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## O&M Best Practices

Operations and maintenance recommendations that can lower maintenance costs

### Intent



Keep your residents and your maintenance staff apprised of conservation activities in your building and on your block.

### Information & Tips

The purpose of Integrated Pest Management is to reduce the use of toxic pesticides whenever possible by blocking up openings in walls and floors and using safer pesticides such as pheromones. <http://www.epa.gov/pesticides/factsheets/ipm.htm>

Don't let the trash and recycling pile up in garbage rooms, basements or on the street. Find out when your waste and recycling collection days are by inserting your address into the NYC Sanitation website: <http://gis.nyc.gov/gisapp/sn/sanitation.jsp>

Request free posters from the Department of Sanitation, such as recycling posters and pickup schedules. Post the recycling and garbage pickup schedule on every floor where the residents dispose of their waste.

The best way to prevent mold growth in your apartment is to control moisture. Ventilate the bathroom while showering, and the kitchen while cooking. Laundry rooms must be ventilated adequately. Learn more at EPA's site: <http://www.epa.gov/mold/moldguide.html>

To learn more, visit: [www.nycgreenhouse.org](http://www.nycgreenhouse.org)

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## R&R Best Practices

Recommendations for renovating and rehabilitating your building

### Intent



Green buildings and healthy lifestyles seem to be on everyone's mind. Keep your tenants aware of the efforts you are making to keep their home as clean, healthy and green as possible.

### Information & Tips

Use the Green Communities Criteria to incorporate cost-effective best practices that will ensure your property is healthy, safe and efficient the next time your building undergoes rehabilitation. Learn more at: <http://www.greencommunitiesonline.org/>

Let your residents know that there's work being done in the building. Tenant notices are often available from the agency involved. Call 311 or log onto [nyc.gov](http://nyc.gov) to find free signs and notices to post in your common areas.

If you're having renovation done on your building, don't just throw all of that old plywood, sheetrock and brick in the trash. To find someone who will collect and recycle construction and demolition debris, visit this website: <http://www.cdrecycling.org/find.html#ny>

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## Recycling & Managing Waste

Reduce garbage in your building – why pay for waste?

### Intent



This card will help you learn how to manage your building's waste and recycling program. To make recycling work in your building, supply recycling bins for the building, and place them conveniently next to the trash receptacles.

### Information & Tips

New York City regulations require landlords to provide recycling services to their tenants. Notify your residents of their recycling schedule, and what can and cannot be recycled. Learn more here:

[http://home2.nyc.gov/html/nycwasteless/html/recycling/athome\\_aps.shtml](http://home2.nyc.gov/html/nycwasteless/html/recycling/athome_aps.shtml)

What you can and can't recycle: acceptable materials include paper, cardboard, all plastics, bottles and cans, as well as old metal appliances like washing machines. Learn more here:

[http://home2.nyc.gov/html/nycwasteless/html/recycling/recycle\\_what.shtml](http://home2.nyc.gov/html/nycwasteless/html/recycling/recycle_what.shtml)

To see when the Department of Sanitation picks up garbage and recycling from your building, check the collection schedule: <http://gis.nyc.gov/gisapp/sn/sanitation.jsp>. Access a recycling schedule from: [http://home2.nyc.gov/html/nycwasteless/html/recycling/athome\\_aps.shtml](http://home2.nyc.gov/html/nycwasteless/html/recycling/athome_aps.shtml)

Bins should be properly colored and labeled so residents can quickly identify what to put in them – and what's not accepted. New York's WasteLess site can show you how: [http://home2.nyc.gov/html/nycwasteless/html/resources/prod\\_serv\\_custodial\\_bins.shtml](http://home2.nyc.gov/html/nycwasteless/html/resources/prod_serv_custodial_bins.shtml)

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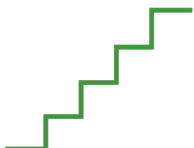


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## Green Clean Buildings

Keep your building clean and green

### Intent



Plant a tree, remove some graffiti or take special care to clean your building with healthy products. Here are some resources to help you keep your building a healthy, clean place to live.

