

Leased Space Environmental and Energy Efficiency Attributes Tenant Instructions

This document is to evaluate the Environmental and Energy Efficiency attributes of a leased facility/space.

The tenant's leasing team will use the information provided as part of the lease decision process.

To be considered "Green" space and count towards the Leased Space Environmental & Energy Leadership Group (Group)'s goal, the facility/space must either be LEED[®] Certified or meet all requirements of the Tier I Checklist.

The Tier II attributes checklist provides additional environmental and energy efficiency attributes which can be used during the lease decision process to compare buildings.

Leased Space Environmental and Energy Efficiency Attributes Checklist For Property Managers

The purpose of this document is for use by a tenant to evaluate the Environmental and Energy Efficiency attributes of a leased facility/space. Information provided by property managers will be used by the tenant's leasing team as part of the lease decision process.

Instructions:

1. If the facility is LEED Certified, please complete the information below. If requested, please complete the Tier I and Tier II checklists also.
 - LEED Rating System Certified (e.g. New Construction, Existing Buildings, Core & Shell, etc)*
 - Date of Certification (Month/Year) _____*
 - Please attach a copy of Certification with Itemized Credits obtained.*
 - 1a. Please complete the Tier I checklist.
 - 1b. Please complete the Tier II checklist.

2. If the facility is not LEED Certified, please complete the Tier I and Tier II Checklists below.

NOTE: *Please evaluate each attribute for the space expected to be leased by the tenant unless the attribute is applicable to the entire building.*

TIER I CHECKLIST:
Required “Environmental and Energy Efficiency” Attributes

Property Name/Location: _____ **Date Checklist Completed:** _____

	Yes	No	Comments
Sustainable Site			
<input type="checkbox"/> Mass transit use and alternative commuting are encouraged and facilitated. (Must have at least one)			
- Bike facilities (racks, lockers, showers for bikers)			
- Carpool parking spaces designated			
- Proximity to mass transit hub (shuttle service, walking, bus shelters, etc.)			
<input type="checkbox"/> Preventive maintenance practices are implemented for cafeteria grease traps and/or storm water oil/water separators.			
Water Efficiency			
<input type="checkbox"/> Low flow fixtures are used on <u>all</u> restroom sinks, urinals, and toilets. (reference Note A)			
<input type="checkbox"/> Motion sensor faucets are used in <u>all</u> restrooms.			
<input type="checkbox"/> Low water use irrigation system with timer <u>and</u> rain sensing controls. (as applicable)			
Energy & Atmosphere			
<input type="checkbox"/> Space is metered separately for each tenant.			
<input type="checkbox"/> Separate controls (e.g. lighting, HVAC) are provided for each tenant to make adjustments as needed.			
<input type="checkbox"/> Energy efficient lighting and controls is used in the facility. (e.g. T8 or T5 2 lamp fixtures with premium electronic ballasts).			
<input type="checkbox"/> Building recommissioning or continuous commissioning plan is documented and implemented. Suggested recommissioning plan is a comprehensive review every 3 years and annual inspections of equipment and systems.			
Materials & Resources			
<input type="checkbox"/> Active, visible, and easily accessible recycling programs are provided and managed. (Must have 5)			
- Office paper			
- Cardboard			
- Metals (aluminum, tin, etc.)			
- Glass			
- Plastic			
- Toner cartridges			
- Batteries – office use (AA, AAA, C, D, Ni-Cd, etc.)			
- Fluorescent light bulbs			

Note A: Low flow fixtures must meet or exceed the Energy Policy Act of 1992 or your local/state plumbing code, whichever is more stringent.

