



THE FEDERAL HIGH PERFORMANCE SUSTAINABLE BUILDINGS CHECKLIST IN PORTFOLIO MANAGER

The purpose of the Federal High Performance Sustainable Buildings Checklist (Guiding Principles Checklist) within EPA's ENERGY STAR® Portfolio Manager, 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). The Guiding Principles Checklist within Portfolio Manager represents collaboration between EPA's ENERGY STAR Program, DOE's Federal Energy Management Program, and the General Services Administration. Federal agencies can use the Guiding Principles Checklist to:

- Conduct initial and final building walkthrough assessments
- Track and easily view progress on each guiding principle
- Upload compliance documents to the repository for record keeping
- Create a portfolio-wide federal building sustainability roll-up report, and
- Review up-to-date energy and water metrics generated by Portfolio Manager

Accessing the Guiding Principles Checklist within Portfolio Manager requires entering federal facility data through a user account. All data is housed on secure EPA-owned servers at a contractor's location. User accounts are password-protected. Data is only shared with users to whom you have given permission through Portfolio Manager's sharing function. A limited number of EPA staff and contractors have access to the data to facilitate importation into Portfolio Manager. For a technical description of server security and for more information about sharing and assigning permissions, see the Guiding Principles Checklist FAQ and other helpful documents at www.energystar.gov/federal.

HOW TO ACCESS THE GUIDING PRINCIPLES CHECKLIST IN PORTFOLIO MANAGER

The Guiding Principles Checklist is housed within EPA's ENERGY STAR Portfolio Manager Tool, www.energystar.gov/benchmark. Portfolio Manager is an interactive energy management tool that allows users to track and assess energy and water consumption across entire building portfolios. **The Guiding Principles Checklist is only available for buildings designated as federal within Portfolio Manager.** There are three ways to designate a building as federal, described in the step-by-step table and screenshots below. Once a building is designated as federal, a link to the Guiding Principles Checklist becomes available.

Step	Activity	Action
1	Create a new Portfolio Manager account or log-in to existing account	From energystar.gov/benchmark , log-in to your account or create a new account and log-in.
2	Access My Portfolio Page	Click on Access My Portfolio from the Welcome to Portfolio Manager page.
3	Designate a building as federal by choosing option 3a, b, or c.	
3a	Use the Federal Building Import Template. The recommended approach is to upload facility data for multiple buildings from a Federal Real Property database into Portfolio Manager using this time-saving template. To find out if your agency is already planning to import data from an FRPP, please contact Katy Hatcher using the email address at right.	To access the template, from the My Portfolio page, click on Import Facility Data Using Templates then follow the link to the information for federal facilities. The template can also be accessed at www.energystar.gov/federal or by contacting Katy Hatcher at hatcher.caterina@epa.gov . Follow the instructions included in the template. EPA and FEMP staff will work with personnel at the agency, program office, campus, or site level to ensure that facility information is successfully uploaded and will also assist with tailoring and creating optimal Portfolio Manager account structures so that uploaded facilities can be accessed by users as necessary at each level. Once data is uploaded, go to step four (4).

3b	Add individual federal properties to Portfolio Manager manually	From the My Portfolio page, click Add a Property . Select a property type and Continue . Add General Facility Information and select Yes to the question, "Is this facility owned, operated or leased by the Federal government?" Fill in all required information and select Save . Click on the newly created facility to access the Facility Summary page. Go to step four (4).
3c	Designate a property that already exists in Portfolio Manager as federal	Click on the desired building from the My Portfolio page. From the Facility Summary Page, click Edit General Information . Select Yes to the question, "Is this facility owned, operated or leased by the Federal government?" Fill in all required information and select Save . Go to step four (4).
4	Access the Guiding Principles Checklist	From the Facility Summary page, click on High Performance Sustainable Buildings Checklist .
5	Choose a sustainability path	Choose a sustainability path option from the Sustainability Checklist page and select Continue . This page will only appear the first time the Guiding Principles Checklist is accessed for a particular building. To change the sustainability path in the future, select edit sustainability path from within the Guiding Principles Checklist.

