The Sustainable Buildings Checklist evaluates sustainability in existing buildings. It was first developed for US federal building managers for compliance with the Federal Guiding Principles for High Performance Sustainable Buildings. It is also a valuable tool for evaluating the sustainability of non-government buildings.

* Checklist completion percentage includes "Yes" and "Not Applicable" responses.

<table>
<thead>
<tr>
<th>Status</th>
<th>Guiding Principle</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1. Employ Integrated Assessment, Operation, and Management Principles</td>
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<td>1.1. Team</td>
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<td>1.2. Goals</td>
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<td>1.3. Plan</td>
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<td>1.4. Occupant Feedback</td>
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<td>1.5. Commissioning</td>
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<tr>
<td>Not Assessed</td>
<td>2. Optimize Energy Performance</td>
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<td>2.1. Energy Efficiency</td>
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<td>2.3. Onsite Renewable Energy</td>
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<td>2.5. Benchmarking</td>
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<tr>
<td>Not Assessed</td>
<td>3. Protect and Conserve Water</td>
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<td>3.1. Indoor Water</td>
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<td>3.2. Outdoor Water</td>
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<td>3.3. Storm Water</td>
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<td>3.4. Water Efficient Products</td>
</tr>
<tr>
<td>Not Assessed</td>
<td>4. Enhance Indoor Environmental Quality</td>
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<tr>
<td></td>
<td>4.1. Ventilation and Thermal Comfort</td>
</tr>
<tr>
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<td>4.2. Moisture Control</td>
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<td>4.3. Automated Lighting Controls</td>
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<td>4.4. Daylighting and Occupant Controls</td>
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<td>4.5. Low-Emitting Materials</td>
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<td>4.6. Integrated Pest Management</td>
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<td>4.7. Tobacco Smoke Control</td>
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<td>5. Reduce Environmental Impact of Materials</td>
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<td>5.1. Recycled Content</td>
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<td>5.2. Biobased Content</td>
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<tr>
<td></td>
<td>5.3. Environmentally Preferable Products</td>
</tr>
<tr>
<td></td>
<td>5.4. Waste and Materials Management</td>
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<tr>
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<td>5.5. Ozone Depleting Compounds</td>
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Property Name: Administrative Building of America
Agency: Not Applicable
U.S. Federal Real Property Unique Identifier: Not Applicable
Target Date of Compliance: 
Actual Date of Compliance: 
Checklist Manager:
### 1. Employ Integrated Assessment, Operation, and Management Principles

<table>
<thead>
<tr>
<th>Guiding Principle</th>
<th>Action</th>
<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.1 Team</strong> Use an integrated team to develop and implement policy regarding sustainable operations and maintenance.</td>
<td>Yes</td>
<td>Team charter, roster or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Completed “Responsible Team Member” fields</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Process</td>
<td>Other: _____________________</td>
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<td></td>
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**Notes/Comments:**

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<th>Guiding Principle</th>
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<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.2 Goals</strong> 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).</td>
<td>Yes</td>
<td>EMS Manual that incorporates operational performance goals and sustainable operations and maintenance practices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Other: _____________________</td>
<td></td>
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<td>In Process</td>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1.3 Plan</strong> 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.</td>
<td>Yes</td>
<td>Training schedules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Seminar Agendas/Flyers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Process</td>
<td>Newsletters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Assessed</td>
<td>Other: _____________________</td>
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<td>Not Applicable (N/A)</td>
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<th>Supporting Documentation</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1.4 Occupant Feedback</strong> Augment building operations and maintenance as needed using occupant feedback on work space satisfaction.</td>
<td>Yes</td>
<td>Post occupancy survey results</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Other: _____________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Process</td>
<td></td>
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<tr>
<td></td>
<td>Not Assessed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Not Applicable (N/A)</td>
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**Notes/Comments:**

