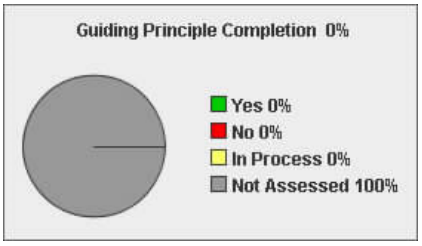
PORTFOLIO MANAGER

Federal High Performance Sustainable Buildings Checklist

The purpose of this checklist is to assist Federal agencies with assessing their existing building stock against the Guiding Principles for Sustainable Existing Buildings, and for reporting on the sustainability data element of the Federal Real Property Profile (FRPP).

Agency:	Environmental Protection Agency (EPA)
Department/Region:	
Federal Campus:	
Building Name:	Test facility
Federal Real Property ID:	123456
Checklist Manager:	save
Sustainability Path:	Guiding Principles edit



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Generate Report

Indicates that "**YES**" has been selected for all guiding principles within a section.

Employ Integrated Design | **Optimize Energy Performance** | **Protect and Conserve Water** | **Enhance Indoor Environmental Quality** | **Reduce Environmental Impact of Materials**

Employ Integrated Assessment, Operation, and Management Principles

Exit Save

Guiding Principle	Action Required	Compliance Verification Documents on File	Responsible Team Member	Notes / Comments
Integrated Assessment, Operation, and Management				
Integrated 1	Use an integrated team to develop and implement policy regarding sustainable operations and maintenance. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Team roster or equivalent ☐ Completed "Responsible Team Member" fields ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Integrated 2	Establish operational performance goals for energy, water, material use and recycling, and indoor environmental quality, and ensure incorporation of these goals throughout the remaining lifecycle of the building. Incorporate sustainable operations and maintenance practices within the appropriate Environmental Management System (EMS). ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ EMS Manual that incorporates operational performance goals and sustainable operations and maintenance practices ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Integrated 3	Incorporate a building management plan to ensure that operating decisions and tenant education are carried out with regard to integrated, sustainable building operations and maintenance. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Training schedules ☐ Seminar Agendas/Flyers ☐ Newsletters ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Integrated 4	Augment building operations and maintenance as needed using occupant feedback on work space satisfaction.	☐ Post occupancy survey results ☐ Other :	Enter Name :	Enter Note/ Comment
Commissioning	○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	enter document name		

Commission 1	Assess existing condition and operational procedures of the building and major building systems and identify areas for improvement. Employ recommissioning, tailored to the size and complexity of the building and its system components, in order to optimize and verify performance of fundamental building systems. Commissioning must be performed by an experienced commissioning provider. When building commissioning has been performed, the commissioning report, summary of actions taken, and schedule for recommissioning must be documented. Building recommissioning must have been performed within four years prior to reporting a building as meeting the Guiding Principles. Meet the requirements of EISA 2007, Section 432. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Commissioning report with summary of actions taken and recommissioning schedule ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

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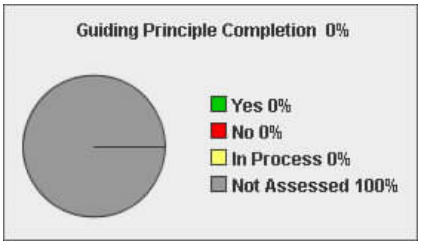
Department/Region:	
Federal Campus:	
Building Name:	Sample Federal Facilty
Federal Real Property ID:	12345
Checklist Manager:	save
Sustainability Path:	Guiding Principles edit



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Optimize Energy Performance

Exit Save

Guiding Principle	Action Required	Compliance Verification Documents on File	Responsible Team Member	Notes / Comments
Energy Efficiency				
Energy Efficiency 1	**Use one of the following three options to measure energy efficiency performance. Comply with either Option 1, Option 2 or Option 3.** **Option 1:** Receive an ENERGY STAR® rating of 75 or higher. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources Current Rating (1-100): N/A Current Source Energy Intensity: N/A Current Total Site Energy Use: N/A Current Energy Period Ending Date: N/A Last ENERGY STAR Label Year: N/A	☐ ENERGY STAR Rating shown on the left demonstrates compliance ☐ ENERGY STAR Label achieved shown on the left demonstrates compliance ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
	Option 2: Reduce measured building energy use by 20% compared to building energy use in 2003 or a year thereafter with quality energy use data ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources Change from Baseline: Adjusted Energy Use: N/A Change from Baseline: Energy Use: 0 kBtu Change from Baseline: Energy Use Intensity: 0.0 kBtu/Sq. Ft. Baseline Energy Period Ending Date: 01/31/2200 Current Energy Period Ending Date: N/A	☐ Portfolio Manager "Change from Baseline: Adjusted Energy Use (%)" shown on the left demonstrates compliance ☐ Metered energy consumption reduction calculation ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
	Option 3: Reduce energy use by 20% compared to the ASHRAE 90.1 2007 baseline building design if design information is available.	☐ Results of design calculations and/or energy modeling	Enter Name :	Enter Note/ Comment

Yes No In Process Not Assessed

References and Resources

Energy Efficiency 2

Use ENERGY STAR and FEMP-designated Energy Efficient Products, where available.

