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

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Budget Activity</td>
</tr>
<tr>
<td>BLCC</td>
<td>Building Life-Cycle Cost</td>
</tr>
<tr>
<td>EO</td>
<td>Executive Order</td>
</tr>
<tr>
<td>FMSP</td>
<td>Facility Management Services &amp; Programs</td>
</tr>
<tr>
<td>GSA</td>
<td>General Service Administration</td>
</tr>
<tr>
<td>LEED</td>
<td>Leadership in Energy and Environmental Design</td>
</tr>
<tr>
<td>SIR</td>
<td>Savings to Investment Ratio</td>
</tr>
<tr>
<td>USGBC</td>
<td>U.S. Green Building Council</td>
</tr>
</tbody>
</table>

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 Statues, 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/](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., EPAct1992, EPAct2005, EISA2007).

### 7.0 Records Management

- Occupancy Agreements.
- Property Management Energy and Water Files.
- Operations and maintenance and custodial contracts.
• 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 Policy Act (EPAct) of 2005; Public Law 109-58; H.R. 6, 109th Congress; Aug. 8, 2005


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

<table>
<thead>
<tr>
<th>Document Control Information:</th>
<th>Approved &amp; Dated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Design &amp; Specifications - Energy Use “Month-Date-Year”.doc</td>
<td>RJM June 15, 2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Revision and Update:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revision Date</strong></td>
<td><strong>Nature of Revision</strong></td>
</tr>
<tr>
<td>06/12/2012</td>
<td>Working Draft</td>
</tr>
<tr>
<td>06/15/2012</td>
<td>Original Release</td>
</tr>
<tr>
<td>06/15/2012</td>
<td>Add ISO 14001 Document Controls, add state regulations, add Flowchart (by Erik Petrovskis)</td>
</tr>
<tr>
<td>06/27/2012</td>
<td>Modified Flow Chart</td>
</tr>
</tbody>
</table>
ATTACHMENT A: Energy and Water Use Flowchart

**Contracting Officers**
- Ensure contracts require energy and water efficiency of O&M and construction contractors

**O&M Contractors**
- Improve energy and water efficiency through:
  - Monthly monitoring
  - Explanation of significant use increases
  - Striving for use reduction
  - Proposal of savings options
  - Prompt performance of maintenance to reduce waste
  - Provision of staff with energy and water management background
- Participate in energy and water Management Team (project managers only)

**Real Estate Specialists**
- Participate in energy and water Management Team

**Custodial Project Managers**
- Participate in energy and water Management Team

**FMSP:**
- Review water and energy use of each building
  - Acceptable?
  - No
    - Notify Property Manager; assist with improvement
  - Acceptable?
    - No
      - Acceptable?
        - No
          - DONE
        - Yes
          - With input from Property Manager and O&M Contractor prepare conservation measures and submit for funding or a performance contract
  - Acceptable?
    - Yes

**Project & Construction Managers**
- Improve energy and water efficiency through:
  - Conservation of energy and water during construction
  - Having Property Managers and FMSP review projects for energy savings and metering requirements

**COR**
- Participate in energy and water Management Team

**Responsible Parties:**
- 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)

**Property Managers**
- Meet with all tenants to discuss energy and water conservation strategies
- Document these meetings and any agreements made; keep in property management energy/water files
- Establish and manage energy and water Management Team
- Report participants and actions taken at a monthly Region Property Manager Meeting at least once a year
- Document FMSP review and improvement process; keep in property management energy/water files

**Energy and Water Management Team**
- Improve energy and water efficiency through:
  - Monthly meetings to discuss improvement options
  - Establishing and implementing improvement action items
  - Documenting meetings and actions items; kept in property management energy/water files

**Occupyancy agreement allows extended hours operation?**
- Yes
  - Include separate efficient HVAC equipment for after hours; no Property Manager/FMSP water expert pre-approval required
  - Ensure lease requires metering standards be complied with in the event tenant adds qualifying large equipment at tenant’s expense
- No
  - Consult with FMSP about addition to advanced metering
  - Ensure lease requires metering standards be complied with in the event tenant adds qualifying large equipment at tenant’s expense

**Responsible Parties**
- 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)