The screenshot shows the Energy Star Portfolio Manager website. At the top, there is a navigation bar with links for Account Information, Contacts, Frequently Asked Questions, Community, and Help. The main content area is titled "Welcome to Portfolio Manager" and includes a user name "Erin Zayko" and a link to "Access My Portfolio" (marked with a '2'). Below this, there is a "Portfolio Manager Overview" section with a "How can Portfolio Manager help me?" list. A "Portfolio Manager Login" form is highlighted with a red box and a '1' callout, containing fields for Username, Password, and a "Login" button. The right sidebar contains "News and Announcements" with several articles, including "Portfolio Manager Reports" and "New Occupancy Requirements for Office Buildings Applying for the Label".

Find Portfolio Manager at www.energystar.gov/benchmark

ENERGY STAR PORTFOLIO MANAGER

ACCOUNT INFORMATION CONTACTS FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio

Portfolio Averages

Baseline Rating: 90 Facilities Included: 3	Current Rating: 88 Facilities Included: 4
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): 3.7%	
Facilities Included: 4	

Averages are weighted by Total Floor Space.
[View About Baseline](#)
[View About Change from Baseline Adjusted Energy Use](#)

Add a Property

Import Facility Data Using Templates 3a

Work with Facilities
[Upload Multiple Vendors](#)
[Share Facilities](#)

Reporting and Analysis
[Generate Reports and Graphs](#)
[Request Energy Performance Report](#)
[Federal Sustainability Report](#)

Apply for Recognition
[Apply for the ENERGY STAR](#)
[ENERGY STAR Leaders](#)

Automated Benchmarking
[Get Started Now](#)

Facility Name	Street Address	City	State Abbreviation	Zip Code	Year Built	Agency
Sample Facility 1	12312 Market Street	San Antonio	TX	79654	1975	Department of Energy (DOE)
Sample Facility 2	226 Cup Street	Washington	DC	20001	1952	Department of Energy (DOE)
Sample Facility 3	45 West Elm St.	San Antonio	TX	78213	1985	Department of Energy (DOE)
Sample Facility 4	29 Compton Ave.	Austin	TX	79654	1954	Department of Energy (DOE)
Sample Facility 5	7859 Hibiscus Lane	Austin	TX	79654	1967	Department of Energy (DOE)
Sample Facility 6	753 Ocean Parkway	San Antonio	TX	78213	1990	Department of Energy (DOE)
Sample Facility 7	268 Route 66 South	Washington	DC	20001	1966	Department of Energy (DOE)
Sample Facility 8	3568 Hwy 10 North	San Antonio	TX	78213	1974	Department of Energy (DOE)
Sample Facility 9	809 L Street	San Antonio	TX	78213	1988	Department of Energy (DOE)
Sample Facility 10	630 Houston St.	San Antonio	TX	78213	1962	Department of Energy (DOE)
Sample Facility 11	500 Market St.	San Antonio	TX	78213	1968	Department of Energy (DOE)
Sample Facility 12	311 Commerce St.	Austin	TX	79654	2000	Department of Energy (DOE)
Sample Facility 13	880 Pearl Parkway	Austin	TX	79654	2001	Department of Energy (DOE)
Sample Facility 14	700 Palm Drive St.	Washington	DC	20001	1994	Department of Energy (DOE)
Sample Facility 15	200 South Presa St.	Washington	DC	20001	1997	Department of Energy (DOE)
Sample Facility 16	701 Avant Ave.	San Antonio	TX	78213	1993	Department of Energy (DOE)
Sample Facility 17	960 West Avenue	Austin	TX	79654	1970	Department of Energy (DOE)
Sample Facility 18	32000 Hwy 281 West	Washington	DC	20001	2008	Department of Energy (DOE)
Sample Facility 19	12 McDermott Pkwy	Washington	DC	20001	1983	Department of Energy (DOE)
Sample Facility 20	760 Passers St.	San Antonio	TX	78213	2004	Department of Energy (DOE)
Sample Facility 21	1421 Ash St.	Washington	DC	20001	1999	Department of Energy (DOE)
Sample Facility 22	9030 Cypress Ave.	Washington	DC	20001	1999	Department of Energy (DOE)
Sample Facility 23	3025 Fountain St.	San Antonio	TX	78213	1978	Department of Energy (DOE)