Yes No In Process Not Assessed

References and Resources

- Purchasing policy
- Construction specifications
- Affirmative procurement reports
- Other :

enter document name

Enter Name :

Enter Note/ Comment

Onsite Renewable Energy

Renewable 1

Implement renewable energy generation projects on agency property for agency use, when lifecycle cost effective.

Yes No In Process Not Assessed

References and Resources

Current On-Site Renewable Electric Use	N/A
Current Site Electric Use	N/A
Percent of Electricity from On-Site Renewable	N/A

- Portfolio Manager “Current On-Site Renewable Electric Use” shown on the left demonstrates compliance
- Design specs and photos
- Statement of work
- Justification that not lifecycle cost effective
- Other :

enter document name

Enter Name :

Enter Note/ Comment

Measurement and Verification

Measurement 1

Per the Energy Policy Act of 2005 (EPAct2005) Section 103, install building level electricity meters to track and continuously optimize performance. Per the Energy Independence and Security Act (EISA) 2007, the utility meters must also include natural gas and steam, where natural gas and steam are used.

Yes No In Process Not Assessed

References and Resources

Last ENERGY STAR Label Year	N/A

- ENERGY STAR Label achieved shown on left demonstrates compliance
- Statement of work
- Billing records
- Other :

enter document name

Enter Name :

Enter Note/ Comment

Benchmarking

Benchmark 1

Compare annual performance data with previous years' performance data, preferably by entering annual performance data into the ENERGY STAR Portfolio Manager and/or Labs 21 for laboratories.

Yes No In Process Not Assessed

References and Resources

- Portfolio Manager Benchmark Performance Report (or PM Baseline Comparison Report for two comparative periods)
- Current Portfolio Manager Statement of Energy Performance
- Labs 21 Analysis
- Other :

enter document name

Enter Name :

Enter Note/ Comment

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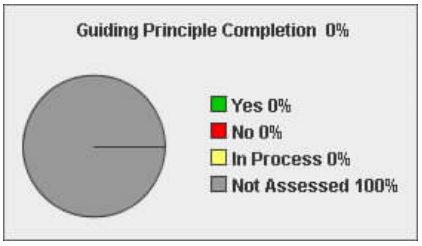

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Employ Integrated Design | **Optimize Energy Performance** | **Protect and Conserve Water** | **Enhance Indoor Environmental Quality** | **Reduce Environmental Impact of Materials**

Protect and Conserve Water

Exit Save

The installation of water meters for building sites with significant indoor and outdoor water use is encouraged.

Guiding Principle	Action Required	Compliance Verification Documents on File	Responsible Team Member	Notes / Comments
Indoor Water				
Indoor Water 1	**Two options can be used to measure indoor potable water use performance. Comply with either Option 1 or Option 2.** **Option 1:** Reduce potable water use by 20% compared to a water baseline calculated for the building. The water baseline, for buildings with plumbing fixtures installed in 1994 or later, is 120% of the Uniform Plumbing Codes (UPC) 2006 or the International Plumbing Codes (IPC) 2006 fixture performance requirements. The water baseline for plumbing fixtures older than 1994 is 160% of the UPC 2006 or the IPC 2006 fixture performance requirements. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Watergy analysis ☐ LEED water calculator analysis ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
	Option 2: Reduce building measured potable water use by 20% compared to building water use in 2003 or a year thereafter with quality water data. If only one meter is installed for the site, reduce the water use (indoor and outdoor combined) by at least 20% compared to building water use in 2003 or a year thereafter. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Portfolio Manager Water Performance Report ☐ Metered water consumption reduction calculation ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

Change from Baseline: Indoor Water Use	0.00 %
Change from Baseline: Indoor Water Use	0.00 kGal
Change from Baseline: Indoor Water Use Intensity	0.00 kGal/sqft
Baseline Water Period Ending Date	N/A
Current Water Period Ending Date	N/A
Change from Baseline: Total Water Use	0.00 %
Change from Baseline: Total Water Use	N/A

Outdoor Water

Outdoor Water 1

Use one of the following three options to measure outdoor potable water use performance: Comply with either Option 1, Option 2 or Option 3.

