

| Description | N/A | ✓ | Notes |
|--|-----|---|-------|
| 1. Identify specific performance objectives. | | | |
| 2. Minimize use of materials or components that rely on scarce material resources. | | | |
| 3. Select materials that balance durability and low embodied energy. | | | |
| 4. Consider re-use of components, and salvaged, reclaimed, and/or recycled materials. | | | |
| 5. Consider use of tiles or modular products rather than sheet goods to minimize extent of replacement of worn or stained areas in the future. | | | |
| 6. Design assemblies and their connections to facilitate future demountability and deconstruction. | | | |
| 7. Select indoor finishing materials to minimize volatile organic compounds (VOC) and other emissions. Consider in particular the following major items: | | | |
| a. Caulking; | | | |
| b. Sealants; | | | |
| c. Mortar and joint compounds; | | | |
| d. Fibrous and rigid insulations; | | | |
| e. Millwork; | | | |
| f. Plywood, fibreboards, chipboard; | | | |
| g. Window coverings; | | | |
| h. Furnishings (desk, chairs, associated fabrics); | | | |
| i. Floor coverings, underlayment, undercushion; | | | |
| j. Paints and wall coverings; | | | |
| k. Trim; | | | |
| l. Ceiling tiles. | | | |
| 8. Review: Does the design of this system complement or compromise any other system? | | | |

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| 8. Note: Almost all materials and product manufacturers produce MSDS (material safety data sheets) that can be supplied to the architect or consultant upon request. The MSDS sheets can often be found on the manufacturers' website. For improved indoor air quality, common substances to avoid in materials selection include: | | | |
| a. VOCs; | | | |
| b. Formaldehyde; | | | |
| c. Isophorone; | | | |
| d. Vinyl chloride; | | | |
| e. Methylene chloride; | | | |
| f. 4-phenylcyclohexene (4-PC); | | | |
| g. Ethylbenzene; | | | |
| h. Styrene; | | | |
| i. Naphthalene; | | | |
| j. Benzene; | | | |
| k. Phthalate esters; | | | |
| l. Methyl ethyl ketone; | | | |
| m. Acrolein; | | | |
| n. Methyl isobutyl ketone; | | | |
| o. Acrylonitrile; | | | |
| p. Toluene; | | | |
| q. 1,2-dichlorobenzene; | | | |
| r. Xylenes; | | | |
| s. Acetone; | | | |
| t. 1,1,1-trichloroethane; | | | |
| u. Carbon tetrachloride; | | | |
| v. Trichloroethylene; | | | |
| w. Tetrachloroethate. | | | |
| 10. Heavy metals: | | | |
| a. Lead; | | | |
| b. Mercury; | | | |
| c. Cadmium; | | | |
| d. Chromium; | | | |
| e. Antimony; | | | |
| f. Nickel. | | | |
| <i>(Reference: The above list of substances is taken from the HOK Guidebook to Sustainable Design, 2nd Edition)</i> | | | |