



Data Guide

for Buildings

Arc Skoru Inc.

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DATA GUIDE

Get started with scoring your building's performance in Arc!

You will find this guide helpful in understanding the data needed to generate a score for your building or space. For more information reach us at contact@arcskrou.com.

Arc offers a score across five categories: Energy, Water, Waste, Transportation and Human Experience. The overall score is based on a scale of 1-100. As you enter data in each of these categories, a score will generate for that category. Ensure you have the building's square footage, operating hours and occupancy updated under "Manage > Project". This information is required to generate a score in any category.

Once you enter the data in any category, the score is based on data from the most recent 365 days. For an accurate and holistic performance score, include data from the most recent twelve months.

The minimum data needed to generate a score is listed below. All data will be input through Arc.

Energy

- Provide 12 consecutive months of total energy use for the whole building.
- Include all energy sources used in the building; e.g. electricity, gas, steam, onsite renewable energy, etc.
- Data can be input directly into the platform, synced from Portfolio Manager or uploaded via the data template in Arc. More information is available in these [videos](#).

Water

- Provide 12 consecutive months of total water use for the whole building.
- Include all end uses, e.g. irrigation, HVAC, rest rooms, pantry, cooling tower, fixtures.
- Include all sources of water; municipally supplied, reclaimed, etc.
- Data can be input directly into the platform, synced from Portfolio Manager or uploaded via the data template in Arc. More information is available in these [videos](#).

Waste

- Provide the total weight of waste (in lbs., kg, or tons) that is generated, and the total weight that is diverted from landfills and incineration facilities.
- Collect data on the weight of waste disposed of and diverted in the most recent 12 months, from regular reports and/or waste audits that cover at least a 24 hour period. Include ongoing consumables and exclude any facility renovations waste.
- Data can be input directly into the platform or uploaded via the data template in Arc. More information is available in these [videos](#).

Transportation

- Provide the distance and mode of travel to the building, using the survey in Arc.
- Administer the transportation survey at least once within the most 12 months.
- Collect responses from a minimum percentage of building occupants. The minimum response rate is typically 25% and could be less for high occupancy buildings Please review the Transportation category within "data input" for the minimum response rate needed to generate a score.
- More information on administering the survey is available in this [video series](#).

Human Experience

This category has three sub categories that contribute to the score. As each sub category is provided with data, the score populates for that sub category.

1. Interior Carbon Dioxide

- Provide data for interior carbon dioxide levels in parts per million (ppm)
- Conduct at least one Indoor Air Quality (IAQ) evaluation for interior carbon dioxide (CO₂) levels. Take the indoor air measurements in locations representative of all occupied spaces, within the breathing zone (between 3 and 6 feet (900 and 1800 millimeters) above the floor), during normal occupied hours, under typical minimum ventilation conditions.
- Provide this information in the calculator/upload template accessible in the "Data Input" section of Arc
- Photo-ionization detectors (PIDs) are an approved method at this time.
- More information on inputting this data is available in this [video series](#).

2. Total Volatile Organic Compounds

- Provide TVOC data in micrograms per cubic meter ($\mu\text{g}/\text{m}^3$)
- Conduct at least one Indoor Air Quality (IAQ) evaluation for total volatile organic compounds (TVOC). Take the indoor air measurements in locations representative of all occupied spaces, within the breathing zone (between 3 and 6 feet (900 and 1800 millimeters) above the floor), during normal occupied hours, under typical minimum ventilation conditions. Provide this information in the calculator/upload template accessible in the "Data Input" section of Arc.
- Photo-ionization detectors (PIDs) are an approved method at this time.
- More information on inputting this data is available in this [video series](#).

3. Occupant Satisfaction

- Provide results of an occupant satisfaction survey, administered through the survey in arc.
- Administer at least one survey, within 12 months.
- Collect responses from a minimum percentage of building occupants. The minimum response rate is typically 25% and could be less for high occupancy buildings Please review the Transportation category within "data input" for the minimum response rate needed to generate a score.
- More information on administering the survey is available in this [video series](#).

SUPPORTING DOCUMENTATION

You can choose to submit your building's score for a review by GBCI.

To prepare a review, you will need to provide the documentation listed below. The documentation helps verify the data input to the platform. Ensure the data details provided in the platform are consistent with the documentation particularly consumption amounts, dates and other similar fields. Highlighting consumption values and dates on the documents helps expedite the review process.

1. **Energy:** Utility bills from the most recent 12 months, for all fuels included for the building.
2. **Water:** Utility bills from the most recent 12 months, for all water sources included for the building.
3. **Waste:** Hauler reports, audit reports, third party reports, or bills verifying the data provided.
4. **Transportation:** No supporting documentation needed unless requested by GBCI.
5. **Human Experience:** Sensor readings, audit reports, or third party reports verifying the data provided. Retain the template uploaded to Arc and a narrative describing procedures, e.g. how locations were determined, dates, times, and results of each test. Include floor plan/s identifying locations for testing.
 - Photo-ionization detectors (PIDs) are an approved method. If using a PID:
 - In addition to the documentation listed above, include original readings and conversion factors if readings were taken in other units (such as ppm). Conversion factors must be specific to the instrument used.

For buildings, spaces, transit or cities pursuing a LEED certification, please refer to the LEED rating system's reference guide on www.usgbc.org, for additional details.