**Justification (if Not Applicable):**
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<th>Supporting Documentation</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1.5 Commissioning</strong>&lt;br&gt;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.</td>
<td>☑ Yes ☐ No ☐ In Process ☑ Not Assessed ☐ Not Applicable (N/A)</td>
<td>☐ Commissioning report with summary of actions taken and recommissioning schedule ☐ Other: _____________________</td>
<td></td>
</tr>
<tr>
<td>Notes/Comments:</td>
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</table>

Justification (if Not Applicable):
### 2. Optimize Energy Performance

#### 2.1. Energy Efficiency
Use one or more of the following three options to measure energy efficiency performance.

**Option #1 - Option 1**
Receive an ENERGY STAR® score of 75 or higher.

<table>
<thead>
<tr>
<th>Guiding Principle</th>
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<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>Current ENERGY STAR Score demonstrates compliance if it is 75 or higher.</td>
<td></td>
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<tr>
<td></td>
<td>No</td>
<td>ENERGY STAR Certification demonstrates compliance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Process</td>
<td>Other: _____________________</td>
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<tr>
<td></td>
<td>Not Assessed</td>
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<tr>
<td></td>
<td>Not Applicable (N/A)</td>
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<table>
<thead>
<tr>
<th>Baseline</th>
<th>Current</th>
<th>Change</th>
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<td>Year Ending</td>
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<td>N/A</td>
</tr>
<tr>
<td>ENERGY STAR Score</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Source Energy Use (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Source EUI (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Site Energy Use (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Site EUI (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
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</table>

**Notes/Comments:**

Justification (if Not Applicable):

**Option #2 - 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.

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<th>Baseline</th>
<th>Current</th>
<th>Change</th>
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<tbody>
<tr>
<td>Year Ending</td>
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<td>N/A</td>
</tr>
<tr>
<td>Site Energy Use (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Site EUI (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Site Energy Use - Adjusted to Current Year (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Site EUI - Adjusted to Current Year (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Source Energy Use (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Source EUI (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Source Energy Use - Adjusted to Current Year (kBtu)</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Source EUI - Adjusted to Current Year (kBtu/ft²)</td>
<td>N/A</td>
<td>N/A</td>
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**Notes/Comments:**

