

Exhibit II.B.1

Sustainable Buildings Checklist for Projects

- Per EISA, include equivalent meters for natural gas and steam, where natural gas and steam are used.

Benchmarking

- Compare actual performance data from the first year of operation with the energy design target, preferably by using ENERGY STAR® Portfolio. Verify that the building performance meets or exceeds the design target, or that actual energy use is within 10% of the design energy budget for all other building types. For other building and space types, use an equivalent benchmarking tool such as the Labs21 benchmarking tool for laboratory buildings. If benchmarking is not complete at submittal of Final Project Report indicate status of benchmarking.

III. Protect and Conserve Water

Indoor Water

- Employ strategies that in aggregate use a minimum of 20 % less potable water than the indoor water use baseline calculated for the building, after meeting the EPA 1992, Uniform Plumbing Codes 2006, and the International Plumbing Codes 2006 fixture performance requirements. The use of harvested rainwater, treated wastewater, and air conditioner condensate should also be considered and used where feasible for non-potable use and potable use where allowed.
- Confirm compliance with requirements of EO 13514 and EISA 2007.

Outdoor Water

- Use water efficient landscape and irrigation strategies, such as water reuse, recycling, and the use of harvested rainwater, to reduce outdoor potable water consumption by a minimum of 50 % over that consumed by conventional means (plant species and plant densities). The installation of water meters for locations with significant outdoor water use is encouraged.
- Employ design and construction strategies that reduce storm water runoff and discharges of polluted water offsite. Per EISA, to the maximum extent technically feasible, maintain or restore the predevelopment hydrology of the site with regard to temperature, rate, volume, and duration of flow using site planning, design, construction, and maintenance strategies.
- Reduce outdoor water consumption 2% annually or 20% by FY 2020, in accordance with EO 13514.

Stormwater

- In accordance with EISA 2007, and EPA 841-B-09-001 Guidance, does the project use design and construction strategies that reduce storm water runoff and discharges of polluted water offsite?

Process Water

- Per EPA 2005 and EO 13514, when potable water is used to improve a building's energy efficiency, deploy lifecycle cost effective water conservation measures.

Water-Efficient Products

- Specify EPA's [WaterSense-labeled](#) products or other water conserving products, where available. Choose irrigation contractors who are certified through a WaterSense labeled program.
- If the project includes irrigation, is the irrigation contractor, certified through EPA's WaterSense Program?

Overall Water Conservation

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- Confirm that the project supports OPDIV efforts to reduce water consumption by 2% annually and at least 16% by 2015 and 26% by 2020 relative to the FY 2007 baseline, per EO 13423.

IV. Enhance Indoor Environmental Quality

Ventilation and Thermal Comfort

- Meet ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy, including continuous humidity control within established ranges per climate zone, and ASHRAE Standard 62.1-2007, Ventilation for Acceptable Indoor Air Quality.

Moisture Control

- Establish and implement a moisture control strategy for controlling moisture flows and condensation to prevent building damage, minimize mold contamination, and reduce health risks related to moisture.

Day lighting

- Achieve a minimum daylight factor of 2 % (excluding all direct sunlight penetration) in 75 % of all space occupied for critical visual tasks.
- Provide automatic dimming controls or accessible manual lighting controls, and appropriate glare control. Discuss controls to be used.

Low-Emitting Materials

- Specify materials and products with low pollutant emissions, including composite wood products, adhesives, sealants, interior paints and finishes, carpet systems, and furnishings.

Protect Indoor Air Quality

- Follow the recommended approach of the Sheet Metal and Air Conditioning Contractor's National Association Indoor Air Quality Guidelines for Occupied Buildings under Construction, 2007.
- After construction and prior to occupancy, conduct a minimum 72-hour flush-out with maximum outdoor air consistent with achieving relative humidity no greater than 60 %. After occupancy, continue flush-out as necessary to minimize exposure to contaminants from new building materials.

