



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

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Memorandum

To: Heads of Bureaus and Offices  
Bureau Assistant Directors for Administration  
Administrative Contacts  
Bureau Procurement Chiefs

From: Timothy G. Vigotsky, Director,  
National Business Center

Willie R. Taylor, Director,  
Office of Environmental Policy and Compliance

Subject: Carpet Policy for the Main and South Interior Buildings (Interior Complex)

The National Business Center and the Office of Environmental Policy and Compliance have developed policy and procedures for the purchase and installation of carpet in the Interior Complex (copy attached). This "first of its kind" policy addresses important environmental, safety and health, accessibility, historic, and operational issues and requirements.

The policy, which becomes effective immediately, will:

- help the Department achieve environmental goals, such as increased use of recycled-content products and waste minimization,
- prevent frequent problems associated with the purchase and installation of carpet,
- ensure carpeted space is fully accessible to the disabled,
- maintain and preserve historic features and finishes, and
- effectively cope with inherent conditions specific to the Interior Complex.

It is not meant to hinder your procurement, but to improve the indoor environmental quality of the Interior Complex.

Exceptions to this policy must be requested and approved by the Director, National Business Center through the National Business Center, Division of Facilities Management Services.

Questions may be directed to Ian Rosenblum, National Business Center, Division of Facilities Management Services, on 208-5795 or Heather Davies, Office of Environmental Policy and Compliance, on 208-7884.

We sincerely appreciate your cooperation and compliance.

Attachment



## Interior Complex

Subject: Purchase, Installation, and Disposal of Carpeting

Division of Facilities Management Services

Administrative Guideline 101

Ver. 1.0, August 8, 2002

This Guideline applies to the installation of carpeting in the Main and South Interior Buildings (Interior Complex). The National Business Center, Division of Facilities Management Services, has established these Guidelines to help you meet requirements related to:

- health and safety of employees and visitors
- the environment
- historic preservation
- building maintenance
- security and
- accessibility

### **Placement**

Carpeting is appropriate for interior office space. Carpeting is not considered appropriate for public access spaces (e.g., the hallways and the corridors). Due to their architectural and historical significance, the corridors in the Main Interior Building should be restored to their original form and condition.

### **Carpet Selection**

In order to meet these objectives, the Division of Facilities Management Services has determined that all carpeting being installed in the Interior Complex shall have the following characteristics:

- Low-pile - shall not exceed a ½ inch in thickness
- Carpet tile - not broadloom
- “Peel and Stick” adhesive backing
- Contain post-consumer recovered materials -  
Minimum - 20% or more by weight  
Target - 30% or more by weight
- Low odor
- Colorfast - fade-resistant
- Commercial grade - suitable for heavy traffic
- 15 year manufacturer warranty
- Recyclable - at end of life
- Stain resistant

A selection of carpet patterns has been approved for use in office spaces in the Interior Complex. This will ensure a consistent, high-quality appearance, flexibility, and extended use of carpeting consistent with the Department of the Interior mission. Carpet tiles in these patterns are maintained in inventory to allow for rapid response to tenant carpeting needs.

## **Installation**

The Division of Facilities Management Services has found these measures to be critical for control of dust and mold.

- HEPA vacuuming prior to removal of old carpet
- Disinfection of floor prior to placement of new carpeting (using low-odor, environmentally friendly cleaners)
- Ventilation during and after carpet installation
- HEPA vacuuming after installation of carpet and after replacement of furnishings

## **Waste Disposal**

To conserve resources (including landfill space), carpet and padding shall be recycled.

## **Carpet Spotting and Cleaning**

Only dry-type cleaning methods are used to clean carpets within the Interior Complex in order to minimize potential for mold growth. These services are provided on request and on a reimbursable basis through the Division of Facilities Management Services.

## **Coordination**

The Division of Facilities Management can assist you with all aspects of your carpet project. Administrative contacts may call (202) 208-5288 to inquire about carpeting services and to receive a cost estimate. You will receive one point of contact for assistance with all aspects of your project, including:

- Carpet selection
- Procurement
- High cleaning before and after
- Packing and unpacking office contents
- Moving and temporary storage of furnishings
- Waste management

In order to ensure consistent application of these Guidelines and to provide for rapid response to tenant needs, all carpeting projects within the Interior Complex must be accomplished in the manner outlined above. Vendors and installers contracted by tenants independently will not be permitted to perform work in the Interior Complex.

## **Authorities.**

Executive Order (EO) 12196- *Occupational Safety and Health Programs for Federal Employees*; EO 13101 -*Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition; Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling, & Federal Acquisition* (May 2000); Americans With Disabilities Act (ADA)/Uniform Federal Accessibility Standards (UFAS); Federal Acquisition Regulations, Part 23.704; The National Historic Preservation Act of 1966, as amended; and the Historic Structure Report: Preservation Manual & Rehabilitation Guidelines, Interior Buildings, Washington, D.C.