contractors to prove the measures were completed.



GREEN OPERATIONS AND MAINTENANCE GUIDE

For our efforts to be truly successful, we need our residents, management staff, and operations staff to understand and support our efforts. We created Green Operations and Maintenance Guide to share with you the different green components of Casa Dominguez, how to use green practices in doing your daily work, and for you to be able to respond to residents' questions and to help them use Casa Dominguez' green features correctly. It is our goal for all Abode Communities staff to be knowledgeable leaders in sustainability. We hope you find this Guide a valuable resource and we welcome your comments and suggestions on how we can make this Guide a more useful tool for you and your co-workers.

Thank you to the following site staff for their input on this guide:

Don Collier, Assistant Manager, Clark Residence

Dan Roberts, Manager, Morgan Place

PREVENTATIVE MAINTENANCE CHART

CASA DOMINGUEZ APARTMENTS



LEED BUILDING FEATURE:	ITEM	BY	FREQUENCY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	AC & Heater Filters: Clean or Replace	Staff	Quarterly	X			X			X			X		
	Appliances: Oven/Range/Hood/Frig/Dishwasher	Staff	Semi-Annual	X						X					
	Circulation Pumps: Oil	Staff	Quarterly												
	Fire Equip.: Alarm/Sprinkler Inspect & Repair	Vendor	Annual						X						
	Fire Extinguishers: Inspect & Service	Vendor	Annual						X						
	Heaters: Clean & Inspect	Staff	Quarterly	X			X			X			X		
	Landscape: Inspect Sprinkler System & Timer	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Lawns: Fertilize & Reseed	Vendor	Semi-Annual	X						X					
	Lighting: Inspect & Set Timer	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Pest Control	Vendor	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Power Tools: Inspect	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	PV: Wash Solar Panels & Inspect Cool Roof	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Rain Gutters & Downspouts: Clean	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Range Hood: Inspect & Repair Filter/Fan/Light	Staff	Semi-Annual	X						X					
	Roof: Inspect & Remove Water and Leaves	Staff	Monthly	X	X	X	X	X	X	X	X	X	X	X	X
	Smoke Detectors: Inspect & Replace	Staff	Semi-Annual	X						X					
	Storm Drains: Clean Out	Staff	Quarterly	X			X			X			X		
	Trees & Shrubs: Trim	Vendor	Semi-Annual	X						X					
	Water Heater Boiler: Inspect & Service	Vendor	Quarterly	X			X			X			X		
	Bamboo, Bio Tile and Linoleum Floors	Staff	Semi-Annual							X					
	Greywater System: Inspect & Change Filter	Staff	Semi-Annual							X					
	HVAC: Inspect & Replace Economizer Filters	Staff	Semi-Annual							X					
	Plumbing: Inspect Fixtures/Toilets/Water Heater	Staff	Semi-Annual							X					

WEEKLY PREVENTATIVE MAINTENANCE SCHEDULE	
Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	

ON CALL SCHEDULE		
	Name	Cel/Pager
Mon		
Tue		
Wed		
Thu		
Fri		
Sat		
Sun		

EMERGENCY AND FREQUENTLY USED PHONE NUMBERS		
	Name	Number
Fire		911
Police		911
Ambulance		911
Roto-Rooter	Staff	
Plumber	Staff	
Electrician	Chris Electric	(818) 317-7547
Elevator	Kone	
Heating/Air Conditioning	Sub-Contractor	
Electric Utility Co.	Edison	
Gas Co.	So Cal Gas	
Landscape		
Pest Control	Western Exterminator	(714) 721-4141
Resident Mgr. Cel/Pager	Don Collier	(310) 310-1467
Maintenance Cel/Pager		
Solar Power	Solar City	(888) 765-2489

NOTE: ALL INSPECTIONS AND WORK TO BE DOCUMENTED WITH A WORK ORDER

___ Date of Bi-annual Economizer alkaline battery replacement

DAILY ITEMS															
Decks and Sidewalks: Inspect															
Graffiti: Inspect & Paint Over															
Fences, Balconey Railings and Handrails: Inspect															
Twice Daily Inspection Report															
Recycling/Trash															
Floors - Sweep															



ONGOING EFFORTS TO CONSERVE ENERGY

How to Save Energy and Reduce Costs in Your Office

- When possible, use daylight to naturally light your office. This will help reduce energy use and costs.
- Turn off the lights in the community rooms and office, if the rooms are not being used.
- Don't run the faucet longer than necessary for your task. For example, turn off the water when soaping your hands.
- Use the double-sided copier function to print materials.
- When possible, do not print out e-mails.
- Turn off your computer and printer, when they are not in use.
- Use the energy saving mode on the copier machine.

