

# Kahua Quick Reference Guide

## Sustainability

### About Sustainability

[Important Notes](#)

[Navigate to Sustainability](#)

[Create a Sustainability Record for a Building](#)

[Scope](#)

[Goals](#)

[Compliance](#)

[Narratives and Stories](#)

[Approvals](#)

[Upload References](#)

[Project Sustainability Fact Sheet](#)

The Sustainability app is used for tracking and documenting the sustainability Scope, Goals, Compliance, Narrative, and Stories for the project.

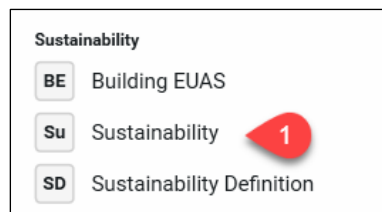
The Project Sustainability Fact Sheet is generated using the information entered in the Sustainability application.

### Important Notes

- To save the document for future edits, all *required* fields must be populated with data.
- To quickly move from section to section use the section panel located on the right side of the document.

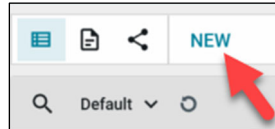
### Navigate to Sustainability

1. Open the project using Project Finder on the left side bar.
2. Select **Sustainability** in the Sustainability section of the App launcher.



## Create a Sustainability Record for a Building

1. Click on **New** at the top of the page to create a new Sustainability record.

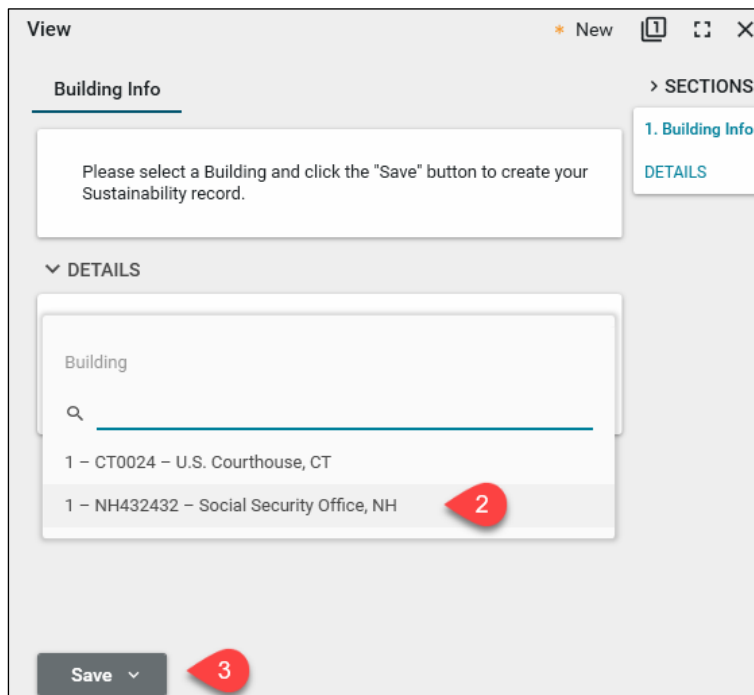


2. Select the building in the **Building Info** pane. The options in this list come from the Buildings that are selected in the **Buildings** section of the Project app.

Note: Only the Project Manager has permission to make changes to the Project record.

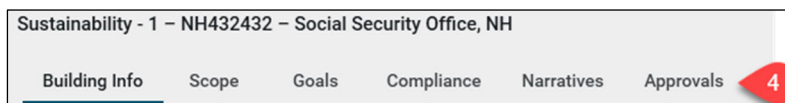
Note: Only one Sustainability record per Building may be created in a project, but the project may contain multiple buildings.

3. Click the **Save/Close** button.



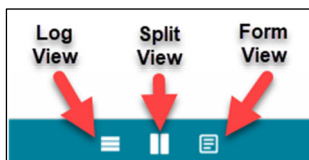
The screenshot shows the 'Building Info' pane with a search bar and a list of buildings. The 'Save' button is highlighted with a red circle labeled '3'.

4. The six tabs for Sustainability information will appear across the top of the new record.



The screenshot shows the top of the new record with the title 'Sustainability - 1 - NH432432 - Social Security Office, NH'. Below the title are six tabs: 'Building Info', 'Scope', 'Goals', 'Compliance', 'Narratives', and 'Approvals'. The 'Approvals' tab is highlighted with a red circle labeled '4'.