V. Reduce Environmental Impact of Materials

Recycled Content

- Per Section 6002 of the Resource Conservation and Recovery Act (RCRA), for EPA-designated products, specify products meeting or exceeding EPA's recycled content recommendations. For other products, specify materials with recycled content when practicable. If EPA-designated products meet performance requirements and are available at a reasonable cost, a preference for purchasing them shall be included in all solicitations relevant to construction, operation, maintenance of or use in the building. EPA's recycled content product designations and recycled content recommendations are available. See www.epa.gov/cpg.
- Quantify specific target for this project.

Bio-based Content

- Per Section 9002 of the Farm Security and Rural Investment Act (FSRIA), for USDA-designated products, specify products with the highest content level per USDA's biobased content recommendations. For other products, specify biobased products made from rapidly

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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 shall be included in all solicitations relevant to construction, operation, maintenance of or use in the building. USDA's biobased product designations and biobased content recommendations are available on <http://www.dm.usda.gov/procurement/programs/biopreferred.htm>

- Identify materials and quantify target applicable to this project.

Environmentally Preferred Products

- 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](#).
- Quantify specific target for this project.

Waste and Materials Management

- Incorporate adequate space, equipment, and transport accommodations for recycling in the building design.
- During a project's planning stage, identify local recycling and salvage operations that could process site-related construction and demolition materials.
- Provide salvage, reuse and recycling services for waste generated from major renovations, where markets or onsite recycling opportunities exist.
- Per EO 13514, minimize the generation of waste and pollutants through source reduction and divert at least 50 % of non-hazardous solid waste by the end of fiscal year.
- Per EO 13514, reduce and minimize the quantity of toxic and hazardous chemicals and materials acquired, used, or disposed of; increase diversion of compostable and organic material from the waste stream; implement integrated pest management and other appropriate landscape management practices; increase agency use of acceptable alternative chemicals and processes in keeping with the agency's procurement policies; decrease agency use of chemicals where such decrease will assist the agency in achieving greenhouse gas emission reduction targets; and report in accordance with the Emergency Planning and Community Right-to-Know Act of 1986;
- Quantify specific target for this project.

Ozone Depleting Compounds

- Eliminate the use of ozone depleting compounds during and after construction where alternative environmentally preferable products are available, consistent with both 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.

VI. Conformance with Local Environmental Requirements

National Environmental Policy Act (NEPA)

- Does the project comply with NEPA and implement mitigation measures? Identify if an EA or EIS is required for this project; and if so, current status.

Exhibit II.B.1 Sustainable Buildings Checklist for Projects

Other Environmental Regulations

- Does the project comply with other Federal, state and local environmental regulations with regard to contamination and other environmental risks? If this project requires specific abatement procedures, note here.

Environmental Baseline Survey

- Has the project site and facilities been assessed for contamination and other environmental risks? Describe status of assessment and applicable abatement.

Environmental Management Systems

- Meet the specific goals, targets, management controls and reporting requirements established by facility level EMS, in accordance with EO 13423.

Asset Management Planning

- Coordinate the project with the HHS Real Property Asset Management Plan (AMP). Provide plan title and date of current applicable Master Plan.

Rehabilitation of Historic Buildings

- If the project involves the rehabilitation of an historic building, use best practices and technologies to promote long term viability, in accordance with EO 13514. Identify specific requirements incorporated into project to address historic preservation requirements.

Part 2 Instructions

Complete Part 2 of the Checklist at project completion and after commissioning when the building is fully operational and submit with the Final Project Report (FPAA – F).

OPDIV: Indicate the OPDIV

Project Title/Location: Provide the project title and location as identified in Part 1 and on the FPAA.

Was the Project Certified?: Indicate if the project received third party certification that meets the requirements of a multi-attribute green building standard developed by an ANSI-accredited organization.

Rating System: Indicate the ANSI approved third party rating system used to certify the project. Provide a detailed explanation if the rating system is different than that shown in Part 1.