Justification (if Not Applicable):
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<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
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</thead>
<tbody>
<tr>
<td><strong>Option #3 - Option 3</strong>&lt;br&gt;Reduce energy use by 20% compared to the ASHRAE 90.1 2007 baseline building design if design information is available.</td>
<td>Yes&lt;br&gt;No&lt;br&gt;In Process&lt;br&gt;Not Assessed&lt;br&gt;Not Applicable (N/A)</td>
<td>Results of design calculations and/or energy modeling</td>
<td></td>
</tr>
<tr>
<td>Notes/Comments:</td>
<td></td>
<td>Justification (if Not Applicable):</td>
<td></td>
</tr>
<tr>
<td><strong>2.2 Efficient Products</strong>&lt;br&gt;Use ENERGY STAR and FEMP-designated Energy Efficient Products, where available.</td>
<td>Yes&lt;br&gt;No&lt;br&gt;In Process&lt;br&gt;Not Assessed&lt;br&gt;Not Applicable (N/A)</td>
<td>Purchasing policy&lt;br&gt;Construction specifications&lt;br&gt;Affirmative procurement reports&lt;br&gt;Other: ________________________</td>
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<tr>
<td>Notes/Comments:</td>
<td></td>
<td>Justification (if Not Applicable):</td>
<td></td>
</tr>
<tr>
<td><strong>2.3 Onsite Renewable Energy</strong>&lt;br&gt;Implement renewable energy generation projects on agency property for agency use, when lifecycle cost effective.</td>
<td>Yes&lt;br&gt;No&lt;br&gt;In Process&lt;br&gt;Not Assessed&lt;br&gt;Not Applicable (N/A)</td>
<td>The <strong>Change</strong> column for <strong>Electricity Use - Generated from Onsite Renewable Systems and Used Onsite</strong> demonstrates compliance if it is greater than zero.&lt;br&gt;Design specs and photos&lt;br&gt;Statement of work&lt;br&gt;Justification that not lifecycle cost effective&lt;br&gt;Other: ________________________</td>
<td></td>
</tr>
<tr>
<td>Year Ending</td>
<td>Baseline</td>
<td>Current</td>
<td>Change</td>
</tr>
<tr>
<td>Electricity Use (kWh)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Electricity Use – Generated from Onsite Renewable Systems and Used Onsite</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Percent of Total Electricity Generated from Onsite Renewable Systems</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>Notes/Comments:</td>
<td></td>
<td>Justification (if Not Applicable):</td>
<td></td>
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<tr>
<td><strong>2.4 Measurement</strong>&lt;br&gt;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.&lt;br&gt;<strong>ENERGY STAR Certification - Last Approval Date:</strong> Not Applicable</td>
<td>Yes&lt;br&gt;No&lt;br&gt;In Process&lt;br&gt;Not Assessed&lt;br&gt;Not Applicable (N/A)</td>
<td>ENERGY STAR Certification demonstrates compliance&lt;br&gt;Statement of work&lt;br&gt;Billing records&lt;br&gt;Other: ________________________</td>
<td></td>
</tr>
<tr>
<td>Guiding Principle</td>
<td>Action</td>
<td>Supporting Documentation</td>
<td>Responsible Team Member</td>
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<tr>
<td>Notes/Comments:</td>
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<tr>
<td><strong>2.5 Benchmarking</strong></td>
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<tr>
<td>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.</td>
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<td>Notes/Comments:</td>
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<td></td>
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<tr>
<td>Justification (if Not Applicable):</td>
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</table>
### 3. Protect and Conserve Water

#### 3.1. Indoor Water
Use one or both of the following two options to measure indoor potable water use performance.

<table>
<thead>
<tr>
<th>Guiding Principle</th>
<th>Action</th>
<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option #1 - Option 1</strong></td>
<td></td>
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</tr>
<tr>
<td>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.</td>
<td>Yes</td>
<td>Watergy or other analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>LEED water calculator analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In Process</td>
<td>Other:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Assessed</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Not Applicable (N/A)</td>
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<tr>
<td>Notes/Comments:</td>
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</tbody>
</table>

#### 3.2. Outdoor Water
Use one or more of the following three options to measure outdoor potable water use performance.

<table>
<thead>
<tr>
<th>Guiding Principle</th>
<th>Action</th>
<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
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</thead>
<tbody>
<tr>
<td><strong>Option #1 - Option 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce potable irrigation water use by 50% compared to conventional methods.</td>
<td>Yes</td>
<td>Watergy or other analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>LEED water calculator analysis</td>
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<td></td>
<td>In Process</td>
<td>Other:</td>
<td></td>
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<tr>
<td></td>
<td>Not Assessed</td>
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<td>Not Applicable (N/A)</td>
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<td>Notes/Comments:</td>
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### Notes/Comments:

Justification (if Not Applicable):

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<th>Year Ending</th>
<th>Baseline</th>
<th>Current</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Water Use (all Water Sources) (kgal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Indoor Water Use (all Water Sources) (kgal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Indoor Water Intensity (all Water Sources) (gal/ft²)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Change column for Indoor Water Use (All Water Sources) demonstrates compliance.

The Change column for Total Water Use (All Water Sources) demonstrates compliance.

Portfolio Manager Water Performance Report

Metered water consumption reduction calculation

Other: _____________________
### Option #2 - 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. The metrics below could include non-potable water. See EPA’s [water meter FAQ](https://www.epa.gov/energy/water-meter-faq) . US federal users with metered sources of non-potable water should contact FEMP for more information.