**Note:** Use the three focus buttons in the bottom blue bar to adjust your form view if necessary.



## Building Information

The **Building Information** tab displays the Building information for this Sustainability project.

5. Review the **Details** for accuracy and if changes need to be made, work with the Project Manager.

A screenshot of the 'DETAILS' section in the Building Information tab. The section is titled 'DETAILS' with a dropdown arrow. It contains a list of fields and their values: 'Building Name' (1 - NH432432 - Social Security Office, NH), 'Facility Code', 'Region Code' (1), 'Building GSF', 'Building RU', 'Building RSF', 'Building USF', 'Field Office Code', 'Completion Date', and 'Address' (2313 Back St Concord, NH 54354). A red speech bubble with the number '5' is positioned next to the 'Building RU' field.

6. In the **Administration** section, enter the Guiding Principles information. This section is only editable by the Sustainability Administrators.
7. Any documents to be included with the record can be uploaded to the **References** section.
8. To save the record, click the **Save/Close** button.

## Scope

Add or update all equipment or components being installed or upgraded at the selected building, including all high-performance building features.

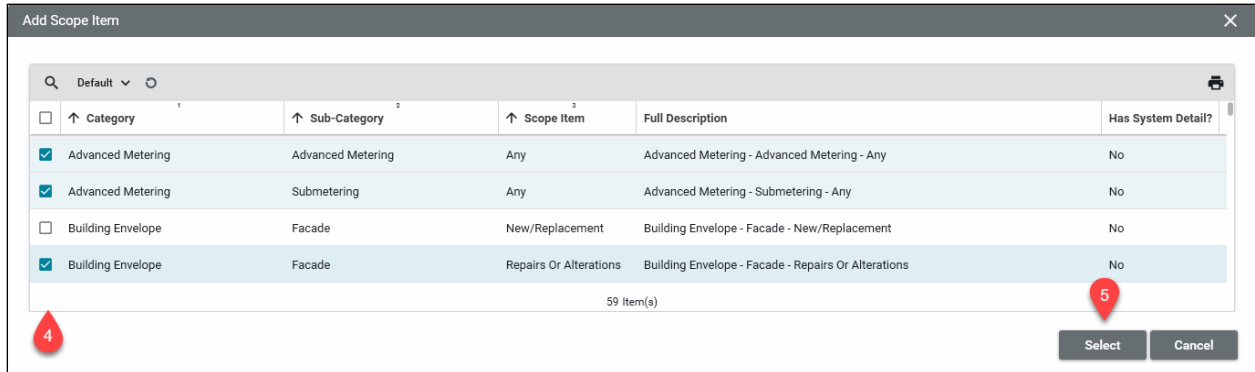
**Scope** tracking enables GSA to efficiently track, analyze, and report our projects' sustainable features.

## Add Scope Items

1. If not already in the edit screen, click **Edit** at the top of the record.
2. Select the **Scope** tab.

3. Click **Add Scope Item**.
4. Check the box in the far-left column beside each Scope Item to be included in the project's Sustainability Scope.

5. Click the **Select** button.



<input type="checkbox"/>	Category	Sub-Category	Scope Item	Full Description	Has System Detail?
<input checked="" type="checkbox"/>	Advanced Metering	Advanced Metering	Any	Advanced Metering - Advanced Metering - Any	No
<input checked="" type="checkbox"/>	Advanced Metering	Submetering	Any	Advanced Metering - Submetering - Any	No
<input type="checkbox"/>	Building Envelope	Facade	New/Replacement	Building Envelope - Facade - New/Replacement	No
<input checked="" type="checkbox"/>	Building Envelope	Facade	Repairs Or Alterations	Building Envelope - Facade - Repairs Or Alterations	No