NEW RESIDENT MOVE-IN TASKS

As part of their move-in orientation to Casa Dominguez, each new resident should:

- Receive a Casa Dominguez Green Living Guide.
- Be given a tour and demonstration of how to use and maintain the green features in their apartment. Use the Green Living Guide as the basis for the tour.
- Receive a welcome basket that includes sample green household products.
- Sign off on the Apartment Condition Report.

When you do the Apartment Condition inspection, please be sure to comply with the following semi-annual maintenance or operations guidelines for Casa Dominguez green features, plus the information on pages 5 and 6, which are not included elsewhere in this guide. Carry a small camera with you during move-in, your daily walk-through, and other inspections for easier reporting.

LOW- AND NO-VOC (VOLATILE ORGANIC COMPOUNDS) CABINETS, PAINT AND CARPET

Volatile Organic Compounds (VOCs) are gases or fumes given off by liquids or solids at room temperature² either when they are applied or over time. Products with VOCs are most commonly found in the products we use to clean and build our homes. Many products contain chemicals or other substances to improve the product's performance or to lower its costs. Yet these products may have hidden costs in that they have VOCs that can make people ill. Depending on the type and length of exposure to the VOC, people can become ill with a variety of health problems ranging from irritation of the eyes, nose and throat, headaches, nausea, fatigue, organ damage, and even cancer. Examples of products that typically have VOCs include paint, cabinets, carpets, cleaning supplies such as bleach, gasoline, pesticides, and even your dry cleaning.³ Green buildings reduce exposure to VOCs, by using low- or no-VOC products. The result is improved air quality and better health for site staff and residents.



Casa Dominguez was built with the health of its site staff and residents in mind. The cabinets differ from traditional cabinets in that they are formaldehyde-free and do not emit VOCs. The paint does not have VOCs. The low level of VOCs improves the air quality in the apartment, which promotes better health.

CABINETS

- Use a sponge or soft cloth with a dish soap and water solution to clean the cabinets.
- Do not use abrasive cleaners like Comet nor cleaners like Windex that contain ammonia.

PAINT

- Wash walls with a rag with soapy water. Do not use any strong cleaners.
- When painting the walls, ensure that a no-VOC paint is used. See product specifications for brand and color.

CARPET AND TILE

The carpet and tile in Casa Dominguez are made from renewable or recycled materials to help conserve natural resources. Standard carpets are often made of oil-based products, which is a non-renewable resource. Casa Dominguez has Green Label Plus carpeting, which means that the carpet has been recognized as having the lowest level of VOCs in the carpet fabric and glues. The tiles in the kitchen, living room, and hallway are called bio-tiles. They are also low-VOC.

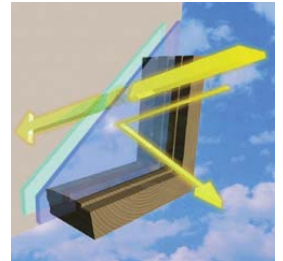


Image: www.homeexcited.com

- The carpet in the apartment should be professionally cleaned.
- Replace carpet that has become damaged.

HIGH-EFFICIENCY WINDOWS

Casa Dominguez has special windows called Low-E windows. During the summer, sunlight coming through the windows heats up a room. Low-E windows have a special coating on the glass that reflects some of the sunlight coming into the room. The Low-E windows help to keep rooms cooler in the summer.



Clean the Windows to Maintain Maximum Effectiveness

- Clean the glass with a mild dish soap and water. Do not use cleaners that contain ammonia, oil/petroleum based products or caustic chemicals. Rinse completely with clean water and wipe dry with a soft cloth to avoid water spots. **Do not use Windex.** You can use a home made glass cleaner made from 1/4 cup white vinegar, 1/2 tsp liquid soap, 2 cups water in spray bottle.
- Do not use a razor blade, abrasive pad or putty knife to clean the glass.
- Avoid washing the windows in direct sunlight for best results.
- Use a spray silicone product to lubricate the moving parts of the window if the parts are not operating smoothly.
- Do not use high pressure water hoses to clean the windows.

HUMIDISTAT

- Set the humidistat to 70% and remove the knob, so residents cannot reset it.



DAILY INSPECTION, CLEANING AND MAINTENANCE

CARPET

- Vacuum the floor to remove dirt and grit.
- Use scissors to clip carpet snags; do not pull them or you may damage the carpet.

BAMBOO FLOORS (COMMUNITY ROOM)

- Sweep the floor on a daily basis to remove dirt and grit that could damage the bamboo flooring.
- When the room is not use, keep the blinds closed. Direct sunlight can cause the floor coloring to change.
- Do not allow residents to walk on the floors in cleated shoes or stiletto heels.
- Remove spills immediately.

