

**Guiding Principle I. Employ Integrated Assessment, Operation and Management Principles: Integrated Assessment, Operations, and Management**

<b>I.1</b>	Use an integrated team to develop and implement policy regarding sustainable operations and maintenance.
<b>.2</b>	Incorporate sustainable operations and maintenance practices within the appropriate Environmental Management System (EMS).
<b>.3</b>	Assess existing condition and operational procedures of the building and major building systems and identify areas for improvement.
<b>.4</b>	Establish operational performance goals for energy, water, material use and recycling, and indoor environmental quality, and ensure incorporation of these goals throughout the remaining lifecycle of the building.
<b>.5</b>	Incorporate a building management plan to ensure that operating decisions and tenant education are carried out with regard to integrated, sustainable building operations and maintenance.
<b>.6</b>	Augment building operations and maintenance as needed using occupant feedback on work space satisfaction.
<b>.7</b>	Employ recommissioning, tailored to the size and complexity of the building and its system components, in order to optimize and verify performance of fundamental building systems. Commissioning must be performed by an experienced commissioning provider. When building commissioning has been performed, the commissioning report, summary of actions taken, and schedule for recommissioning must be documented. <i>Building recommissioning must have been performed within four years prior to reporting a building as meeting the Guiding Principles.</i>
<b>.8</b>	In addition, meet the requirements of EISA 2007, Section 432 and associated FEMP guidance.

**Guiding Principle II: Optimize Energy Performance**

<b>II.1</b>	Energy efficiency: Demonstrate energy efficient operation
<b>.2</b>	Energy Efficiency: Use Energy Star or FEMP listed products where available
<b>.3</b>	On-site renewable energy: Implement renewable energy on site
<b>.4</b>	Measurement and Verification: Install building level electricity meters to track and continuously optimize performance. Per the Energy Independence and Security Act (EISA) 2007, the utility meters must also include natural gas and steam, where natural gas and steam are used.
<b>.5</b>	Benchmarking: Compare annual performance data with that of previous years' by entering annual data into the ENERGY STAR® Portfolio Manager. For building and space types not available in ENERGY STAR®, use an equivalent benchmarking tool such as the Labs21 for laboratory buildings.

### Guiding Principle III: Protect and Conserve Water

<b>III.1</b>	<b>Indoor Water:</b> Two options: <ol style="list-style-type: none"> <li>1. Reduce water usage compared to a water baseline calculated for the building</li> <li>2. Reduce building measured potable water use by 20% compared to building water use in 2003 or a year thereafter with quality water data.</li> </ol>
<b>.2</b>	<b>Outdoor Water Usage:</b> Three options: <ol style="list-style-type: none"> <li>1. Reduce potable irrigation water use by 50% compared to conventional methods,</li> <li>2. Reduce building related potable irrigation water use by 50% compared to 2003 or a year thereafter with quality water data,</li> <li>3. Use no potable irrigation water</li> </ol>
<b>.3</b>	<b>Measurement of Water Use:</b> The installation of water meters for building sites with significant indoor and outdoor water use is encouraged.
<b>.4</b>	Employ strategies that reduce storm water runoff and discharges of polluted water offsite.
<b>.5</b>	<b>Process Water:</b> Per EPA 2005 Section 109, when potable water is used to improve a building's energy efficiency, deploy lifecycle cost effective water conservation measures.
<b>.6</b>	<b>Water Efficient Products:</b> Where available, use EPA Water-Sense labeled products or equivalent.
<b>.7</b>	Employ Water-Sense certified irrigation contractors

### Guiding Principle IV: Enhance Indoor Air Quality

<b>IV.1</b>	<b>Ventilation and thermal comfort:</b> Meet ASHRAE Standards 55-2004 Thermal Environmental Conditions for Human Occupancy and 62.1-2007: Ventilation for Acceptable Indoor Air Quality.
<b>.2</b>	<b>Moisture control:</b> Moisture control strategy to prevent building damage, minimize mold contamination, and reduce health risks related to moisture.
<b>.3</b>	<b>Daylighting:</b> Automated lighting controls (occupancy sensors with manual-off capability) provided for appropriate spaces.
<b>.4</b>	<b>Daylighting: Two options:</b> <ol style="list-style-type: none"> <li>1. Ensure daylighting factor of 2% in 50% of areas with critical visual tasks.</li> <li>2. Provide individually controlled task-lighting for 50% of occupied spaces.</li> </ol>
<b>.5</b>	<b>Low emitting materials:</b> Use low emitting materials for building modifications, maintenance, and cleaning.
<b>.6</b>	<b>Integrated Pest Management:</b> Use IPM as appropriate to minimize pesticide usage. Use EPA-registered pesticides only when needed.
<b>.7</b>	<b>Tobacco Smoke Control:</b> Prohibit smoking within the building and within 25 feet of all building entrances, operable windows, and building ventilation intakes

### Guiding Principle V: Reduce Environmental Impact of Materials

V.1	<b>Recycled Content:</b> Use products meeting or exceeding EPA's recycled content recommendations for building modifications, maintenance, and cleaning
.2	<b>Biobased content:</b> Use products with the highest content level per USDA's biobased content recommendations. For other products, use biobased products made from rapidly renewable resources and certified sustainable wood products.
.3	<b>Environmentally Preferable:</b> 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.
.4	<b>Waste &amp; Materials Management:</b> Provide reuse and recycling services for building occupants, where markets or on-site recycling exist. Provide salvage, reuse and recycling services for waste generated from building operations, maintenance, repair and minor renovations, and discarded furnishings, equipment and property.
.5	<b>Ozone Depleting Compounds:</b> Eliminate the use of ozone depleting compounds where alternative environmentally preferable products are available, consistent with either 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.