59 Item(s)

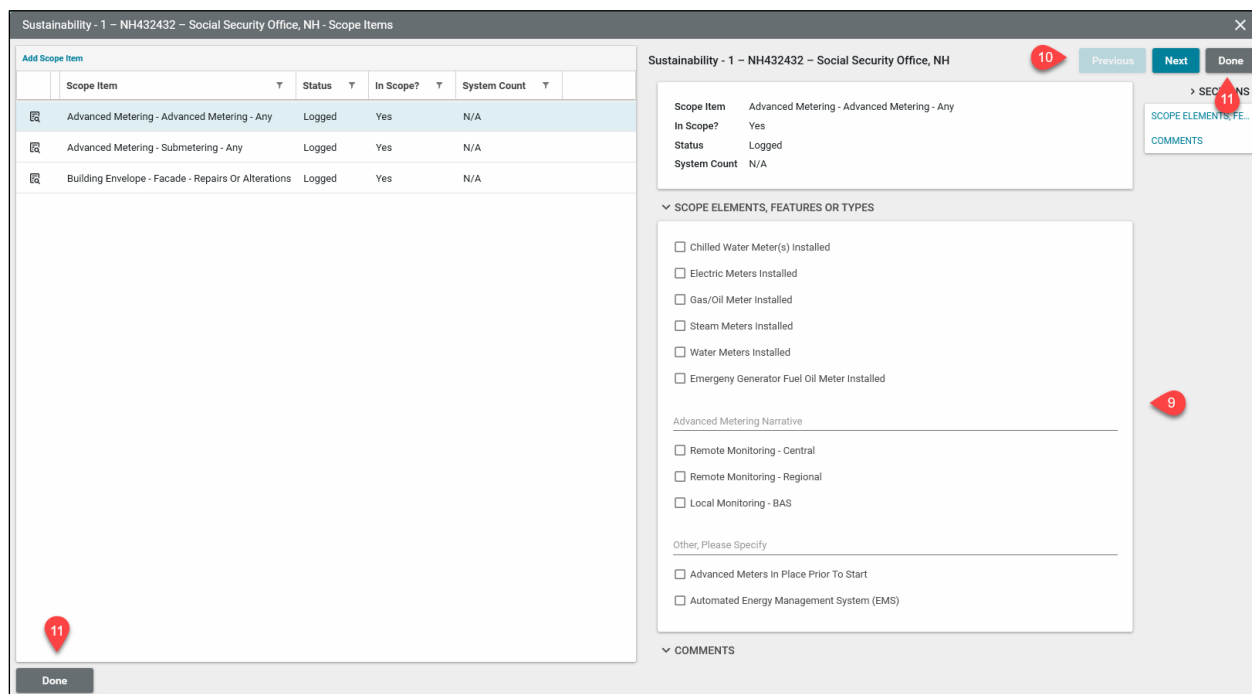
Select Cancel

6. Click the **Save/Close** button.
- Status** of Items will be "Logged".
  - In Scope?** will be "Yes".
  - System Count:** "Yes" in the **Scope Count** column of the Log View indicates the details include a grid for entering a breakout of multiple items such as more than one roof type.

## Edit Scope Item Details

Each Scope item has its own set of details. Open the More Details window to enter the applicable information for each item.

- If not already in the edit screen, click on **Edit** at the top of the record.
- Click the fly-out icon to the left of the first Scope item.
- Enter the applicable details, including the **System Count** grids.
- Use the **Next/Previous** buttons at the top right-hand side of the window to move through the list of Scope items.
- Click **Done** in the top right corner to close the item pane or **Done** in the bottom left corner to close the window.
- Click the **Save/Close** button to commit the changes to the Sustainability Record.



## Manage Scope Items

**Note:** The scope item options below will not appear if the Sustainability record is in edit mode.

13. Each item must be approved before it appears on the Tracking Tab.

a. **Approve?**

- i. Includes Item on Tracking Tab
- ii. Approval Choice:
  1. Ready for Reporting – Status - Approved
  2. Not Ready – Status – Logged
    - a. You must enter a comment that appears in the Tracking list.

b. **Unapprove**

- i. You must enter a comment that appears in the Tracking Sheet.
- ii. Status – Unapproved
- iii. Once unapproved, you will have the option to Approve again.

14. Each item may be Descope and Rescope to change the status on the in the **Tracking** list.

**Note:** A **Comment** must be entered with each change.

- a. **Descope:** Status – Descoped
- b. **Rescope:** Status – Rescoped


## Goals

## Add the Project's Sustainability Goals

- Check the **Project produced 500+ pounds of non-hazardous construction and demolition waste** box, if applicable.
- Enter the **Total Waste** and **Diverted Waste Units** and **Amounts**.