CERAMIC TILE FLOORS

- Sweep floors on a daily basis to remove dirt and grit.

IRRIGATION

- Watch for signs of water pooling on walkways or water splashing against the sides of the buildings. If you see evidence of either, the sprinkler heads may need to be adjusted.

LANDSCAPING

- Outdoor water use can be reduced by watering the lawn early in the morning or late in the evening and on cooler days, when possible, to reduce evaporation.
- Equip outside spigots with keyed or locked access to prevent unauthorized use.

WALKWAYS

- Use a broom instead of water or air hoses to clean sidewalks and parking areas and minimize pressure washing. You can save up to 50 gallons of water every 5 minutes by using a broom instead of a washing a sidewalk or driveway.⁴
- If you need to use a hose for your task, use an on/off nozzle to eliminate water waste.

LAUNDRY ROOM AND GRAY WATER SYSTEM

Casa Dominguez will use water recycled from the laundry room washers to water the trees and plants. This reuse of water is called a gray water system and it helps ensure that our freshwater supply is conserved for drinking water. A gray water system is good for the landscaping for several reasons. The wastewater has high oxygen levels because it is immediately transported to the soil. Oxygenated soil helps plants and trees better absorb nutrients. The waste water also contains nutrients or compounds that are beneficial to the soil. Casa Dominguez is the first apartment building in LA County to have this system, but for it to work the **residents can only use liquid detergent to do their laundry** as powder detergents contain a level of salt that can damage plants.



- Ensure that residents are using **only liquid detergent** in the washers. The salt in powdered detergents is harmful to the landscaping.
- Encourage residents to not use Bleach or Borax because these detergents damage the plants and trees.
- Encourage residents to use hydrogen peroxide instead of bleach. One cup of hydrogen peroxide will work on white and color clothes.
- Keep the area behind the dryers free of lint and debris.
- Check the educational signage on the gray water system.
- Cover or move any exposed irrigation lines. Exposed lines could cause people to trip.
- Look for areas that are continually wet or dry in the landscaping. If so, there may be something wrong with one of the emitters. See the Owner's manual.



Most people do not realize that the construction and use of buildings, particularly homes, is the greatest source of pollution in the United States. The average person produces 4.5 pounds of trash per day or over 1,600 pounds annually.⁵ Green buildings owners and builders seek to reduce, reuse, or recycle materials in order to create less waste or pollution that goes into our air, water, and land.



RECYCLING

Each apartment has a small recycling bin located under the kitchen cabinet, along with a trash can. Recyclable materials go into one bin, separated from the trash and should be **rinsed out** with water first, so that they don't attract pests. Residents should regularly dispose of their recycling and trash in the building's recycling and trash bins or chutes. The

residents have been given instructions on what can be recycled and the proper way to dispose of hazardous waste in their Green Living Guides.

Hazardous waste materials may not be thrown in the garbage. They must be dropped off at the appropriate city facility for safe disposal or recycling, so that they don't contribute to the contamination of the air, water, or soil. The nearest drop-off location is:

S.A.F.E. Collection Center
1400 N. Gaffey St.
San Pedro, CA 90021
Hours of Operation:
Fridays, Saturdays, and Sundays
9:00 a.m. - 3:00 p.m.

Information: **1-800-773-CITY**; select hazardous waste option

Los Angeles County also sponsors one-day Hazardous Waste Collection Events where residents can drop off hazardous waste. There is a transportation limit of 15 gallons or 125 pounds of hazardous waste per trip. The events are scheduled in different areas throughout the County. They are free, and are usually held on a Saturday from 9 a.m. to 3 p.m. To find a location call **1-888-CLEANLA**.

- Check the trash rooms to make sure residents are properly disposing of their trash and recycling.

WEEKLY INSPECTION, CLEANING AND MAINTENANCE

BAMBOO FLOORS (COMMUNITY ROOM)

- Do **not** damp mop or use wax, oil soap or other household cleaners to wash the floors. Recommended cleaners are WoodWise Floor Cleaner or Bona Swedish Formula Floor Cleaner.
- Do not use bleach or pour water on any of the floors
- When the room is not use, keep the blinds closed. Direct sunlight can cause the floor coloring to change.
- Do not allow residents to walk on the floors in cleated shoes or stiletto heels.

CERAMIC TILE FLOORS (COMMON AREAS)

- Sweep the floor and then clean and scrub using a cotton mop, cloth, sponge, or non-metallic brush and an all-purpose, non-oil based cleaner. The product should also be grout joint cleaning compatible.
- See the Owner's Manual for information on grout maintenance.