Tier II Checklist:
Additional “Environmental and Energy Efficiency” Attributes

	Yes	No	Comments
Sustainable Site			
<input type="checkbox"/> Electric vehicle charging station on site or within ¼ mile of building.			
<input type="checkbox"/> Parking minimizes heat island effect (underground parking, tree covered, etc.)			
<input type="checkbox"/> Storm water retained onsite.			
- Used for irrigation purposes or cooling tower makeup.			
<input type="checkbox"/> Building has a “green” roof – one covered with vegetation or covered with light-reflective material.			
<input type="checkbox"/> Mowed areas are minimized.			
<input type="checkbox"/> Drip irrigation for landscaping is utilized.			
<input type="checkbox"/> Irrigation and cooling tower water is metered separately from indoor water use.			
<input type="checkbox"/> Exterior lighting is minimized to meet required safety standards.			
<input type="checkbox"/> Exterior lighting 50W or greater is shielded to avoid emitting light directly into the night sky.			
<input type="checkbox"/> Environmentally preferable de-icing chemicals are used for snow/ice removal (if applicable).			
<input type="checkbox"/> Other _____			
Water Efficiency			
<input type="checkbox"/> Native, drought tolerant landscaping that requires little irrigation is used for the site.			
<input type="checkbox"/> If water is needed, grey water is used for cleaning dock areas, sidewalks, etc.			
<input type="checkbox"/> Grey water is used in the cooling towers.			
<input type="checkbox"/> Grey water is used for landscaping.			
<input type="checkbox"/> Hot water recirculation/instantaneous heaters are used in the restrooms.			
<input type="checkbox"/> Dry cleaning practices are used for dock areas, sidewalks etc.			
<input type="checkbox"/> Low flow fixtures in other common building areas such as cafeterias.			
<input type="checkbox"/> Other _____			
Energy & Atmosphere			
<input type="checkbox"/> Building is certified as an Energy Star building under the US EPA Energy Star program. 75 th percentile or higher.			
<input type="checkbox"/> Building utilizes alternative energy sources: solar, wind, biomass, etc. Specify source and % of energy			

use: _____			
<input type="checkbox"/> Building management system manages and monitors/controls energy use and demand.			
<input type="checkbox"/> HVAC system is capable of water-side economization.			
<input type="checkbox"/> Building uses glass treatment, window shades or landscape shading to minimize sun load. (i.e., solar reflectance value of 0.70 and thermal emittance of 0.75 per LEED).			
<input type="checkbox"/> Building uses geothermal cooling and/or solar hot water heating system.			
<input type="checkbox"/> Fans and pumps are connected to variable frequency drives to minimize energy consumption and maximize life cycle.			
<input type="checkbox"/> All electric motors used in HVAC system are NEMA rated high efficiency.			
<input type="checkbox"/> Building insulation exceeds municipal codes.			
<input type="checkbox"/> Occupancy sensors are utilized for all public areas (conference rooms, restrooms, copy/print rooms).			
<input type="checkbox"/> LED lighting is used for all exit signs in the leased space.			
<input type="checkbox"/> Building utilizes Energy Star rated HVAC equipment.			
<input type="checkbox"/> Other			
Materials & Resources			
<input type="checkbox"/> Construction and demolition waste is recycled.			
<input type="checkbox"/> Landscape waste is composted on or off site.			
<input type="checkbox"/> Cafeteria waste is composted on or off site.			
<input type="checkbox"/> Furniture and fixtures are reused internally when renovating; else they are donated or recycled.			
<input type="checkbox"/> Environmentally preferable cleaning chemicals are used. (e.g. chemicals certified by Green Seal)			
<input type="checkbox"/> Products made with recycled content are utilized.			
- Paper towels			
- Napkins			
<input type="checkbox"/> Biodegradable utensils, plates, and/or biodegradable food containers are used in the cafeteria in lieu of Styrofoam or plastic.			
<input type="checkbox"/> In common areas and tenant improvement performed by landlord, check those that apply:			
- Recycled materials are used.			
- Non-arsenic impregnated woods used.			
- Rapidly renewable wood used.			
- Only native species of wood used; no endangered species.			
<input type="checkbox"/> Only biodegradable, non-hazardous water treatment chemicals are used.			
<input type="checkbox"/> Building glass is treated for UV protection to minimize premature fading of furniture, fabrics, and carpeting			

<input type="checkbox"/> Other _____			
Indoor Environment			
<input type="checkbox"/> MIRV 13 or higher rated air filters are used.			
<input type="checkbox"/> CO2 sensors are in place and appropriately tested and calibrated.			
<input type="checkbox"/> Ventilation greater than 30% of ASHRAE minimum standards is provided.			
<input type="checkbox"/> A plan to manage indoor air quality issues.			
<input type="checkbox"/> No smoking allowed inside the building or within 25 feet of the building entrance(s).			
<input type="checkbox"/> Other _____			