<table>
<thead>
<tr>
<th>Year Ending</th>
<th>Baseline</th>
<th>Current</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Water Use (all Water Sources) (kgal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Outdoor Water Use (All Water Sources) (kgal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Notes/Comments:

**Justification (if Not Applicable):**
- Yes
- No
- In Process
- Not Assessed
- Not Applicable (N/A)

The **Change** column for **Outdoor Water Use (All Water Sources)** demonstrates compliance.

The **Change** column for **Total Water Use (All Water Sources)** demonstrates compliance.

- Portfolio Manager Water Performance Report
- Metered water consumption reduction calculation
- Other: _____________________

### Option #3 - Option 3
Use no potable irrigation water.

#### Notes/Comments:

**Justification (if Not Applicable):**
- Yes
- No
- In Process
- Not Assessed
- Not Applicable (N/A)

- Site plan
- Landscape plan
- Other: _____________________

### 3.3 Storm Water
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.

#### Notes/Comments:

**Justification (if Not Applicable):**
- Yes
- No
- In Process
- Not Assessed
- Not Applicable (N/A)

- Storm Water Pollution Prevention Plan
- Proof of implementation of EISA Section 438 technical guidance
- Other: _____________________
<table>
<thead>
<tr>
<th>Guiding Principle</th>
<th>Action</th>
<th>Supporting Documentation</th>
<th>Responsible Team Member</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.4 Water Efficient Products</strong>&lt;br&gt;Where available, use EPA's WaterSense® labeled products or other water conserving products. Choose irrigation contractors who are certified through a WaterSense-labeled program.</td>
<td>![ ] Yes ![ ] No ![ ] In Process ![ ] Not Assessed ![ ] Not Applicable (N/A)</td>
<td>![ ] Purchasing policy ![ ] Construction specifications ![ ] Affirmative procurement reports ![ ] Other: _____________________</td>
<td></td>
</tr>
<tr>
<td><strong>Notes/Comments:</strong></td>
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### 4. Enhance Indoor Environmental Quality

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<th>Responsible Team Member</th>
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<tr>
<td><strong>4.1 Ventilation and Thermal Comfort</strong></td>
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<td></td>
<td>○ No</td>
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<td></td>
<td>Stamped Portfolio Manager Statement of Energy Performance (SEP)</td>
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<td>Documentation from licensed architect or engineer</td>
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<td>Notes/Comments:</td>
<td>Justification (if Not Applicable):</td>
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<tr>
<td><strong>4.2 Moisture Control</strong></td>
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<tr>
<td>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.</td>
<td>○ Yes</td>
<td>Policy for preventing moisture accumulation and mold in the building</td>
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<td></td>
<td>○ No</td>
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<td></td>
<td>Commissioning / Recommissioning / Retro-commissioning report that includes inspection driven moisture prevention</td>
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<td>Notes/Comments:</td>
<td>Justification (if Not Applicable):</td>
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<tr>
<td><strong>4.3 Automated Lighting Controls</strong></td>
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<tr>
<td>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.</td>
<td>○ Yes</td>
<td>Schematic of floor layout showing automated lighting controls</td>
<td></td>
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<td></td>
<td>○ No</td>
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<tr>
<td><strong>4.4. Daylighting and Occupant Controls</strong></td>
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<tr>
<td>Use one or both of the following two options to meet additional daylighting and lighting controls performance expectations.</td>
<td>○ Yes</td>
<td>Indoor daylight measurements</td>
<td></td>
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<tr>
<td></td>
<td>○ No</td>
<td>Glazing factor calculations</td>
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<td>○ In Process</td>
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<td>○ Not Applicable (N/A)</td>
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<tr>
<td>Option #1 - Daylighting</td>
<td></td>
<td>Computer simulations</td>
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<tr>
<td>Achieve a minimum daylight factor of 2 percent (excluding all direct sunlight penetration) in 50 percent of all space occupied for critical visual tasks.</td>
<td>○ Yes</td>
<td>Other: ____________________________________________________</td>
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<td></td>
<td>○ No</td>
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<tr>
<td><strong>Option #2 - Occupant Controls</strong></td>
<td>Provide occupant controlled lighting, allowing adjustments to suit individual task needs, for 50% of regularly occupied spaces.</td>
<td>Yes</td>
<td>Schematic of floor layout showing occupant controlled lighting</td>
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<td></td>
<td>No</td>
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<tr>
<td><strong>4.5 Low-Emitting Materials</strong></td>
<td>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.</td>
<td>Yes</td>
<td>Purchasing policy</td>
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<td></td>
<td></td>
<td>No</td>
<td>Construction specifications</td>
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<tr>
<td><strong>4.6 Integrated Pest Management</strong></td>
<td>Use integrated pest management techniques as appropriate to minimize pesticide usage. Use EPA-registered pesticides only when needed.</td>
<td>Yes</td>
<td>Integrated pest management plan</td>
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<td></td>
<td></td>
<td>No</td>
<td>Purchasing policy</td>
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<tr>
<td><strong>4.7 Tobacco Smoke Control</strong></td>
<td>Prohibit smoking within the building and within 25 feet of all building entrances, operable windows, and building ventilation intakes.</td>
<td>Yes</td>
<td>Environmental tobacco smoke control policy</td>
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<td></td>
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<td>No</td>
<td>Other: _____________________</td>
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### 5. Reduce Environmental Impact of Materials