### c. Calculations

- i. **Tons** = Amount multiplied by Unit Conversion Factor
- ii. **Calculated Waste Diversion Rate** = Diverted Amount in Tons divided by Total Amount in Tons (as a percentage)



Unit Conversion Factor		
Drop-Down	Lbs. per Cubic Yards per EPA	Multiplier
Tons		1
Pounds		0.0005
Cubic Yards: Aggregate Rock / Gravel	999	0.4995
Cubic Yards: Asphalt Paving	773	0.3865
Cubic Yards: Carpet	147	0.0735
Cubic Yards: Concrete	860	0.43
Cubic Yards: Drywall / Gypsum Board	467	0.2335
Cubic Yards: Metal (Except Ducting)	225	0.1125
Cubic Yards: Metal HVAC Ducting	47	0.0235
Cubic Yards: Mixed C&D Waste	417	0.2085
Cubic Yards: Wood	169	0.0845

## 2. Performance Projections

- Indicate whether **EUAS** represents accurate baseline performance of the building/facility prior to project start.
- Choose the **Baseline: Model Type**.
- Add comments about the baseline.
- Add **Baseline** information.
  - When the **Post Project Projections** are entered, the **Calculated Change %** (read-only) is calculated.
- Calculations (read-only):
  - Total Energy (MMBTH)** = SUM (All Entered Values multiplied by Conversion Amount)
  - EUI** = (Total Energy / GSF) divided by 1000
  - Calculated Water Intensity** = Post Project Projection Water (Gallons) divided by Post Project Projection GSF



PERFORMANCE PROJECTIONS

Is this project anticipated to measurably affect the building's energy performance? ☐ Yes ☐ No ☐ TDB

**Building Baseline and Anticipated Performance**

Baseline: Model Type

Baseline Comments

	Building GSF	Total Energy (MMBtu)	EUI (kBtu/ GSF/year)	Chilled Water (Ton-Hr)	Electric (kWh)	Gas (CubicFt)	Oil (Gallon)	Steam (Mlb)	Water (Gallon)
Baseline									
Post Project Projections									
Calculated Change (%)									

Manually-entered EUI Goal (kBtu/GSF/Year)

Calculated Water Intensity

Anticipated GHG reduction - manually-entered (MTCO2e) per year

Anticipated GHG reduction - calculated (MTCO2e) per year

Energy Consumption/Savings Comments

**Gross Square Footage**

GSF Change Comments

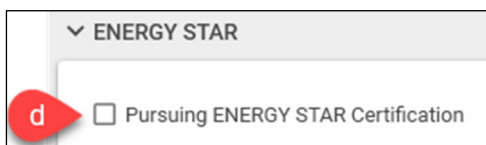
Conversion Amounts			
Chilled Water	1 ton/hr	=	12,000 BTU
Electric	1 kWh	=	3,412 BTU
Gas	1 cubic feet	=	1,037 BTU
Oil	1 gallon	=	138,500 BTU
Steam	1 million lbs	=	1,194,000 BTU
Note: "Water (Gallon)" is not included in this calculation.			

### 3. LEED/SITES/Green Globes

- Enter the information for each applicable program.

### 4. Energy Star

- If pursuing **Energy Star Certification**, check the box at the top.
- Enter the applicable information.

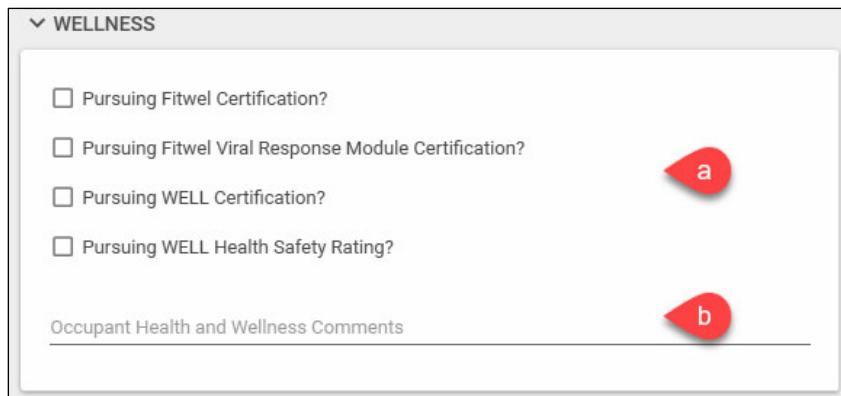


▼ ENERGY STAR

☐ Pursuing ENERGY STAR Certification

## 5. Wellness

- Check the applicable box(es).
- Enter applicable **Occupant Health and Wellness Comments**.



▼ WELLNESS

☐ Pursuing Fitwel Certification?

☐ Pursuing Fitwel Viral Response Module Certification?