Level of Certification: Identify attained, or anticipated level of certification for the rating system used. Provide a detailed explanation if the level of certification is different than that shown in Part 1

Exhibit II.B.1

Sustainable Buildings Checklist for Projects

Mandated Requirements:

Use the comment box to explain “No” or “Not Applicable (NA)” answer. “NA” is only applicable to existing buildings where a specific system or component is not within the scope of the project. Projects that cannot meet individual *Guiding Principles* because of mission requirements must request a waiver in accordance with Section I.B.3 of this document. Examples of mission-requirement exceptions may include a laboratory with no day-lighting for functional reasons. The comment box can be used to illustrate accomplishments that contribute to partial achievement of a metric. Waived requirements do not necessarily disqualify a building from meeting the *Guiding Principles*. All “No” or “NA” response require a written explanation.

Requirement Definition: This column provides a brief description of the requirement

Was the requirement met?: Check the “Yes”, “No” or “NA” box as appropriate

Where is it documented?: Indicate all documents that provide information related to meeting the requirement.

How was the requirement met?: Provide an explanation of how the requirement was met as described in the document referenced. The explanation should address specific actions taken to comply with the requirement.

For completion of reminder of Part 2, refer to breakdown by Guiding Principle included in Part 1.

Exhibit II.B.2
Sustainable Buildings Checklist for Lease Actions

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Exhibit II.B.2 Sustainable Buildings Checklist for Lease Actions

HHS Component	Type of Lease Action <input type="checkbox"/> Continued Occupancy <input type="checkbox"/> Expansion <input type="checkbox"/> New Requirement <input type="checkbox"/> Replacement	Size (USF)	ARIS File ID: GSA Number:
Is Leased Space Certified?* <input type="checkbox"/> Yes <input type="checkbox"/> No	Rating System <input type="checkbox"/> LEED® <input type="checkbox"/> GreenGlobes™	Certification Level/Type:	Registration Number:
Location Address			

*Note: If the Leased Space has achieved a certification that meets the requirements of a multi-attribute green building standard developed by an ANSI-accredited organization do not complete the rest of the form. Fill out the certification information above and return the document to OFMP.

Mandated Requirements	
I. Employ Integrated Design Principles	
Integrated Project Team (IPT) Initiate and maintain an integrated project team in all stages of a project's planning and delivery.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Commissioning Employ commissioning practices tailored to the size and complexity of the building and its system components	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comment:	
II. Optimize Energy Performance	
Energy Efficiency Establish a whole building performance target that takes into account the intended use, occupancy, operations, plug loads, other energy demands, and design to earn the ENERGY STAR® rating for the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	
Measurement and Verification Building has building level utility meters to track and continuously optimize performance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	
III. Protect and Conserve Water	
Indoor Water Employ strategies that in aggregate use a minimum of 20 percent less potable water than the indoor water use baseline calculated for the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	
Outdoor Water Use water efficient landscape and irrigation strategies, including water reuse and recycling, to reduce outdoor potable water consumption by a minimum of 50 percent over that consumed by conventional means (plant species and plant densities).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	
Process Water When potable water is used to improve a building's energy efficiency, deploy life-cycle cost effective water conservation measures.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	
Water Efficient Products Use EPA's WaterSense Program-labeled products or other water conserving products.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Comments:	

Exhibit II.B.2

Sustainable Buildings Checklist for Lease Actions

Instructions

the EPA Act 1992, Uniform Plumbing Codes 2006, and the International Plumbing Codes 2006 fixture performance requirements? Note the installation of water meters, which is encouraged to allow for the management of water use during occupancy.

Outdoor Water

- Are water-efficient landscape and irrigation strategies used, including water reuse and recycling, that reduce outdoor potable water consumption by a minimum of 50 percent over that consumed by conventional means (such as plant species and plant densities)?
- Does the building have water meters that measure outdoor water use?