MONTHLY INSPECTION, CLEANING AND MAINTENANCE

It takes a lot of energy or electricity to run our homes. We need electricity to keep our lights on, heat and cool our homes, wash our clothes and many other tasks. Traditional energy sources, such as coal, oil, and natural gas, pollute our air and water. They are limited resources that can be used up and to remove them can cause significant harm to the land and ecosystem.



SOLAR PANELS

Casa Dominguez uses solar energy, which is energy from the sun, because it is renewable (cannot be used up) and creates less pollution and land damage in its removal from the land.⁶ The roof's solar panels convert sunlight into electricity, which is used to provide power for the community rooms, offices, parking lot, courtyard, and laundry room.



Credit: Warren Air Video & Photography

- Use a soft mop and water to wash the panels. Carefully remove dirt from the edges of the panels. Do not open the inverter panels or wiring.
- Both you and SolarCity are able to monitor energy usage via your computers. Energy generation will be higher in the summer, when there is more daylight.
- If you see panel problems, contact SolarCity and copy your supervisor and facilities director if the problem occurs during the warranty period.

COOL ROOF

Casa Dominguez has a “cool roof” made of a plastic-like material that reflects sunlight instead of absorbing it. The reflected sunlight generates less heat, which means the apartment building overall is cooler and requires less electricity to run cooling equipment in the summer.

- Check for cracking of the plastic membrane, the flashing, and caulking around the vents. Contact Sarnufil, if you see any problems and copy your supervisor and facilities director if the problem occurs during the warranty period.

LANDSCAPING - NATIVE AND DROUGHT TOLERANT TREES AND PLANTS

The plants and trees at Casa Dominguez are either drought tolerant or from the Southern California area and need less water to grow. The trees shade the sidewalk and courtyard area and their shade will help keep Casa Dominguez cooler. Areas with trees or plants, which retain moisture, are often several degrees cooler than non-shaded areas.

- ❑ Cut back or remove plants, trees or grounds cover that are touching the building. Landscaping that touches the building could provide rodent or insect access, cause building damage, or be a fire hazard.
- ❑ Watch for landscaping that is unexpectedly changing color. If so, residents may be using bleach or powered detergents. See the user's manual for possible corrective action.
- ❑ Check the pH level of the soil. Review the Owner's manual for the correct way to adjust the pH level or fertilizer, if needed.



IRRIGATION

Inspect the sprinkler system and adjust for seasonal needs. Please note that the north and south sides of the building will not need the same amount of water. The north side is likely to receive less sun than the south side of the building. If the ground is too soggy or muddy, it is receiving too much water.

- ❑ Adjust sprinkler heads, as needed to ensure that water is being directed to only the landscaping.

ENERGY STAR® LIGHTING



Casa Dominguez has ENERGY STAR compact fluorescent lights (CFLs) in all apartments and community areas. These fixtures use 75% less energy, generate 75% less heat and last 10 times longer than standard light bulbs. These higher performance bulbs reduce utility costs for residents and help conserve natural resources.⁷

- Inspect and set the lighting timer so that the lights are on between dusk to dawn.
- Clean and dust light fixtures. Dirty bulbs reduce light output.

Light Bulb Disposal

- CFLs are considered hazardous waste because they contain small amounts of mercury and should not be thrown in the trash.
- Remind residents that halogen torchiere lamps are prohibited because they are a fire hazard. Please remember that torchiere halogen lamps are also considered hazardous waste and cannot be put in the trash.



The nearest Hazardous Waste disposal facility is in San Pedro: 1400 N. Gaffey St., San Pedro, CA 90021. It is open Friday through Sunday from 9:00 am to 3:00 pm. You can also contact Los Angeles County at **1-888-CLEANLA** for the location of the nearest one-day Hazardous Waste Drop-off Event.



SEMI-ANNUAL INSPECTION, CLEANING AND MAINTENANCE

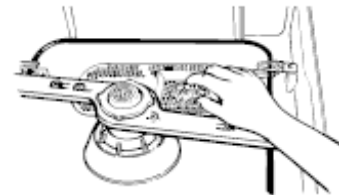
ENERGY STAR® APPLIANCES

Casa Dominguez also uses energy efficient appliances and products help conserve natural resources, create less pollution, and save residents money. Each apartment's refrigerator, dishwasher, and stove are ENERGY STAR qualified. They use up to 38% less energy than standard appliances, which means lower energy bills for residents. An average home that has all ENERGY STAR appliances can save up to \$400 per year in energy costs (Source: Energystar.gov). There are over 32 products that have the ENERGY STAR label including televisions, phones, radios, and even holiday lights (www.energystar.gov)



DISHWASHER

- Clean the outside of the dishwasher with a soft, damp cloth and mild detergent.
- Clean the inside of the dishwasher with a sponge and a mixture of water and powder dishwasher detergent or liquid dishwasher detergent.
- Clean the filter screen located on the bottom of the dishwasher. Use a paper towel to remove food particles.
- If there are spots or film inside the dishwasher, use a white vinegar rinse to clean the inside of the dishwasher. Put two cups of vinegar in a dishwasher-safe glass or cup on the bottom rack. Run a full-wash cycle with an air-dry energy saving option. Do not use detergent.