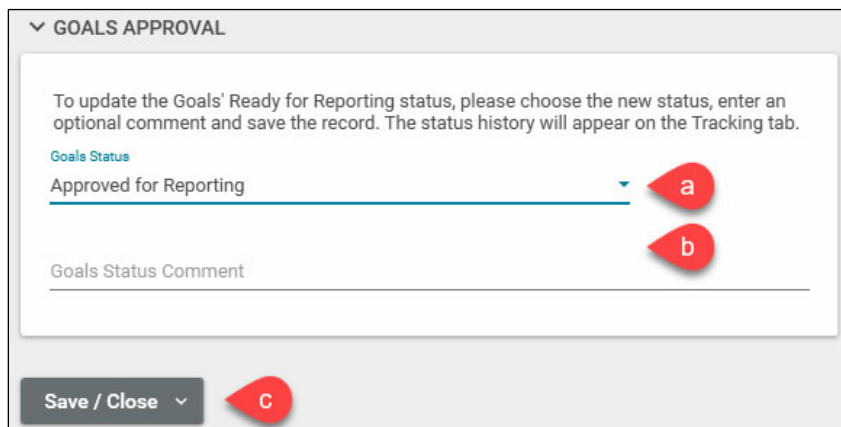
☐ Pursuing WELL Certification?

☐ Pursuing WELL Health Safety Rating?

Occupant Health and Wellness Comments

## 6. Goals Approval

- To update the **Goals Ready for Reporting** status, choose the new status.
- Enter an optional comment.
- Click the **Save/Close** button.
- The status history will appear on the **Tracking** tab.



▼ GOALS APPROVAL

To update the Goals' Ready for Reporting status, please choose the new status, enter an optional comment and save the record. The status history will appear on the Tracking tab.

Goals Status

Approved for Reporting

Goals Status Comment

Save / Close

## Compliance

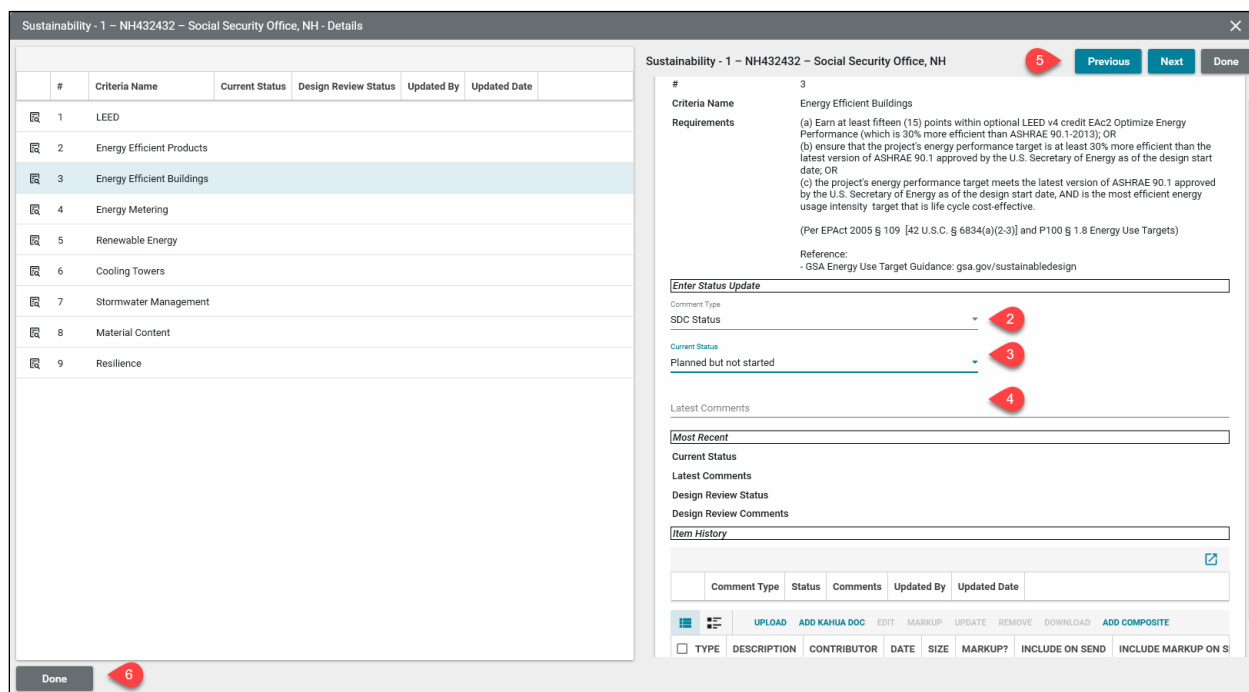
The Compliance tab applies to all New Construction and Major Modernization projects. These project types must meet the Guiding Principles for Sustainability Federal Buildings.