Portfolio Manager Federal Building Import Template

ENERGY STAR PORTFOLIO MANAGER

ACCOUNT INFORMATION CONTACTS FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio

Portfolio Averages

Baseline Rating: 90 Facilities Included: 3	Current Rating: 88 Facilities Included: 4
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): 3.7%	
Facilities Included: 4	

Averages are weighted by Total Floor Space.
[View About Baseline](#)
[View About Change from Baseline Adjusted Energy Use](#)

Add a Property

Import Facility Data Using Templates 3b

Work with Facilities
[Upload Multiple Vendors](#)
[Share Facilities](#)

Reporting and Analysis
[Generate Reports and Graphs](#)
[Request Energy Performance Report](#)
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Automated Benchmarking
[Get Started Now](#)

ENERGY STAR PORTFOLIO MANAGER

ACCOUNT INFORMATION CONTACTS FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio > Add a Property

Add a Property

Property Type

What kind of property would you like to add?

- A single facility for which my organization owns or manages 90% or more of the floor area.
- A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- A hospital composed of a single facility or collection of facilities.
- A municipal wastewater treatment plant or water treatment and distribution utility
- A campus or other collection of multiple facilities at the same geographic location. [What is this?](#)

CANCEL
CONTINUE

PORTFOLIO MANAGER ACCOUNT INFORMATION CONTACTS

Home > My Portfolio > Add General Facility Information

Add General Facility Information

Use the form below to provide general information concerning your facility.

REQUIRED

*Type of Facility:

- A single facility for which my organization owns or manages 90% or more of the floor area.
- A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- A hospital composed of a single facility or collection of facilities.
- A municipal wastewater treatment plant or water treatment and distribution utility.

*Is this facility owned, operated or leased by the Federal government?

- No
- Yes

*Agency:

Department/Region:

Federal Campus:

*Federal Real Property ID:

*Country:

*Facility Name:

*Address:

*City:

*State:

County:

*ZIP Code:

*Year Built:

Select the Organization that owns this facility:

*Is there an energy efficiency Service and Product Provider assisting with benchmarking this building?

If no SPP is managing data for this facility, select "None". If this facility's SPP is not displayed, [Add/Edit Contacts and Organizations](#) to add the facility's SPP to the drop-down menu.

Notes:

This field is optional and can be used to record any information (up to 1000 characters) pertaining to the facility.

3b

continued

PORTFOLIO MANAGER ACCOUNT INFORMATION CONTACTS PREVIOUSLY USED CONTACT US HELP LOGIN

Home > My Portfolio

Portfolio Averages	
Baseline Rating: 88 <small>Facilities Included: 3</small>	Current Rating: 88 <small>Facilities Included: 4</small>
Change from Baseline: Portfolio Adjusted Percent Energy Use (Adj. 3.7%) <small>Facilities Included: 4</small>	
Averages are weighted by Total Floor Space View About Baseline View About Contact Form, Baseline, Adjusted Energy Use	

[Add 4 Property](#)
[Edit Facility Data Using Templates](#)
[Work with Facilities](#)
[Lock/Unlock Facilities](#)
[Add Facilities](#)

[Reporting and Analysis](#)

3c

PORTFOLIO MANAGER ACCOUNT INFORMATION CONTACTS PREVIOUSLY USED CONTACT US HELP LOGIN

Home > My Portfolio > Erin's Energy Efficient Edifice

Facility Summary: Erin's Energy Efficient Edifice

[View About Baseline](#)

Building ID: 1684151
Level of Access: Building Data Administrator

Electric Distribution Utility: San Antonio City of Regional Power Grid [ESCO21](#)
[Select my Power Generation Plant](#) to calculate my electric emissions rate
Electric Emissions Rate (kgCO₂e/MWh): 176.7 [View About](#)