Option 1: Reduce potable irrigation water use by 50% compared to conventional methods.

Yes No In Process Not Assessed

References and Resources

- Watergy analysis
- LEED water calculator analysis
- Other : enter document name

Enter Name : Enter Note/ Comment

Option 2: Reduce building related potable irrigation water use by 50% compared to measured irrigation water use in 2003 or a year thereafter with quality water data. If only one meter is installed for the site, reduce the potable water use (indoor and outdoor combined) by at least 20% compared to building water use in 2003 or a year thereafter.

Yes No In Process Not Assessed

References and Resources

Change from Baseline: Outdoor Water Use	0.00 %
Change from Baseline: Outdoor Water Use	0.00 kGal
Baseline Water Period Ending Date	N/A
Current Water Period Ending Date	N/A
Change from Baseline: Total Water Use	0.00 %
Change from Baseline: Total Water Use	N/A

- Portfolio Manager Water Performance Report
- Metered water consumption reduction calculation
- Other : enter document name

Enter Name : Enter Note/ Comment

Option 3: Use no potable irrigation water.

Yes No In Process Not Assessed

References and Resources

- Site plan
- Landscape plan
- Other : enter document name

Enter Name : Enter Note/ Comment

Storm Water

Storm Water 1

Employ strategies that reduce storm water runoff and discharges of polluted water offsite. Per EISA Section 438, where redevelopment affects site hydrology, use site planning, design, construction, and maintenance strategies to maintain hydrologic conditions during development, or to restore hydrologic conditions following development, to the maximum extent that is technically feasible.

Yes No In Process Not Assessed

References and Resources

- Storm Water Pollution Prevention Plan
- Proof of implementation of EISA Section 438 technical guidance
- Other : enter document name

Enter Name : Enter Note/ Comment

Water Efficient Products

Water Products 1

Where available, use EPA's WaterSense® labeled products or other water conserving products, and choose irrigation contractors who are certified through a WaterSense-labeled program.

Yes No In Process Not Assessed

- Purchasing policy
- Construction specifications
- Affirmative procurement reports

Enter Name : Enter Note/ Comment

References and Resources

☐ Other :
enter document name

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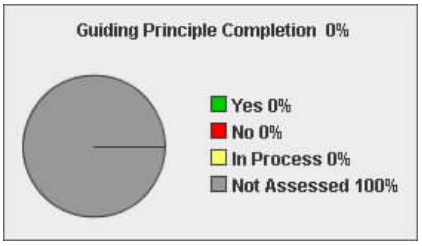

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Enhance Indoor Environmental Quality

Exit Save

Guiding Principle	Action Required	Compliance Verification Documents on File	Responsible Team Member	Notes / Comments
Ventilation and Thermal Comfort				
Ventilation 1	Meet ASHRAE Standard 55-2004 Thermal Environmental Conditions for Human Occupancy and ASHRAE Standard 62.1-2007: Ventilation for Acceptable Indoor Air Quality. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources. Last ENERGY STAR Label Year N/A	☐ ENERGY STAR Label achieved shown on left demonstrates compliance ☐ Stamped Portfolio Manager Statement of Energy Performance (SEP) ☐ Documentation from licensed architect or engineer ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Moisture Control				
Moisture 1	Provide policy and illustrate the use of an appropriate moisture control strategy to prevent building damage, minimize mold contamination, and reduce health risks related to moisture. For facade renovations, Dew Point analysis and a plan for cleanup or infiltration of moisture into building materials are required. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Policy for preventing moisture accumulation and mold in the building ☐ Commissioning / Recommissioning / Retro-commissioning report that includes inspection driven moisture prevention ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Daylighting and Lighting Controls				
Lighting 1	Provide automated lighting controls (occupancy/vacancy sensors with manual-off capability) for appropriate spaces including restrooms, conference and meeting rooms, employee lunch and break rooms, training classrooms, and offices.	☐ Schematic of floor layout showing automated lighting controls ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Lighting 2

Two options can be used to meet additional daylighting and lighting controls performance expectations: Comply with either Option 1 or Option 2.

Option 1: Achieve a minimum daylight factor of 2 percent (excluding all direct sunlight penetration) in 50 percent of all space occupied for critical visual tasks.

- ☐ Indoor light measurements
- ☐ Glazing factor calculations
- ☐ Computer simulations
- ☐ Other :

enter document name

Enter Name :

Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Option 2: Provide occupant controlled lighting, allowing adjustments to suit individual task needs, for 50% of regularly occupied spaces.

