

Following the TEOP 10 Steps Helps an Office Fit-out Meet Energy Star Tenant Space Criteria

Achieving Energy Star Tenant Space for your office fit-out is a great way to earn recognition for leadership in energy efficiency for leased spaces. Led by the U.S. Environmental Protection Agency (EPA), the recognition designates tenant spaces as highly energy efficient. But how do you achieve such efficiency in a fit-out? The Urban Land Institute's Tenant Energy Optimization Program (TEOP) process can help.

TEOP walks fit-out stakeholders through a 10-step process to achieve deep energy and financial savings in leased office spaces. From pre-lease, through design and construction, to post-occupancy, the TEOP 10 steps ensure that energy efficiency is cost-effectively included from beginning to end.

When combined and followed for leased space fit-outs, the Energy Star Tenant Space recognition program and TEOP 10-step process produce not only deep savings, but also a pathway for achieving a high level of energy efficiency and overcoming the landlord/tenant split incentive. The table at right outlines all 10 TEOP steps, and the table on the following page outlines which steps of the TEOP process directly support criteria to achieve Energy Star Tenant Space recognition.

TEOP 10-STEP PROCESS FOR AN ENERGY EFFICIENT OFFICE FIT-OUT

PHASE I: PRE-LEASE



Step 1: Select a team



Step 2: Baseline and benchmark assets and units

PHASE II: DESIGN AND CONSTRUCTION



Step 3: Set utility use and performance goals for residential units



Step 4: Model utility reduction options



Step 5: Calculate projected financial returns



Step 6: Make final decisions



Step 7: Develop a resident occupancy maintenance and operations plan



Step 8: Retrofit the unit(s)

PHASE III: POST-OCCUPANCY



Step 9: Execute the resident occupancy maintenance and operations plan



Step 10: Communicate results



Energy Star Tenant Space Recognition Criteria	Associated TEOP Steps
<p>Estimate energy use: Understanding your energy use helps identify actions you can take to make the biggest impact. Tenants are required to enter data into an energy-estimation calculator but do not need to meet an energy use target to qualify for recognition.</p>	<p>Step 3: Set energy performance goals</p> <p>As you set performance baselines, estimate your energy use. It is difficult to set performance goals without knowing where you are starting. An additional goal can be to achieve Energy Star Tenant Space.</p>
<p>Meter energy use: You can't manage what you don't measure! Tenants are required to have meters installed in their space.</p>	<p>Step 4: Model energy reduction options</p> <p>Step 5: Calculate projected financial returns</p> <p>Step 6: Make final decisions</p> <p>Installing submeters is a critical part of any tenant fit-out plan. Submeters will help you measure energy use so that you can start managing it appropriately. Make sure that submeters are not getting value-engineered out when modeling and deciding on energy conservation measures (ECMs) for the fit-out.</p>
<p>Light efficiently: Lighting is a major energy user and one of the most cost-effective upgrades. Tenants will need to meet a lighting energy use target to qualify for recognition.</p>	<p>Step 4: Model energy reduction options</p> <p>Step 5: Calculate projected financial returns</p> <p>Step 6: Make final decisions</p> <p>When considering all the potential ECMs for the fit-out, ensure that your team makes informed decisions to meet your lighting goals. Having the design team use the Energy Star Tenant Space tool to calculate lighting energy use is not only required for Tenant Space recognition, but also is a great exercise to better understand your space's lighting energy use.</p>
<p>Use efficient equipment: Equipment upgrades reduce the large energy draw from plug loads. Tenants will need to have a procurement policy in effect that specifies Energy Star equipment.</p>	<p>Step 4: Model energy reduction options</p> <p>Step 5: Calculate projected financial returns</p> <p>Step 6: Make final decisions</p> <p>The appropriate mix of energy reduction options also needs to include plug load efficiency considerations. Make sure your team includes the most Energy Star-recognized equipment and appliances possible, and that these items are included in the final fit-out decisions.</p>
<p>Share meter data with the landlord (if requested): Your data may enable whole-building benchmarking, which supports strategic investment in energy performance and is often needed for compliance with local laws and mandates.</p>	<p>Step 9: Execute the occupancy plan</p> <p>Step 10: Communicate results</p> <p>It is a best practice to start landlord/tenant data sharing communications upon occupancy, even if your local jurisdiction does not have energy- and data-sharing laws. Energy Star Portfolio Manager has a portal for sharing the data. Sharing and reviewing the meter data helps both parties better address energy use and mitigate any issues as they arise.</p>

Learn more about Energy Star Tenant Space [here](#) and about the 10 Tenant Energy Optimization Program steps [here](#).