Process Water

- Does the building deploy life-cycle cost effective water conservation measures when potable water is used to improve the building's energy efficiency, according to the Energy Policy Act of 2005, Section 109?

Water-Efficient Products

- Does the building employ the use of EPA's WaterSense Program⁴-labeled products, FEMP designated, or other water conserving products?
- If the building has employed an Irrigation Contractor, is the company certified through EPA's WaterSense Program?

IV. Enhance Indoor Environmental Quality

Ventilation and Thermal Comfort

- Does the building meet ASHRAE Standard 55-2004, Thermal Environmental Conditions for Human Occupancy, including continuous humidity control within established ranges per climate zone? Does it meet ASHRAE Standard 62.1-2007, Ventilation for Acceptable Indoor Air Quality?

Moisture Control

- Does the building have an established and implemented moisture control strategy for controlling moisture flows and condensation to prevent building damage and mold contamination?

Day lighting

- Does the building provide automatic dimming controls or accessible manual lighting controls, and have appropriate glare control?

Low-Emitting Materials

- Does the building employ a strategy to obtain materials and products with low pollutant emissions, including adhesives, sealants, paints, carpet systems, and furnishings?

Protect Indoor Air Quality

- Does the building follow the recommended approach of the Sheet Metal and Air Conditioning Contractor's National Association Indoor Air Quality Guidelines for Occupied Buildings under Construction, 1995?
- Will the building be air flushed prior to occupancy?
- Are there regulations in place for the interior and exterior of the building that prohibit or restrict smoking?

⁴ <http://www.epa.gov/owm/water-efficiency/>

Exhibit II.B.2

Sustainable Buildings Checklist for Lease Actions

Instructions

V. Reduce Environmental Impact of Materials

Recycled Content

- Does the building use EPA-designated products that meet or exceed EPA's recycled content recommendations?
- Are EPA-designated products purchased for construction, operation, maintenance of or use in the building?

Biobased Content

- Is the use of USDA-designated products included in all solicitations for construction, operation, maintenance of or use in the building?

Environmentally Preferred Products

- Does the building employ the use of products, such as low-emitting materials or products containing no toxic metals, that have a lesser or reduced effect on human health and the environment over competing products or services that serve the same purpose but are not as environmentally friendly?

Waste and Materials Management

- Does the building employ a waste, salvage, or recycling program for the collection and disposal of used materials?

Ozone Depleting Compounds

- Does the building employ a strategy to limit or eliminate the use of ozone depleting compounds?

VI. Conformance with Local Environmental Requirements

National Environmental Policy Act (NEPA)

- Does the facility conform to Federal, state and local environmental regulations in regard to contamination and other environmental risks?

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Exhibit II.B.3
Letter of Non-conformance

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Exhibit II.B.3
Letter of Non-conformance

Date

TO: Howard D. Kelsey
 Deputy Assistant Secretary
 Office for Facilities Management and Policy (OFMP)

FROM: [Name], Facility Director
 [HHS Component]

SUBJECT: Statement of Non-Conformance for the Completion of Exhibit II.B.2, Sustainable
 Buildings Checklist for Lease Actions

Lease Description Describe the lease transaction and building particulars.

Include the building location, size and type of lease action.

Exhibit II.B.2 Completion The Letter of Non-Conformance is submitted in lieu of the Sustainable Buildings Checklist.

Describe the effort of the OPDIV in attempting to have the checklist completed.

Detail how the OPDIV supplied the checklist and to whom.

Reason for Non-Conformance Describe the reason the Sustainable Buildings Checklist was not completed and submitted.

Discuss if GSA was requested to provide assistance on a Federally-owned building but did not respond to the OPDIV request.

Detail the response from the Lessor if they were asked to support the collection of the data and would not without a required fee for completing or providing information for the checklist.

Discuss if the HHS Component did not attempt to complete the checklist due to their lack of expertise to evaluate the sustainable measures on a building.