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information

Address	TX 78213
Year Built:	1990
Property Type:	Single Facility
Baseline Rating: 95	Current Rating: 99
View Period Ending Dates	
Water Period Ending Dates Current: April 2009 Baseline: April 2009	Energy Period Ending Dates Current: September 2009 Baseline: February 2009
Eligibility for the ENERGY STAR	
Eligible to Apply for the ENERGY STAR	

Facility Performance [Get Baseline Trends](#) | [Get Energy Performance Trends](#)

Select View: [Data View](#) | [Edit View](#)

12 Months Ending	Indoor Water Use (kGal)	Indoor Water Use per Sq. Ft. (kGal)	Total Indoor and Outdoor Water Use (kGal)
April 2009	444.0	0.02	444.0
<input type="text" value="Select Date"/>			
<input type="button" value="Change"/>			

[Return to Home](#)

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts
Data Center	Computer Data Center	2,000	6	Delete Space
Exterior Garage	Parking	10,000	31	Delete Space
Primary Office	Office	20,000	63	Delete Space
Total		32,000	100	

General Facility Administration

[Click](#) Energy Performance Improvements
[Click](#) the Facility from Portfolio Manager
[Contact Us](#)

For Federal Buildings
[Federal Data Performance Subcommittee Building Checklist](#)

Sharing Data
Add user to share this Facility
Specify set of users
Exclude Facility to another user
Use entire Access List for this Facility

PORTFOLIO MANAGER

Home > My Portfolio > Erin's Energy Efficient Edifice > Edit General Facility Information

Edit General Facility Information : Erin's Energy Efficient Edifice

Use the form below to provide general information concerning your facility.

REQUIRED

*Type of Facility:

- A single facility for which my organization owns or manages 90% or more of the floor area.
- A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- A hospital composed of a single facility or collection of facilities.
- A municipal wastewater treatment plant or water treatment and distribution utility.

*Is this facility owned, operated or leased by the Federal government?:

- No
- Yes

*Agency:

Department/Region:

Federal Campus:

*Federal Real Property ID:

*Country:

*Facility Name:

*Address:

*City:

*State:

County:

*ZIP Code:

*Year Built:

Select the Organization that owns this facility:

*Is there an energy efficiency Service and Product Provider assisting with benchmarking this building?

Notes:

3c

continued

PORTFOLIO MANAGER

Home > My Portfolio > Erin's Energy Efficient Edifice

Facility Summary Erin's Energy Efficient Edifice

Building ID: 1694151
Level of Access: Building Data Administrator

Electric Distribution Utility: San Antonio City of Regional Power Grid [ERCOT All](#)
Select my Power Generation Plant to calculate my electric emissions rate
Electric Emissions Rate (kgCO₂e/MBtu): 176.7 [\(what is this?\)](#)

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR

General Information	
Address: 110 Hibiscus Lane, San Antonio, TX 78213	
Year Built: 1990	
Property Type: Single Facility	
Baseline Rating: 95	Current Rating: 99
View Period Ending Dates	
Water Period Ending Dates Current: April 2009 Baseline: April 2009	Energy Period Ending Dates Current: September 2009 Baseline: February 2008
Eligibility for the ENERGY STAR Eligible to Apply for the ENERGY STAR	

Facility Performance | Set Baseline Periods | Set Energy Performance Target

Select View: [Create View](#) | [Edit View](#)

PORTFOLIO MANAGER

Home > My Portfolio > Erin's Energy Efficient Edifice > Sustainability Checklist

Federal High Performance Sustainable Buildings Checklist

Use the form below to begin the checklist for this facility.

