



BEST PRACTICES

| ITEM | BASIC REQUIREMENTS | CONCEPTUAL ALIGNMENT WITH LEED-EBOM v2009 |
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| Basic Performance Data Tracking | <ul style="list-style-type: none"> Track performance data for energy (building-level), water (building-level), and waste (building- or campus-level) | Minimum Program Requirement for energy and water |
| Energy Audit & Planning | <ul style="list-style-type: none"> Perform an energy audit every 5 years Hold an annual pre-budget meeting to review audit and plan for energy conservation measures | EAp1 Energy Efficiency Best Management Practices – Planning, Documentation, and Opportunity Assessment |
| Energy Systems Operating Documentation | <ul style="list-style-type: none"> Maintain a written Building Operating Plan (occupancy schedules, target space conditions, equipment run-time schedules & setpoints) & Preventative Maintenance Plan. Review these plans annually to identify opportunities to further optimize. | EAp1 Energy Efficiency Best Management Practices – Planning, Documentation, and Opportunity Assessment |
| Refrigerant Leak Detection | <ul style="list-style-type: none"> Implement a procedure for refrigerant leak detection (periodic review of refrigerant charge levels or automated leak detection system) | EAp3 Fundamental Refrigerant Management and EAc5 Enhanced Refrigerant Management |
| Water Audit & Planning | <ul style="list-style-type: none"> Perform a water audit every 5 years Hold an annual pre-budget meeting to review audit and plan for water conservation measures | N/A |
| Water Leak Detection Program | <ul style="list-style-type: none"> Implement a procedure for water leak detection (using routine meter readings and consumption trend analysis, an automated leak detection system, or other method) | WEc1 Water Performance Measurement |
| Annual Waste Audit & Planning | <ul style="list-style-type: none"> Perform a waste audit every year (this can be self performed or contracted) Hold an annual planning meeting with waste hauler to review performance and plan waste diversion and source reduction improvements | MRc6 Solid Waste Management – Waste Stream Audit |
| Waste Management Plan | <ul style="list-style-type: none"> Implement a waste management plan that includes: annual communication to occupants, recycling strategy for paper, cardboard, metals, plastic, glass and specialty items such as electronic waste, batteries, and lamps | MRp2 Solid Waste Management Policy |
| Annual Air Quality Audit & Planning | <ul style="list-style-type: none"> Perform an air quality audit every year Hold an annual pre-budget meeting to review audit and plan for air quality improvement measures | EQp1 Minimum IAQ Performance and EQc1.1 IAQ Best Management Practice – IAQ Management Program |
| Green Cleaning Program | <ul style="list-style-type: none"> Implement a green cleaning program that uses non-toxic cleaning products and practices (e.g. purchasing 3rd party certified products, reducing disposable products, analyzing options for day/team cleaning to reduce evening lighting) | EQp3 Green Cleaning Policy and EQc3.1-3.6 Green Cleaning Program credits |
| Pest Management Strategy | <ul style="list-style-type: none"> Implement an integrated pest management strategy for interior and exterior spaces (e.g. focus on pest prevention, minimize use of toxic substances, and inform occupants when pesticide applications are required) | SSc3 IPM, Erosion Control, and Landscape Management Plan; EQc3.6 Indoor IPM |
| Alternative Transportation Program | <ul style="list-style-type: none"> Communicate alternative transportation options annually to occupants (carshare, bikeshare, rideshare, public transit, shuttle service, etc) Evaluate opportunities to improve occupant utilization of alternative transportation each year | SSc4 Alternative Commuting Transportation |
| Landscape and Exterior Maintenance Strategy | <ul style="list-style-type: none"> Meet with landscaping and exterior maintenance staff or contractors annually to identify ways to improve environmental performance (reduce usage or harmful products and practices, conserve water, etc) | SSc2 Building Exterior and Hardscape Management Plan; Sc3 IPM, Erosion Control, and Landscape Management Plan |
| Green Procurement Strategy | <ul style="list-style-type: none"> Establish green purchasing criteria for items under management control (e.g. paper products with recycled content, no-mercury light bulbs, etc) Implement a communication/ education program for occupants | MRp1 Sustainable Purchasing Policy |
| Green Building Design and Construction Guidelines | <ul style="list-style-type: none"> Establish green building design and construction guidelines for base building and tenant space renovations. These guidelines can be tailored to your building and can be based on LEED for Commercial Interior and New Construction standards. | MRc3, Sustainable Purchasing – Facility Alterations and Additions; MRc9 Solid Waste Management – Facility Alterations and Additions |
| Annual Sustainability Planning Meeting | <ul style="list-style-type: none"> Once per year, in advance of budgeting activities, convene a meeting of key stakeholders to review sustainability-related goals, objectives, activities, and outcomes. Consider initiatives that require continued or new funding, and incorporate them into budget planning | N/A |