ESTABLISHING A CULTURE OF PERFORMANCE ON YOUR CAMPUS

CAMPUS IMPLEMENTATION WORKBOOK
Overview

This workbook is designed with three goals in mind. To assist university and college campus teams with:

1. Creating a green existing buildings program on campus
2. Implementing the LEED Building Operations & Maintenance (O+M) rating system at the campus and building level
3. Establishing a culture of performance on your campus

The workbook consists of a five step process to assist teams with applying LEED including; understanding the campus and how it relates to LEED (Stage 1: Campus Assessment), implementing best practices at the campus level (Stage 2: Campus Strategy Implementation), assessing which buildings may qualify for certification (Stage 3: Building Feasibility Study), certifying a building (Stage 4: Run Pilot), and scaling up (Stage 5: Scale Up). The intent of the workbook is to provide campus teams with a tool to inform decisions and support sustainable actions relating to the existing built environment.

Process for Campuses

1. Conduct Campus Assessment
2. Implement Campus Level Strategies
3. Conduct Building Level Feasibility Study
4. Run Pilot to Build Capacity & Knowledge
5. Scale Up
Stage 1: Campus Assessment

Identify Your Campus

Name of Institution: ____________________________

Fundamentals of LEED

**WEp Building-Level Water Metering** requires each potable water source to be metered at each building. How is water managed on your campus?

**EAp Building-Level Energy Metering** requires each energy source to be metered at each building. How is energy managed on your campus (purchased, central plant)?

Are any modifications needed to meet the metering requirements?

Who is responsible for the following (you’ll need their help):

<table>
<thead>
<tr>
<th>Task</th>
<th>Standard procedures campus-wide (y/n)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td></td>
</tr>
<tr>
<td>Building cleaning</td>
<td></td>
</tr>
<tr>
<td>Engineering/HVAC systems</td>
<td></td>
</tr>
<tr>
<td>Exterior maintenance</td>
<td></td>
</tr>
<tr>
<td>Pest management</td>
<td></td>
</tr>
<tr>
<td>Construction projects</td>
<td></td>
</tr>
<tr>
<td>Budget and financing</td>
<td></td>
</tr>
</tbody>
</table>

Let’s Begin

When is your kick-off meeting? (Include everyone listed above.)
Stage 2: Campus Strategy Implementation

Campus Establishment

The following credits can be wholly or partially achieved at the campus level. Refer to the LEED Reference Guide for Building Operations and Maintenance and decide if you would like to implement any of these strategies at the campus level.

Sustainable Sites
- SSp Site Management Policy
- SSc Site Development – Protect or Restore Habitat
- SSc Rainwater Management
- SSc Heat Island Reduction
- SSc Light Pollution Reduction

Water Efficiency
- WEc Outdoor Water Use Reduction
- WEc Cooling Tower Water Use

Materials & Resources
- MRp Ongoing Purchasing and Waste Policy
- MRp Facility Maintenance and Renovation Policy

Indoor Environmental Quality
- EQp Environmental Tobacco Smoke Control
- EQp Green Cleaning Policy
- EQc Integrated Pest Management

Innovation
- INc Innovation

Preparing for Performance Tracking

Fill out the Performance Tracking table (on the next page) to outline methods and goals of performance tracking for specific LEED credits.

Master Site

The credits above can be submitted for review using a Master Site in LEED Online. Registered name of Master Site: ____________________________
### Stage 2: Planning for Tracking

<table>
<thead>
<tr>
<th>ITEM TRACKED</th>
<th>INDIVIDUAL RESPONSIBLE</th>
<th>FREQUENCY</th>
<th>FORMAT</th>
<th>SCOPE (BUILDING/DEPT/CAMPUS)</th>
<th>PERFORMANCE TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Water Meter Readings</td>
<td>John Doe: Engineering</td>
<td>Weekly</td>
<td>Spreadsheet</td>
<td>Building</td>
<td>Weekly readings</td>
</tr>
</tbody>
</table>

#### METER READING
- Energy Meter – source:
- Energy Meter – source:
- Water Meter - Building
- Water Meter – subsystem:
- Water Meter – subsystem:

#### PRACTICES
- Maintenance Equipment
- Cleaning of Sidewalks/Hardscape
- Erosion and Sedimentation Control
- Exterior Pest Management
- Indoor Pest Management

#### PURCHASING
- Ongoing Consumables
- Furniture and Electronics
- Construction Materials
- Ice Melt Chemicals
- Chemical Fertilizers
- Paints/Sealants for Building Exterior
- Green Cleaning Materials
- Green Cleaning Equipment

#### WASTE DIVERSION
- Ongoing Consumables
- Furniture and Electronics
- Construction Waste
- Landscape Waste
Stage 3: Building Feasibility Study

Building Description *(complete this form for each building on campus)*

Building Name: ____________________________________________________________
Use: ______________________________________________________________________

Gross Floor Area: ___________ Site Area: _______________________________________

Operating hours: _______________ No. of FTE Occupants:_________________________

Major Space Types:
__________________________________________________________________________
__________________________________________________________________________

Feasibility Checklist

Mark each of the following with a Y or N.

☐ Meters for each potable water source at the building level
   List ALL energy types and meter numbers:
   ______________________________________
   ______________________________________
   ______________________________________

☐ Meters for each energy source at the building level
   List ALL energy types and meter numbers:
   ______________________________________
   ______________________________________
   ______________________________________

☐ Building is ENERGY STAR ratable
   If not, what benchmark can be used?
   ______________________________________
   Does it meet minimum efficiency requirements?
   ______________________________________

☐ Efficient water fixtures (meet EPAct, UPC/IPC or WaterSense)

☐ Outdoor air requirements can be met

☐ HVAC equipment uses non-CFC refrigerants or phase-out plan is in place

☐ Staff and occupants are eager to participate

☐ LEED checklist completed and attached
Stage 4: Run Pilot

Select a Building
Name: ____________________________________________

Are changes necessary for this building to be eligible for LEED Certification? (Projects must achieve all prerequisites and at least 40 points.)

____________________________________________________

Register in LEED Online or Arc

Decide whether you would like to pursue the performance score in Arc or a purely credit-based approach in LEED Online.

LEED Project ID number __________________________________
LEED Certification Target: Certified, Silver, Gold, Platinum Points _________

Performance Periods

Earliest start date of any performance period ____________________________
Latest completion date of any performance period ____________________________

Documentation must be submitted to GBCI for review within 60 days of the last performance period.

Intended date of submission for review ____________________________
Stage 5: Scale Up

Lessons Learned

Was your first building successful in achieving LEED certification?

What were the most successful aspects?

What can be replicated on future projects?

What were the biggest challenges?

What should not be replicated on future projects?

Which buildings are next?
Resources

Familiarize yourself with the following resources as you move through the process of applying LEED for Building Operations and Maintenance to your campus.

- LEED Reference Guide for Building Operations and Maintenance
- LEED v4 O+M checklist
- Performance score
- LEED Online
- Arc