REQUIRED

*Select a sustainability path:

- Guiding Principles for Sustainable Existing Building
- Third-Party Green Building Certification
- Both

*Indicate third-party green building rating system:

- LEED
- Green Globes
- Other

Enter one of the following dates:

Date Certification Achieved:
Date Certification Anticipated:

5

Total Indoor and Outdoor Water Use (kGal)

444.0

General Facility Administration
[Track](#) Energy Performance Improvements
[Delete](#) this Facility from Portfolio Manager
[Contact](#) us

For Federal Buildings
[Federal High Performance Sustainable Buildings Checklist](#)

Sharing Data
[Add](#) user to share this Facility
[Modify](#) list of users
[Transfer](#) Facility to another user
[View](#) entire Access List for this Facility

Applying for the ENERGY STAR
[Apply](#) for the ENERGY STAR
[View](#) Status of ENERGY STAR Applications

4

HOW TO USE THE GUIDING PRINCIPLES CHECKLIST The Guiding Principles Checklist is

pre-populated with individual building information in the upper left portion of the screen next to a pie-chart representation of the guiding principles completion status. The pie-chart categories (Yes, No, In Process, and Not Assessed) correspond to the radio buttons underneath the action required in each Guiding Principle tab. To populate the pie-chart, select the appropriate radio buttons underneath the action required and select **Save**.

Selecting Exit without first saving will result in lost information. When a "Yes" response to each required action under each Guiding Principle tab has been selected and saved, a green checkmark appears on the Guiding Principle tab as an additional indicator that the actions required for a Guiding Principle have been met. When "Yes" is selected for a required action, check the appropriate compliance verification document. The documents listed are common examples used by other sites to demonstrate compliance with the Guiding Principles. If the document you are using to verify compliance is not listed, enter it as **Other** and use the free-text field to describe the document.

Always Save before Exiting

Pre-populated building Info

Pie chart of GPs status

Green Checkbox = Complete

Compliance verification docs

Enter Notes and Comments

Corresponding radio buttons

References and Resources

Guiding Principle Completion 73%

Category	Percentage
Yes	43%
No	4%
In Process	8%
Not Assessed	27%

Document Repository

The document repository is a central record-keeping location for all compliance documents associated with the various required Guiding Principle actions. Compliance documents uploaded to the repository are not listed according to which required action they are associated with. Therefore, for the purpose of identifying documents in the repository, the suggested naming convention is [name of action required] + underscore + [text from compliance checkbox]. Adobe PDF documents are preferred, for example, "Renewable1_statement of work.pdf" or "Biobased1_purchasing policy.pdf."

Step	Activity	Action
1	Upload a document to the document repository	Click on the Upload and Review Compliance Documents on File link located in the upper-middle portion of the Guiding Principles Checklist screen under the general building information. Use the Browse button to locate the documents and select Upload . Once uploaded, a checkbox appears next to the document.
2	Delete a document from the repository	Select the Checkbox and then Delete .

PORTFOLIO MANAGER
 Home > My Portfolio > Erin's Energy Efficient Edifice > Sustainability Checklist

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: Department of Energy (DOE)
 Department/Region:
 Federal Campus:
 Building Name: Erin's Energy Efficient Edifice
 Federal Real Property ID: 12345678
 Checklist Manager: Erin Zayko [edit](#)
 Sustainability Path: Guiding Principles & Third-party [edit](#)

Last edit date: 12/07/2009

Guiding Principle Completion 73%

- Yes 62%
- No 4%
- In Process 8%
- Not Assessed 27%

[Upload & View Compliance Documents on File](#) [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 Principles				
Integrated 1	Use an integrated team regarding sustainable design.			
Integrated 2	Establish operational policies regarding water, material use and environmental quality, and incorporate sustainable practices within the app Management System (MS).			

Document Repository
[Back to checklist](#)

Select All [Delete](#) Upload a document: [Browse...](#) [Upload](#)

[Renewable 1_Statement of Work.pdf](#)

Document Repository

Federal High Performance Sustainable Buildings Checklist Report

All documents uploaded to the repository are listed at the bottom of the Federal High Performance Sustainable Buildings Checklist Report. This report is a PDF version of the interactive checklist and when generated will represent the most current data entered and saved. In some cases this report can be uploaded to the document repository to assist with demonstrating Guiding Principle compliance. For example, to demonstrate compliance with the Guiding Principle "Employ Integrated Design" users may decide to complete the Responsible Team Member fields, select the associated compliance verification document, and then generate, save, and upload the PDF report to the document repository with the suggested file name "Integrated1_FHPSBChecklist.pdf." The PDF report can also be generated and printed for use as a checklist for conducting building walkthrough assessments.