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<tr>
<td><strong>5.1 Recycled Content</strong>&lt;br&gt;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 <a href="http://www.epa.gov/cpg">www.epa.gov/cpg</a>.</td>
<td>Yes</td>
<td>Not Applicable (N/A)</td>
<td>Purchasing policy&lt;br&gt;Construction specifications&lt;br&gt;Affirmative procurement reports&lt;br&gt;Other: _____________________</td>
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**Notes/Comments:**

**Justification (if Not Applicable):**

| **5.2 Biobased Content**<br>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.biopreferred.gov](http://www.biopreferred.gov). | Yes | Not Applicable (N/A) | Purchasing policy<br>Construction specifications<br>Affirmative procurement reports<br>Other: _____________________ |

**Notes/Comments:**

**Justification (if Not Applicable):**

| **5.3 Environmentally Preferable Products**<br>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](http://www.wbdg.org/design/greenspec.php). | Yes | Not Applicable (N/A) | Purchasing policy<br>Construction specifications<br>Affirmative procurement reports<br>Other: _____________________ |

**Notes/Comments:**

**Justification (if Not Applicable):**

| **5.4 Waste**<br>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. | Yes | Not Applicable (N/A) | Program and education plan for paper, cardboard, plastic, glass, metal<br>Salvage/recycling agreements<br>Contract specifications<br>Other: _____________________ |

**Program and education plan for paper, cardboard, plastic, glass, metal<br>Salvage/recycling agreements<br>Contract specifications<br>Other: _____________________
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<tr>
<td><strong>5.5 Ozone</strong></td>
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<td>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.</td>
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<td>Justification (if Not Applicable):</td>
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Supplemental Property & Checklist Information

### Property Details & IDs

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<th>Portfolio Manager Property ID</th>
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<tr>
<td>Portfolio Manager Parent Property ID (if applicable)</td>
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### Custom ID's
No Custom IDs have been created for this property

### Standard ID's
No Standard IDs have been created for this property

### Third Party Certification(s)
None

### Compliance Dates

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<th>Target Compliance Date</th>
<th>Actual Compliance Date</th>
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<tbody>
<tr>
<td>Sustainable Buildings Checklist</td>
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### Notes for this Checklist
None
Supporting Documentation on File for Administrative Building of America Checklist

The following documents have been uploaded to Portfolio Manager in support of the Federal Guiding Principles checklist for this property: