



1. SET GOAL

Task	Assemble Team and Conduct Charrette	Assign to
1.1	Assemble a multi-disciplinary team; include commissioning agent	
1.2	Designate an energy champion or prioritize energy	
1.3	Adopt an integrated design approach	
1.4	Discuss energy-related aspects of the environment and aesthetics	
1.5	Identify synergies between design concepts and energy use	
1.6	Consider energy costs and source (grid and renewable) and impact on environment	
1.7	Develop scope of work, project budget, schedule and energy target	
1.8	Consider including sub-metering design for the building	
Task	Set Energy Target	Assign to
Use ENERGY STAR – Target Finder and Portfolio Manager tools to establish target		
1.9	ENERGY STAR 1-100 score as target or,	
1.10	Percent better than national median target or,	
1.11	Benchmark-based performance target from energy use of past projects	

2. EVALUATE ENERGY DESIGN

Task	Schematic Design	Assign to
2.1	Include energy expert and begin energy analysis of design concepts	
2.2	Analyze the site and building orientation for energy flow	
2.3	Select technologies and strategies that enhance energy performance	
2.4	Compare estimated energy use to target: Target Finder or Portfolio Manager tool	
Task	Design Development	Assign to
2.5	Perform energy analyses of various design strategies	
2.6	Model all anticipated end use energy for the building	
2.7	Compare energy design estimates to target and national median: Target Finder or Portfolio Manager tool	
2.8	Include explanation of energy-efficient measures for installation and operation	
2.9	Confirm design energy estimate achieves ENERGY STAR score of 75 or higher, (for applicable Property Types) or the energy goal	



3. DOCUMENT ENERGY INTENT

Task	Construction and Bid Documents	Assign to
3.1	Include energy use goals in specification/contract documents: “ENERGY STAR Specification for Pursuing Energy Efficiency Goals”	
3.2	Include Statement of Energy Design Intent from Portfolio Manager tool	
3.3	Include manufacturers’ literature for systems highlighting energy-efficient features and applications, and ENERGY STAR certified products	
3.4	Document construction methods for energy-efficient features	
3.5	Select qualified construction team to install energy-efficient equipment	
3.6	Specify detailed commissioning plan in project contract documents	
3.7	Focus on energy features during construction	
3.8	Establish accountability for achieving energy and CO ₂ goals	
3.9	Select manufacturers with track record for installing energy-efficient technologies/equipment	
3.10	Seek incentives for energy-efficient products, strategies and equipment	

4. RECOGNIZE ACHIEVEMENT

Task	Achieve Designed to Earn the ENERGY STAR	Assign to
4.1	Validate estimate energy use on the Statement of Energy Design Intent	
4.2	Achieve ENERGY STAR 1-100 design score of 75 or higher	
4.3	Submit Statement of Energy Design Intent to EPA as application for Designed to Earn the ENERGY STAR certification	
4.4	Create case study, press release and social media posts and highlight energy and CO ₂ reduction achievements	
4.5	Use Designed to Earn the ENERGY STAR certification mark on drawings and promotional materials	



5. ASSESS ENERGY PERFORMANCE

Task	Commission the Building	Assign to
5.1	Communicate the energy performance goal to commissioning agent	
5.2	Document detailed commissioning activities for the building	
5.3	Document systems and energy use for building's Operations and Maintenance staff	
Task	Benchmark Energy Performance	Assign to
5.4	Include the energy performance goal in the Measurement and Verification protocol	
5.5	Measure and verify energy use associated with building systems and components and occupants	
5.6	Use sub-meter data (if included in building design) for more precise energy measurement	
5.7	Document actual energy use compared to energy design intent	
5.8	Track and monitor annual energy use: Portfolio Manager tool	
Task	ENERGY STAR for the Operating Building	Assign to
5.9	Validate energy use on the Statement of Energy Performance	
5.10	Achieve ENERGY STAR 1-100 score of 75 or higher (for applicable Property Types)	
5.11	Apply for ENERGY STAR certification: Portfolio Manager tool	
Task	Best Practices	Assign to
5.12	Compare energy design intent to actual energy performance of the building: Portfolio Manager tool	
5.13	Determine if energy design objectives were achieved	
5.14	Document outcomes and use information to inform energy decisions on future design projects	
5.15	Share lessons learned about energy performance and if decisions made during design helped in achieving operational goals	