Step	Activity	Action
1	Create the Federal High Performance Sustainable Buildings Checklist Report	Click on Generate Report located in the upper-right section of the screen.

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: Department of Energy (DOE)
 Department/Region:
 Federal Campus:
 Building Name: Erin's Energy Efficient Edifice
 Federal Real Property ID: 12345678
 Checklist Manager: Erin Zayko [edit](#)
 Sustainability Path: Guiding Principles & Third-party [edit](#)

Last edit date: 12/07/2009 [Upload & View Compliance Documents on File](#)

Guiding Principle Completion 73%

- Yes 62%
- No 4%
- In Process 8%
- Not Assessed 27%

[Generate Report](#) 1

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

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: Department of Energy (DOE)
 Department/Region:
 Federal Campus:
 Building Name: Erin's Energy Efficient Edifice
 Federal Real Property ID: 12345678
 Checklist Manager: Erin Zayko
 Sustainability Path: Guiding Principles & Third-party

Guiding Principle Completion 73%

- Yes 62%
- No 4%
- In Process 8%
- Not Assessed 27%

Employ Integrated Assessment, Operation, and Management Principles

Action Required	Compliance Verification Documents on File	Responsible Integrated Team Member
Use an integrated team to develop and implement policy regarding sustainable operations and maintenance.	• Team roster or equivalent	Erin Zayko

Federal High Performance Sustainable Buildings Checklist Report

Integrating these principles into the design and construction process of these goals throughout the remaining lifecycle of the building. Incorporate sustainable operations and maintenance practices within the appropriate Environmental Management System (EMS).

The Federal Sustainability Portfolio Report

The Federal Sustainability Portfolio Report is a roll-up report that can be used to review portfolio-wide compliance with the Guiding Principles. Each building designated as a federal building appears along with the status of each Guiding Principle action required. The roll-up report also includes a Checklist Completion Percentage for each building. The Federal Sustainability Portfolio Report can be used to assist with reporting on the sustainability data element of the Federal Real Property Profile (FRPP).

Step	Activity	Action
1	Create the Federal Sustainability Portfolio Report	Select Federal Portfolio Report under Reporting and Analysis from the Portfolio Manager My Portfolio page.

Federal Sustainability Portfolio Report

PORTFOLIO MANAGER

Home > My Portfolio

Portfolio Averages	
Baseline Rating: 99 Facilities Included: 3	Current Rating: 88 Facilities Included: 4
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): 3.7% Facilities Included: 4	
Averages are weighted by Total Floor Space. More about Baselines More about Change from Baseline, Adjusted Energy Use	

[Add a Property](#)
[Import Facility Data Using Templates](#)

Work with Facilities
[Update Multiple Meters](#)
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Reporting and Analysis
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Federal Sustainability Report 1
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GROUP: All Facilities Create Group | View All VIEW: steve2 Create View | Edit View | View All

Download in Excel Search Facility Name: Search

Results 1 - 7 of 7 All # A B C D E E G H I J K L M N O P Q R S T U V W X Y Z

Facility Name	Current Rating (1-100)	Target Rating (1-100)	Current Site Energy Intensity (kBtu/Sq. Ft.)	Change from Baseline; Adjusted Energy Use (%)	Change from Baseline; GHG Emissions (MtcO2e)	Eligibility for the ENERGY STAR	Annual Energy Cost (U.S. Dollars (\$))
blaa blaa	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Erin's Energy Efficient Edifice	99	N/A	36.1	-24.5	-40.40	Apply for the ENERGY STAR	\$21,250.00