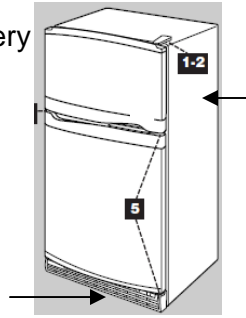
- Clean the drain air gap and make sure the opening is facing the sink.
- If the resident does not use the dishwasher, run the dishwasher to make sure it is working properly
- See Owner's manual for additional maintenance instructions.

REFRIGERATOR

- Check and clean the refrigerator grill under the door and the back grill. If the grill is very dirty, demonstrate to the resident the proper way to clean the grill.

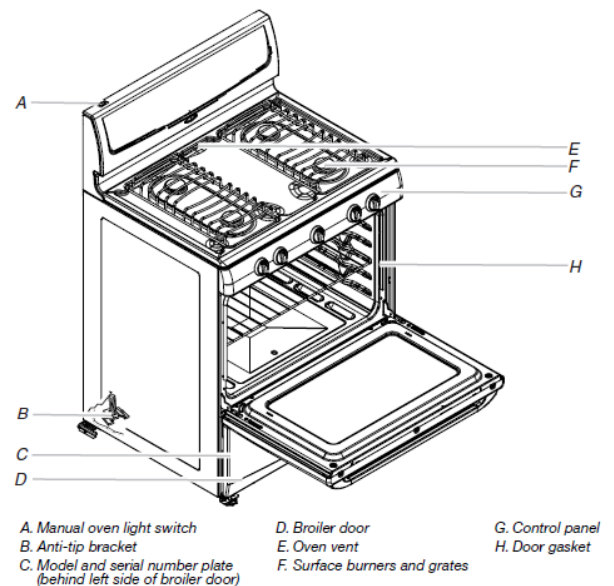
Confirm the following:

- The freezer and refrigerator temperature settings are both on “3.”
- There is a two-inch gap between any food and the walls of both the refrigerator and freezer. The gap allows air to circulate more freely, which is more energy efficient.
- Make sure there is no more than ¼ inch of frost build-up. The refrigerator and freezer automatically defrost on a regular basis.



STOVE

- Make sure the oven vent is not blocked. The vent helps with air circulation and more efficient cooking.
- Use soap, water, and a soft cloth or sponge to clean the stove. Do **not** use oven cleaner, bleach, rust removers, steel wool, or scrubbing pads. Make sure the stove is cool and all functions are turned off.
- See the Owner’s manual for additional instructions on the safe use and maintenance of the stove.



RANGE HOODS

Range hoods, positioned above the stovetop, absorb and filter the air from the range. They filter out smoke, grease, odors, fumes, and excess moisture from the kitchen making the kitchen a bit safer, cleaner, and more comfortable. Each apartment’s stove range hoods are vented directly to the exterior, so polluted air out goes out and clean air comes in.



- Replace the air filter every six months.
- If the filter is very dirty, you may want to remind the residents that cleaning the filter on a monthly basis helps ensure maximum energy efficiency and to maintain good air quality in their apartment.

The average Southern California family uses approximately 500 gallons of water per day. We need water for drinking, cooking, cleaning, bathing, and recreation, but it is a limited resource especially in times of drought.²¹ High-efficiency water systems used in the kitchens, bathrooms, and landscaping and the use of native and drought tolerant plants reduce water usage at Casa Dominguez by 50%, which lowers water bills, and conserves water.



DUAL FLUSH TOILETS

Casa Dominguez uses high-efficiency toilets called “dual-flush” toilets, which use different amounts of water to flush liquids and solids. The traditional toilet uses 2.9 gallons of water with each flush. Every time you flush, that is nearly three gallons of water down the drain. A dual-flush toilet reduces water use up to 67% per flush and is compatible with the traditional toilet. If all traditional toilets were replaced by a dual-flush toilet, it would save about **two billion gallons of water each day in the United States!**²²

- Look for signs of leaks. If the toilet makes any noise after being flushed, it likely has a leak.
- Avoid harsh chemicals to clean the toilet. Instead use one of the environmentally friendly products in Abode Communities product list.



