



1.0 Purpose & Scope

GSA needs to ensure that all new and current Contracting Officers, Contracting Officer’s Representatives (COR), O&M Project Managers, O&M Contractors, Construction Contractors, Property Managers, Real Estate Specialists, Custodial Project Managers, Facilities Management and Safety Program Water/Energy Expert (FMSP) are give adequate guidance to ensure that energy and water use is kept to an absolute minimum.

Following such guidance and requirements will ensure resource efficiency, as this should be a continual focus of all program areas within GSA.

GSA is a leader in sustainability and energy design. As such, GSA has the responsibility to demonstrate to tenant agencies how to be compliant and aware, while also contributing towards tenant agencies’ performance goals and mandates.

2.0 Activities & Departments Affected

This procedure affects all GSA personnel and contractors who affect operations, leases and projects at any GSA-owned or leased facilities in Region 8.

3.0 Exclusions

Excluded projects are under \$2,500 or projects with scope not applicable to any items listed later in the “References” section.

4.0 Forms Used & Permits Required: (include reporting requirements)

Federal and State Forms and Permits: None

In-house GSA Region 8 and Contractor Forms: None

5.0 Acronyms, Abbreviations and Definitions

Acronyms	Meaning
BA	Budget Activity
BLCC	Building Life-Cycle Cost
EISA	Energy Independence & Security Act of 2007
EO	Executive Order
EPAct	Energy Policy Act of 1992 and 2005
FMSP	Facility Management Services & Programs
GSA	General Service Administration
LEED	Leadership in Energy and Environmental Design
SIR	Savings to Investment Ratio
USGBC	U.S. Green Building Council

Definitions:

BA 51, Construction and Acquisition of Facilities: The acquisition of new facilities,



extension of existing facilities and conversion of older facilities through construction, including site investigation and acquisition; preparation of drawings and specifications; and management and inspecting with funds appropriated by Congress, on a project by project basis, in response to a prospectus submittal for new construction or building acquisition.

BA 54, Repair and Alterations (R&A): Repair and alteration projects below prospectus threshold in GSA owned buildings including design, construction, management and inspection. R&A projects may involve initial space alterations for tenants, repairs of building structure or systems, remodeling/modernizing building spaces or systems, improving technology or appearance or resolving safety deficiencies.

BA 55, Congressional Line Item: Money that is set aside by Congress as line item Repair & Alteration projects. It is used for projects that are over \$2.21 million (FY03). This type is also used for energy projects and refrigerant chiller replacements that may be under \$2.21 million.

BA 61, Real Property Operations: Provides funds to operate all Government-owned and leased facilities that are maintained and operated by GSA. Services under building operations include, but not limited to: cleaning, protection, maintenance, payments for utilities and fuels, grounds maintenance, and elevator operations.

BA 63, Energy rebates: Receipt of cash rebates from utility companies; to be used for innovative and energy technologies.

6.0 Procedure

State Specific Procedures & Requirements [refer to individual State Legal Reviews for details on Statutes, Laws, and Rules]: None are mandated.

Rebate programs may be applicable (e.g., Xcel in Colorado, Rocky Mountain Power in Utah): <http://www.dsireusa.org/>

Standardized Procedure:

6.1 The GSA Facility Management Services & Programs (FMSP) group has a Management and Review Analysis (MARS) process. All activities that impact energy and water use will be reviewed by the MARS team.

GSA will employ and meet High Performance Guidance to meet requirements set forth in Executive Orders (i.e., EO 13423, EO 13514) and legislative acts (i.e., EPAAct1992, EPAAct2005, EISA2007).

7.0 Records Management

- Occupancy Agreements.
- Property Management Energy and Water Files.
- Operations and maintenance and custodial contracts.



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- Energy and Water team meeting minutes.
- Regional Property Managers Meeting Presentations.

8.0 References

American Recovery and Reinvestment Act (ARRA) of 2009; Public Law 111-5; H.R. 1 111th Congress; February 17, 2009

Energy Independence and Security Act (EISA) of 2007; Public Law 110-140; H.R. 6, 110th Congress; 42 U.S.C. § 17001 et seq [statute]; December 19, 2007

Energy Policy Act (EPAct) of 1992; Public Law 102-486; 42 U.S.C. 13212 H.R. 776, 102nd Congress; October 24, 1992

Energy Policy Act (EPAct) of 2005; Public Law 109-58; H.R. 6, 109th Congress; Aug. 8, 2005

Executive Order 13423 (Federal Register, Vol. 72, No. 17): "Strengthening Federal Environmental, Energy, and Transportation Management", signed by President George W. Bush on 24 January 2007

Executive Order 13514 (Federal Register, Vol. 74, No. 194): "Federal Leadership in Environmental, Energy, and Economic Performance", signed by President Barack Obama on 5 October 2009

Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding, January 2006; signed by 17 federal agencies.

Interagency Sustainability Working Group (ISWG), as a subcommittee of the Steering Committee established by EO 13423, "High Performance and Sustainable Buildings Guidance", Final (12/1/08)

9.0 Appendices

Attachment A: Building Design & Specifications Energy Use Flowchart

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06/15/2012	Original Release	Charlie Rienhardt
06/15/2012	Add ISO 14001 Document Controls, add state regulations, add Flowchart (by Erik Petrovskis)	Robert Melvin
06/27/2012	Modified Flow Chart	Charlie Rienhardt



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ATTACHMENT A: Energy and Water Use Flowchart