Sustainability_Checklist_12072009(1).xls - Microsoft Excel

Federal Sustainability Portfolio Report											
Facility	Sustainability Path	Employ Integrated Design					Checklist Completion Percentage				
		Integrated Assessment, Operation, and Management		Commissioning			Yes	No	In Process	Not Assessed	
		Integrated 1	Integrated 2	Integrated 3	Integrated 4	Commission 1					
Erin's Energy Efficient Edifice	Both	Yes	Yes	Yes	Yes	Yes	62%	4%	8%	27%	
FORRESTAL BUILDING	Guiding Principles for Sustainable Existing Building	Yes	Yes	In Progress	No	No	27%	19%	54%	0%	
Sample Facility	Guiding Principles for Sustainable Existing Building	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	0%	0%	0%	100%	
Sample Facility II	Guiding Principles for Sustainable Existing Building	Not Assessed	Not Assessed	Not Assessed	Not Assessed	Not Assessed	0%	0%	0%	100%	
Sample Federal Facility	Third-Party Green Building Certification	Yes	In Progress	In Progress	Not Assessed	Not Assessed	23%	8%	27%	42%	

UNDERSTANDING PORTFOLIO MANAGER METRICS IN THE GUIDING PRINCIPLES CHECKLIST

Portfolio Manager metrics for the Guiding Principles related to energy and water will populate within the Guiding Principles Checklist if adequate data has been entered into Portfolio Manager's energy and water tracking function (see [Portfolio Manager Quick Reference Guide](#) for instructions on how to track energy and water use). At any point after a building has been designated as federal within Portfolio Manager, users may choose to enter space, energy, and water use data for their buildings. Portfolio Manager metrics can be used to demonstrate compliance by checking the appropriate box underneath **Compliance Verification Documents On File**. It is very important to note that the Portfolio Manager metrics are dynamic. The metrics will change as new energy and water consumption data is entered in the energy and water tracking modules. Therefore, Portfolio Manager metric users who have checked a corresponding compliance verification box should periodically verify that the checked box is accurate. To solidify compliance at a specific point in time, Portfolio Manager metric users can generate the **Federal High Performance Sustainable Building Checklist Report** using the **Generate Report** button in the top upper-right section of the screen and then upload the PDF report to the document repository. When 100% of the Guiding Principles have been achieved, Portfolio Manager metric users can also generate and upload the report to capture compliance at a single point in time. At any point users may access Portfolio Manager metric definitions by selecting **Help** in the upper-right sections of the **My Portfolio** or **Facility Summary** page, and then **Glossary**.

Employ Integrated Design

Optimize Energy Performance

Protect and Conserve Water

Enhance Indoor Environmental Quality

Reduce Environmental Impact of Materials

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. <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In Process <input type="radio"/> Not Assessed	<input checked="" type="checkbox"/> ENERGY STAR Rating shown on the left demonstrates compliance <input type="checkbox"/> ENERGY STAR Label achieved shown on the left demonstrates compliance <input type="checkbox"/> Other : Other Document edit	Enter Name : Erin Zayko	Enter Note/Comment
	References and Resources Current Rating (1-100) 99 Current Source Energy Intensity 121.2 kBtu/Sq. Ft. Current Total Site Energy Use 798,408.00 kBtu Current Energy Period Ending Date 08/31/2009 Last ENERGY STAR Label Year N/A			
	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 <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> In Process <input type="radio"/> Not Assessed	<input checked="" type="checkbox"/> Portfolio Manager "Change from Baseline: Adjusted Energy Use (%)" shown on the left demonstrates compliance <input type="checkbox"/> Metered energy consumption reduction calculation <input type="checkbox"/> Other : Other Document edit	Enter Name : 	Enter Note/Comment
	References and Resources Change from Baseline: Adjusted Energy Use -24.3 % Change from Baseline: Energy Use -225,192 kBtu Change from Baseline: Energy Use Intensity -10.2 kBtu/Sq. Ft. Baseline Energy Period Ending Date 02/29/2008 Current Energy Period Ending Date 08/31/2009			