HIGH-EFFICIENCY FAUCETS AND SHOWERHEADS



The faucets and showerheads at Casa Dominguez use less water than traditional fixtures because they have aerators. Aerators mix air into the water stream so that less water is used, but the water pressure remains the same. Normal faucets use three gallons of water per minute and regular showerheads use up to five gallons. The high-efficiency faucets and showerheads use half the amount.

- Ensure that residents have not changed out the faucets or showerheads because it is a violation of house rules to do so.
- Look for signs of leaks (hard water stains and rust).
- Encourage residents to contact maintenance staff when they have a dripping faucet or showerhead. A leaky faucet can use up to 20 gallons of water per day!

WATER HEATER

Each apartment has its own water heater. The high efficiency water fixtures help residents to reduce their gas bill heating costs for hot water by as much as 50%.²³



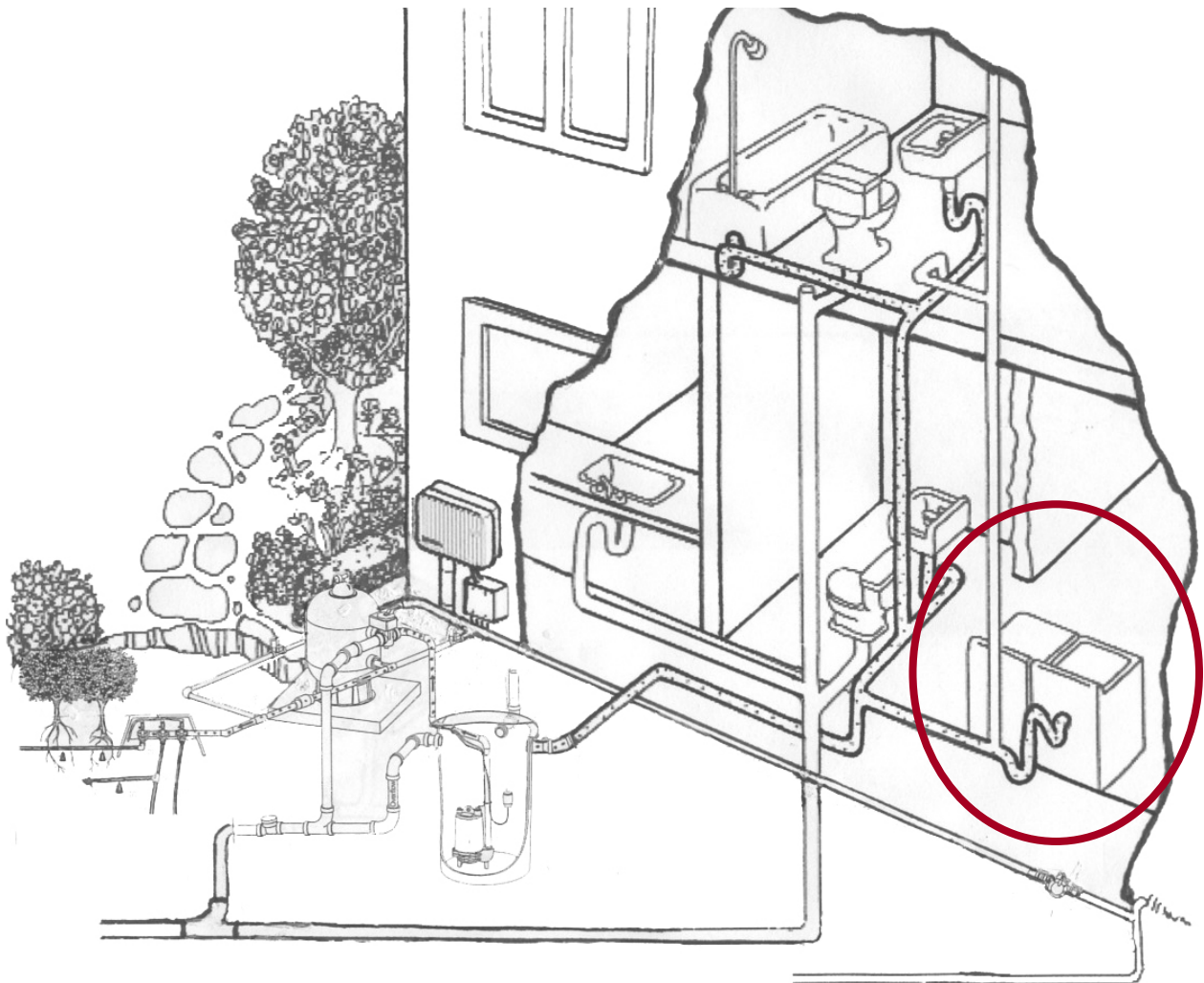
- Residents may not store anything in the water heater closet because it is a fire hazard. If they do, they must remove all items.
- Ensure that the heater straps and the vent at the top of the heater are secure and that the Care Instruction/Use & Care Guide is visible in the water heater closet.
- The water heater should be drained and flushed by staff or vendor every six months to prevent sediment build-up on the bottom.