### Information & Tips

New York City offers free graffiti removal to apartment buildings. If you'd like graffiti removed, call 311, or fill out the "Forever Graffiti Free" consent form on this website: [http://www.nyc.gov/html/cau/downloads/pdf/graffiti\\_waiver\\_040610.pdf](http://www.nyc.gov/html/cau/downloads/pdf/graffiti_waiver_040610.pdf)

Post signs provided by the Department of Health and Mental Hygiene encouraging residents to use the stairs as a form of physical fitness. They can be found here: <http://www.nyc.gov/html/doh/html/pr2008/pr033-08.shtml>

New York City has over 600 community garden sites where residents can grow vegetables, herbs, and flowers – and enjoy the outdoors with their families. Learn more about community gardens near your building by visiting: <http://www.greenthumbnyc.org/gardensearch.html>

Street trees make a city more livable. They remove pollutants from the air, create oxygen, shade buildings, absorb stormwater, give birds a place to perch, and are pleasing to look at. You can learn more about planting and caring for street trees at: [www.treesny.com](http://www.treesny.com)

To learn more, visit: [www.nycgreenhouse.org](http://www.nycgreenhouse.org)

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## Healthy Building Interiors

### Intent



When making a living space comfortable and healthy, consider: the right temperature, odors, air pollutants and natural light. Americans spend more than 80% of their time indoors, and indoor air is often much more polluted than outdoor air.

### Information & Tips

Keeping indoor air healthy benefits children, the elderly, those with allergies, asthma, and respiratory diseases – and the rest of us. Check out the American Lung Association's website for more info on Healthy Air at Home: <http://www.lungusa.org/healthy-air/home/>

Prevent mold before it gets out of control. Leaks from roofs, interior plumbing, or caulk or grout that's in disrepair can cause mold to grow in your floors and walls. Learn more from the EPA: <http://www.epa.gov/mold/moldguide.html>

HPD offers tips to help you win the bedbug battle: <http://www.nyc.gov/html/hpd/html/courses/courses.shtml>

Learn how to control cockroaches, ants, rodents, and other urban pests safely from the EPA: <http://www.epa.gov/opp00001/controlling/resources.htm>

To learn more, visit: [www.nycgreenhouse.org](http://www.nycgreenhouse.org)

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## Healthy Building Exteriors

### Intent



The sidewalk and curb in front of your building and the entrance to your building should be safe, well-lit and welcoming. These are some programs designed to help clean up and beautify your building and your block.

### Information & Tips

Bicycle storage is required for buildings with 4 or more units. Learn more here:

[http://www.nyc.gov/html/dcp/html/bicycle\\_parking/index.shtml](http://www.nyc.gov/html/dcp/html/bicycle_parking/index.shtml)

NYC can help you get rid of graffiti – call 311 or visit:

[http://www.nyc.gov/html/cau/html/qol/anti\\_graffiti.shtml](http://www.nyc.gov/html/cau/html/qol/anti_graffiti.shtml)

Green walls are gorgeous vegetated walls that absorb rainwater, and shade and cool your building in the summer, reducing energy use for air conditioning. Green walls also deter graffiti, and help filter air pollution.

Tips for waste management at the curb:

<http://www.nyc.gov/html/dsny/html/collection/refuse.shtml>

Street trees beautify New York City and clean our air. They need 20 gallons of water a week during hot weather, and must be protected. You can get “curb your dog” signs, and protective pit guards to keep bikes, cars, and pedestrians from hurting trees at [www.TreesNY.com](http://www.TreesNY.com).

Cracks and uneven surfaces in your building’s sidewalks are a tripping hazard and can land you a violation. It’s your responsibility to keep them in good repair. Learn more at the DOT sidewalk webpage:

<http://www.nyc.gov/html/dot/html/sidewalks/sidewalkintro.shtml>

To learn more, visit: [www.nycgreenhouse.org](http://www.nycgreenhouse.org)

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## Financing & Incentives

Programs to fund your building upgrades

### Intent



This is a list of programs that are available to building owners and developers. Visit these websites to learn more about programs that might be right for your building.