### Track Compliance Criteria

1. Click on the More-Details flyout to the left of one of the criteria items.
2. Select the **Comment Type**.
3. Select the **Current Status**.
4. Enter **Latest Comments**.
  - a. The **Item History** grid saves each update, oldest to newest.
5. Use **Previous/Next** to move through each Criteria item to enter **Status** and **Comments**.
6. Click **Done**.
7. Click the **Save/Close** button (or Save) to commit the changes.

**Note:** The current status appears in the **Most Recent** section of the **Criteria Item** and in the **Current Status** column of the Compliance window.

**Note:** Compliance items are not included in the **Tracking** tab.



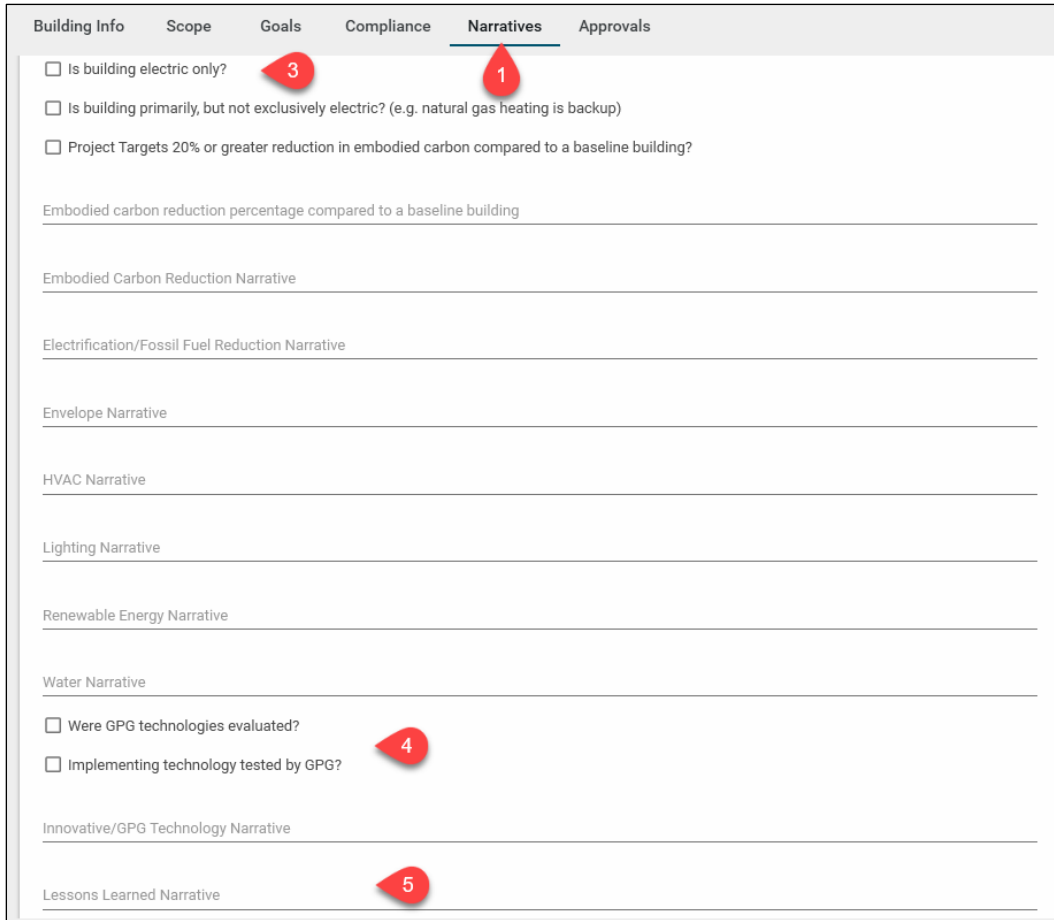
## Narratives and Stories

The Narratives tab collects information on high-impact areas of design intent.

### Enter the Project's Sustainable Narratives

1. Click the Narratives tab.
2. Click the **Edit** button in the options bar at the top of the window.

3. Check a box at the top regarding building electricity, if applicable.
4. Enter narratives for any of the applicable high-impact areas of design intent.
5. Check the applicable boxes regarding GPG Technologies.
6. Enter a **Lessons Learned** narrative.