- ☐ Schematic of floor layout showing occupant controlled lighting
- ☐ Other :

enter document name

Enter Name :

Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Low-Emitting Materials

Low Emit 1

Use low emitting materials for building modifications, maintenance, and cleaning. In particular, specify the following materials and products to have low pollutant emissions: composite wood products, adhesives, sealants, interior paints and finishes, solvents, carpet systems, janitorial supplies, and furnishings.

- ☐ Purchasing policy
- ☐ Construction specifications
- ☐ Affirmative procurement reports
- ☐ Other :

enter document name

Enter Name :

Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Integrated Pest Management

Pest 1

Use integrated pest management techniques as appropriate to minimize pesticide usage. Use EPA-registered pesticides only when needed.

- ☐ Integrated pest management plan
- ☐ Purchasing policy
- ☐ Construction specifications
- ☐ Affirmative procurement reports
- ☐ Other :

enter document name

Enter Name :

Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Tobacco Smoke Control

Tobacco 1

Prohibit smoking within the building and within 25 feet of all building entrances, operable windows, and building ventilation intakes.

- ☐ Environmental tobacco smoke control policy
- ☐ Other :

enter document name

Enter Name :

Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

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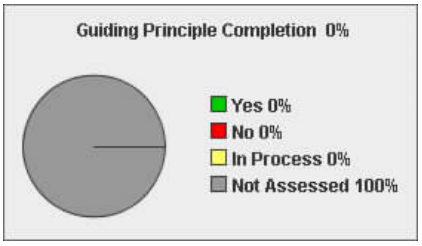

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Reduce Environmental Impact of Materials

Exit Save

Guiding Principle	Action Required	Compliance Verification Documents on File	Responsible Team Member	Notes / Comments
Recycled Content				
Recycle 1	Per section 6002 of RCRA, for EPA-designated products, meet or exceed EPA's recycled content recommendations for building modifications, maintenance, and cleaning. For other products, use materials with recycled content such that the sum of postconsumer recycled content plus one-half of the pre-consumer content constitutes at least 10% (based on cost or weight) of the total value of the materials in the project. If EPA-designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them shall be included in all solicitation relevant to construction, operation, maintenance of or use in the building. EPA's recycled content products designations and recycled content recommendations are available on EPA's Comprehensive Procurement Guideline web site at www.epa.gov/cpg. ○ Yes ○ No ○ In Process ◉ Not Assessed References and Resources	☐ Purchasing policy ☐ Construction specifications ☐ Affirmative procurement reports ☐ Other : enter document name	Enter Name :	Enter Note/ Comment
Biobased Content				
Biobased 1	Per section 9002 of FSRIA, for USDA-designated products, use products with the highest content level per USDA's biobased content recommendations. For other products, use biobased products made from rapidly renewable resources and certified sustainable wood products. If these designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them should be included in all solicitations relevant to construction, operation, maintenance of or use in building. USDA's biobased product designations and biobased content recommendations are available on USDA's BioPreferred web site at www.usda.gov/biopreferred.	☐ Purchasing policy ☐ Construction specifications ☐ Affirmative procurement reports ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Environmentally Preferable Products

Enviro Preferred 1	Use products that have a lesser or reduced effect on human health and the environment over their lifecycle when compared with competing products or services that serve the same purpose. A number of standards and ecolabels are available in the marketplace to assist specifiers in making environmentally preferable decisions. For recommendations, consult the Federal Green Construction Guide for Specifiers at www.wbdg.org/design/greenspec.php	☐ Purchasing policy ☐ Construction specifications ☐ Affirmative procurement reports ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Waste and Materials Management

Waste 1	Provide reuse and recycling services for building occupants, where markets or on-site recycling exist. Provide salvage, reuse and recycling services for waste generated from building operations, maintenance, repair and minor renovations, and discarded furnishings, equipment and property. This could include such things as beverage containers and paper from building occupants, batteries, toner cartridges, outdated computers from an equipment update, and construction materials from a minor renovation.	☐ Program and education plan for paper, cardboard, plastic, glass, metal ☐ Salvage/recycling agreements ☐ Contract specifications ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources

Ozone Depleting Compounds

Ozone 1	Eliminate the use of ozone depleting compounds where alternative environmentally preferable products are available, consistent with either the Montreal Protocol and Title VI of the Clean Air Act Amendments of 1990, or equivalent overall air quality benefits that take into account lifecycle impacts.	☐ Purchasing policy ☐ Construction specifications ☐ Affirmative procurement reports ☐ Other : enter document name	Enter Name :	Enter Note/ Comment

○ Yes ○ No ○ In Process ◉ Not Assessed

References and Resources