Make a visual inspection of the venting and air supply system, piping systems, main burner, and flame sense/hot surface igniter. Staff or the vendor should check for:

- Obstructions, damage, or deterioration in the venting system. Make sure the ventilation and combustion air supplies are not obstructed.
- Build up of soot and carbon on the main burner and pilot burner. Check for a soft blue flame.
- Leaking or damaged water and gas piping.

LAUNDRY ROOM AND GRAY WATER SYSTEM

- ❑ Contact the laundry room vendor to clean all the dryer vents. Clogged vents cause the dryers to be less energy efficient and are also a fire hazard.
- ❑ Check the filter sand level. If the sand is 4" below the level of the inlet pipe, refill it with 12 grit sand. See the Owner's manual for additional instructions.
- ❑ Ask the landscape architect to inspect the gray water system quarterly or semi-annually during the first year the building is in service.
- ❑ Note: The alkaline battery should be replaced every two years.



The carpet, tile, and linoleum in Casa Dominguez's apartments and common areas are made from renewable or recycled materials, which help conserve natural resources. They are no- or low-VOC products. Standard carpets are often made of oil-based products, which is a non-renewable resource containing VOCs. The carpet is Green Label Plus, which means that the carpet has been certified as having the lowest level of VOCs in the carpet fabric and glues. The carpet backing is made with recycled materials, which helps to conserve natural resources.

The tiles in the kitchen, living room, and hallways are called bio-tiles. The bio-tiles are also made from renewable and recycled materials and are low-VOC. The bathroom floor is made from natural linoleum, which is made from linseed oil and other natural products, and lasts longer than vinyl linoleum. The bamboo floor is also a renewable resource with no VOCs.

CARPET

- Inspect the carpet condition and replace heavily stained or torn carpet, as needed.
- Use scissors to clip carpet snags; do not pull them or you may damage the carpet.
- Rub the carpet edge with a coin to remove a carpet indentations caused by heavy furniture.
- Have the carpets professionally cleaned, as needed.

BAMBOO FLOORS

- When the floors need to be refinished and to remain in compliance with the Teragren Warranty, follow the manufacturer's instructions for either Basic Coatings "Tykote" Sandless Recoating System or Bona Prep Recoating Adhesion System. See Teragren warranty for additional directions.

BIO-TILE

- Scrub the floor with a properly diluted neutral detergent solution such as Armstrong S-485 Commercial Floor Cleaner using a single disc or automatic floor machine and the appropriate scrubbing pad (red for light scrub, blue/green for a deep scrub) or equivalent brushes.
- Thoroughly rinse and allow to dry.
- If there is sufficient (three to five coats) polish remaining on the floor, buff, spray-buff or burnish to restore gloss.
- If needed, additional coats of floor polish may be applied at this time.
- Do not use bleach or pour water on any of the floors

LINOLEUM

- ❑ Mop and sweep the linoleum to rid it of dirt and grit.
- ❑ Use a neutral pH floor cleaner such as Armstrong S-485 Commercial Floor Cleaner. **Do not use ammonia or bleach.**
- ❑ Do not pour water on any of the floors because it will damage the floor.
- ❑ If the floor is dull after mopping, it may need to be polished. First, strip the old polish.

HEATING, COOLING AND AIR CIRCULATION



Casa Dominguez has been designed to eliminate the need for air conditioning, even during the hottest days of the year. Instead, the apartments rely on a passive cooling and heating system that includes an economizer, ceiling fans, and energy-efficient windows to keep you comfortable throughout the year. An economizer is a device that works with the thermostat to automatically bring in cool fresh air from outside, when outdoor temperatures are cooler than indoor temperatures. ENERGY STAR ceiling fans help to circulate air, while the windows reduce the amount of heat that comes into in your apartment. These combined features can help residents save up to \$250 annually on their energy bills.

ECONOMIZER SYSTEM (5B)

The economizer works like a window to keep the apartment cool. When it is hot indoors, but cool outdoors, the louvers on the economizer's damper open to let cool air in. When it is hot both indoors and outdoors, the damper louvers close, but remain slightly open to allow fresh air to circulate. When residents are cold inside and turn on the heat, the damper louvers will close.