Building Info   Scope   Goals   Compliance   **Narratives**   Approvals

☐ Is building electric only? 3

☐ Is building primarily, but not exclusively electric? (e.g. natural gas heating is backup) 1

☐ Project Targets 20% or greater reduction in embodied carbon compared to a baseline building?

Embodied carbon reduction percentage compared to a baseline building

Embodied Carbon Reduction Narrative

Electrification/Fossil Fuel Reduction Narrative

Envelope Narrative

HVAC Narrative

Lighting Narrative

Renewable Energy Narrative

Water Narrative

☐ Were GPG technologies evaluated? 4

☐ Implementing technology tested by GPG?

Innovative/GPG Technology Narrative

Lessons Learned Narrative 5

### Enter the Project's Stories

7. Use the **Stories** fields to document any **Project Success Stories** or **Human Impact Stories** accomplished by the project.
8. To save the record, click the **Save/Close** button.



▼ STORIES

Project Success Story 7

Human Impact Story 7

Save / Close 8

## Approvals

Data in your Scope and Goals tabs are listed in the **Approvals** tab. No edits are made in this tab.

- History of each **Scope** item is tracked in the **Approvals** tab once it has been *Approved*.
- Goals** are tracked in the **Approvals** tab when **Approved for Reporting** or **Not Approved for Reporting** is selected as the **Goals Status** in the **Goals Approval** section.

### Managing the Approvals View

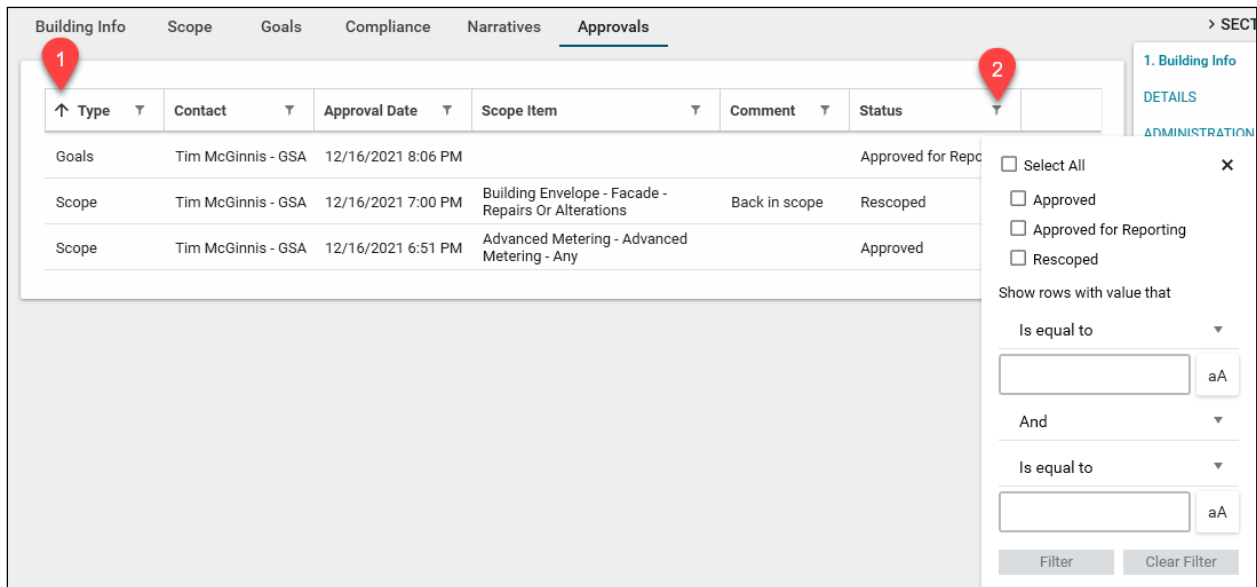
Columns in the Approvals tab can be Sorted or Filtered to show the information necessary in the desired order.

#### 1. Sort

- Click on the column header of the column to sort by.
- Click on the arrow that appears on the left side of the header name.
- Click on the arrow again to change the direction of the sort to ascending (arrow up) or descending (arrow down).

#### 2. Filter

- Click on the filter icon on the right side of the column header to filter by.
- Select the data to be included in the filter.
- Click out of the filter window to close it.