### Information & Tips

Learn about managing your real estate loans with these easy to use HSBC online calculators: <http://www.yourmoneycounts.com/>

CPC Green Loan application:

[http://www.communitycp.com/docs/Green\\_Loan\\_Application.pdf](http://www.communitycp.com/docs/Green_Loan_Application.pdf)

EERE Financial Opportunities: Types of Financial Assistance:

[http://www1.eere.energy.gov/financing/types\\_assistance.html](http://www1.eere.energy.gov/financing/types_assistance.html)

Weatherization Program info "Program: Program Guidance":

[http://www1.eere.energy.gov/wip/guidance.html#c\\_wap](http://www1.eere.energy.gov/wip/guidance.html#c_wap)

LISC NYC Green Financing Opportunities:

[http://www.lisc.org/new\\_york/programs/initiative\\_11607/index.shtml](http://www.lisc.org/new_york/programs/initiative_11607/index.shtml)

National Grid Green Cinderella Grant:

[http://www2.nationalgridus.com/corpinfo/community/greenguidelines\\_all.jsp](http://www2.nationalgridus.com/corpinfo/community/greenguidelines_all.jsp)

List of financing available through Enterprise Green Communities:

<http://www.greencommunitiesonline.org/tools/funding/>

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## Financing & Incentives

Incentives to subsidize your upgrades and improvements

### Intent



This is a list of financing and incentive forms and applications for which building owners and developers may be eligible.

### Information & Tips

A guide to incentives in New York (not all apply to residential dwellings):

<http://www.dsireusa.org/incentives/allsummaries.cfm?State=NY&re=1&ee=1>

Free energy survey for 5 to 75 family buildings:

[http://www.coned.com/energyefficiency/residential\\_multifamily.asp](http://www.coned.com/energyefficiency/residential_multifamily.asp)

Energy Star® tax credit links and tax forms:

[http://www.energystar.gov/index.cfm?c=tax\\_credits.tx\\_index](http://www.energystar.gov/index.cfm?c=tax_credits.tx_index)

Form for Federal Tax Incentives Emergency Economic Stabilization Act of 2008:

<http://www.irs.gov/pub/irs-pdf/f5695.pdf>

Form for State Tax Incentives:

[http://www.tax.state.ny.us/pdf/2008/fillin/inc/it255\\_2008\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2008/fillin/inc/it255_2008_fill_in.pdf)

Energy Star® Federal Tax Credits for Consumer Energy Efficiency:

[http://www.energystar.gov/index.cfm?c=tax\\_credits.tx\\_index](http://www.energystar.gov/index.cfm?c=tax_credits.tx_index)

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## Resident Tips

### Reducing Waste

The trash we throw away, chemicals we pour down our drains and bottles and cans we neglect to recycle come back to haunt us. Each year, billions of plastic water bottles are thrown into landfills, where it will take them more than 1,000 years to completely biodegrade.

## Information & Tips



Use reusable bottles and bags



Reduce, Reuse, Recycle whenever possible



Don't use disposables



Sign up for the "No Junk Mail" List

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## Resident Tips

Green Living

There is a strong correlation between your personal lifestyle choices and habits and the health of the environment. Buying local supports your local businesses.

## Information & Tips



Plant gardens/flowers and remove weeds



Pick up dog waste and post "curb your dog" signs



Join a resident green group



Buy Local



Use green cleaning products

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## Resident Tips

### Why Keep Cool?

Keeping your home at a comfortable temperature requires a lot of energy during the summer. Here are some suggestions on how to keep the temperature and your utility bills low in the hot weather.

## Information & Tips



Purchase an Energy Star® qualified air conditioner



Close windows if AC is on



Install AC according to manufacturer's direction



Set AC temperature to 78°F, or to Medium



Use a fan

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## Resident Tips

Why Keep Warm?

Here are some common sense tips for keeping warm during the cool weather.

## Information & Tips



Keep windows closed



Seal leaks



Open curtains—let the sun warm your apartment naturally



Use blankets



Dress warmly in your apartment

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## Resident Tips

### Why Save Water?

Water is not a renewable resource. Less than 3% of the water on the planet can be used by people, the rest is salt water.

The water you use every day takes a considerable amount of energy to be treated and delivered to your home.

## Information & Tips



Turn off water when not in use



Don't flush garbage



Recycle water - collect water used for washing fruits and vegetables for watering plants



Take shorter showers / fewer baths



Wash full loads - a full load uses less water than two half loads

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## Resident Tips

### Why Reduce Energy?

Reducing your energy consumption is one of the most impactful ways to positively affect the environment. It will also lower your utility bills. Take a look at some of the ways you can save money in your home.

## Information & Tips



Use CFL bulbs



Turn lights off when you leave the room



Use power strips—It's easier to turn off/unplug all appliances at the same time



Turn off / unplug appliances when not in use



Unplug cell phone and laptop chargers - they use energy even when the device is not being charged

To learn more, visit: [www.nycgreenhouse.org](http://www.nycgreenhouse.org)

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