How to Use and Maintain the Economizer System

- Change the filter on the barometric relief damper. If it is very dirty, then change it every three months. The filter
- Clean the louvers and the portion of the damper that is on the apartment exterior. Residents do not have access to the louvers (residents should be keeping the grill portion of the damper clean and free from obstructions).
- Do **not** touch or put anything inside the louvers. It is not safe to do so.

PROGRAMMABLE THERMOSTAT (5D)

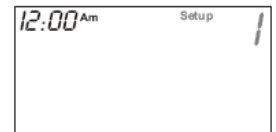
The thermostat works with the economizer to achieve the desired temperature in the resident's apartment. The simplest setting to use is the AUTO setting for apartments. The thermostat can be set to more energy efficient settings for the common areas such as the offices and laundry room, when they are unoccupied. With the AUTO setting, the thermostat will automatically heat or cool the space based on the current indoor temperature.



How to Set and Use the Thermostat in Apartments

To set the Time and Day

- First, set the clock. Press the MODE and HUMIDITY buttons at the same time.
- Use the UP and DOWN arrows to get the correct time. Then press the MODE button once to set the time. When you set the time, the numbers on the screen will stop blinking on and off.
- Now, press the UP and DOWN arrows to get to the correct day of the week. Press the MODE and HUMIDITY buttons at the same time to set the correct day. The display window will return to its normal operation.
- Please note that the HUMIDITY button only works to set the time. Humidity control is optional feature that is not included with your thermostat.



To Set the Auto Function and Temperature

- Press the MODE button twice. The words AUTO, COOL and HEAT will appear on the display screen.
- Press the DOWN arrow until you reach desired heat temperature. For example, if you do not want the apartment to be cooler than 68 degrees, set the heat to 68 degrees. The furnace will turn on when the apartment is 68 degrees.
- Press the UP arrow until you reach the desired maximum temperature for the apartment. For example, set 76 degrees if you do not want the temperature to be more than 76 degrees.



Setting the Thermostat for the Common Areas

- Review the Owner's Manual for instructions on setting the thermostat for different times of the day and use frequency. For examples, the heat in the offices should be turned off at night, when they are unoccupied.

CEILING FAN

Ceiling Fan Use and Maintenance

- The direction the ceiling fans turn can be reversed during winter and it will draw warm air into the main living areas. In the summer, the fan's direction can be set to its normal counterclockwise direction to draw cool air in. The lever is on the side of the switching structure.
- Clean the fan blades with a soft brush or lint-free cloth. Support the blades while cleaning them, so they do not bend. Do not use water.
- Periodically, retighten the blade-to-blade arm screws or blade arm to motor screws to prevent a clicking or humming sound from occurring during operation.
- See the Owner's Manual for trouble-shooting.



WARM MONTHS
Forward (counterclockwise)



COOL MONTHS
Reverse (clockwise)

AIR FILTER

- Change the air filters. A dirty air filter can reduce air quality resulting in increased irritants for people with allergies or asthma. It can also increase your energy bill.²⁴ Use a MERV 8 filter.

HUMIDISTAT



Each bathroom has a humidistat, which is a device that senses and removes moisture in the bathroom. The humidistat fan will automatically turn on and remain on while there is moisture in the air. The bathroom light is connected to the humidistat and will turn on too. Please be sure your residents understand that the light cannot be turned off, while the fan is on. The purpose of the humidistat is to create a healthier living environment by reducing the potential growth of mildew from excess moisture.

Troubleshooting the Humidistat

- Look for any potential signs of mildew such as discoloration of the floor or walls. If there is discoloration, follow the EPA mildew cleaning protocol.
- If a resident complains that the humidistat is remaining on for more than a few minutes, confirm the humidity level, which should be set at 70%. If the humidistat is set for 70%, contact the vendor as there may be a problem with the unit.

LEED CHECKLIST AND VERIFICATION FORMS

COPY OF GREEN LIVING GUIDE – CASA DOMINGUEZ

End Notes

¹ (Source: Greencupboards.com)

² (Source: EPA)

³ (Sources: About.com, EPA)

⁴ (Florida Commission. 1990. <http://www.aboututilitybilling.com/Conservation.html>)

⁵ (Source: thinkgreen.com)

⁶ (Source: <http://www.eia.doe.gov/kids/energyfacts/sources/renewable/renewable.html>)

⁷ (Source: US Dept. of Energy)

²¹ (Source: <http://dpw.lacounty.gov/WWD/web/conserves.cfm>)

²² (Source: EPA WaterSense)

²³ (Source: http://www.eartheasy.com/live_lowflow_aerators.htm)

²⁴ <http://www.ontimeairfilters.com/about-us>