Type	Contact	Approval Date	Scope Item	Comment	Status
Goals	Tim McGinnis - GSA	12/16/2021 8:06 PM			Approved for Rep
Scope	Tim McGinnis - GSA	12/16/2021 7:00 PM	Building Envelope - Facade - Repairs Or Alterations	Back in scope	Rescoped
Scope	Tim McGinnis - GSA	12/16/2021 6:51 PM	Advanced Metering - Advanced Metering - Any		Approved

☐ Select All  
☐ Approved  
☐ Approved for Reporting  
☐ Rescoped  
 Show rows with value that  
 Is equal to  
 aA  
 And  
 Is equal to  
 aA

## Upload References

Any documents or photos to be included with the record can be uploaded to the **References** section.

- Click on **References** in the Sections list.
- Click **Edit**.
- Click **Upload**.

4. Follow the prompts to upload the document or photo.
5. To save the record, click the **Save/Close** button.

Sustainability - 1 - NH432432 - Social Security Office, NH

Edit [Icon] [Icon] [Icon]

Building Info Scope Goals Compliance Narratives Approvals

> SECTIONS

1. Building Info  
DETAILS  
ADMINISTRATION  
REFERENCES

2. Scope  
SCOPE ITEMS

3. Goals  
WASTE MANAGEMENT  
PERFORMANCE PRO...  
LEED/SITES/Green GL...  
ENERGY STAR  
WELLNESS  
GOALS APPROVAL

4. Compliance

Guiding Principles Compliance Status

Initial GP Compliance (FY of report-out)

Initial GP Compliance Path

GP-compliant square footage, if less than full building

REFERENCES

2

UPLOAD ADD KAHUA DOC EDIT MARKUP UPDATE REMOVE DOWNLOAD ADD COMPOSITE

TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP ON

Save / Close 5

## Project Sustainability Fact Sheet

The Project Sustainability Fact Sheet is populated with information gathered from each of the tabs in the Sustainability app. This report can be Sent, Saved to Kahua's File Manager, Printed or Downloaded from the report view.

1. Open the **Log View** of the **Sustainability** app.
2. Click on the **Reports** icon in the bar just under the project name.

[Icon] [Icon] [Icon] NEW

2

↑ Number Building

0001	1 - CT0024 - U.S. Courthouse, CT
0003	1 - NH432432 - Social Security Office, NH

1

3. Select the **Project Sustainability Fact Sheet**.
4. Click **View**.

CREATE

DELETE

...

NAME	DE	AUTHOR	CREATED	SCHEDULES
Project Sustainability Fact Sheet		Lancy Conley	9/1/2021	0

Project Sustainability Fact Sheet

Name

Project Sustainability Fact Sheet

Description

Project Sustainability Fact Sheet

4

View

Edit

5. Use the Kahua report functions to send, save, print or download the report.
6. Close the View using the **X** in the top right-hand corner of the pane.

SEND

5

Project Sustainability Fact Sheet

0290 - Sustainability UAT Handoff Demo Project

Page 1 / 4

Location and Building

GSA Region: 1  
 Location: New Haven, CT  
 Building ID: CT0024  
 Building Name: U.S. Courthouse

General Information

Project ID: 0290  
 Project Type: Owned/Move/Prospectus  
 Project Manager: Nancy Corley  
 Building GSF: 100000  
 Year Constructed:

Scope Narrative:

The General Services Administration proposes a prospectus project for the design and construction of a new U.S. Courthouse (CT) in Billings, Montana. The proposed new courthouse will provide approximately 146,741 gross square feet and 40 inside parking spaces to meet the needs of the U.S. District Court and court-related agencies.

Project Metrics

Baseline EUI (kBtu/GSF/Yr): 2.565  
 Anticipated EUI (kBtu/GSF/Yr): 2.280  
 Calculated EUI Reduction (%): 0  
 Total CAD Waste Diverted (tons): 0.00  
 Total CAD Waste Generated (tons): 0.00  
 Waste Diversion Rate: 0.00  
 Energy Star Target Rating:  
 LEED Goal:  
 LEED Certification Level:  
 SITES Goal:  
 SITES Certification Level:

Scope Overview

Advanced Metering | Advanced Metering | Any  
 Building Envelope | Roof | New/Replacement  
 Building Turn-up or Utility Improvements | Commissioning and M&V | Any

Scope Details

comments for scope details for advanced metering

Sustainability Design Criteria #

Status

Comments

1- LEED	Implementation complete	any final comments
2- Energy Efficient Products		
3- Energy Efficient Buildings		
4- Energy Metering		
5- Renewable Energy		

powered by

On 16 December 2021 8:52 PM EST By Tim McGinnis - GSA

Page 1 of 4