

Facility Statistics for Sustainability Planning

Building stats

Building Name

Location, physical address

Location, city, state and zip

Total building conditioned sq ft

Total building unconditioned sq ft (sheds, storage, etc.)

Total building semiconditioned sq ft (basements, mudrooms, or other partially heated spaces)

Construction Cost, excluding site and soft costs

Building use(s) (office, manufacturing, education, storage, greenhouse, hotel, residential, etc.)

If multiple uses, indicate sq.ft. of floor area devoted to each

Date First Fully Occupied (month and year)

Date of last renovation

Number of regular occupants (average)

hours of regular occupancy per day

Days/week regular occupancy

Number of regular visitors (average)

Number of regular visitors (peak and hours duration of peak)

Do building plans exist for this building?

Are there needs for expansion or renovation of this building?

Describe known problems with occupant comfort

Other notes

Building envelope

Describe building construction type

Describe insulation and cladding for: (example, 9" fiberglass in sloped roof; asphalt shingles)

Walls

Roof/Ceiling

Foundation

Slab

Windows

Date of most recent energy audit

Is audit report available? If so, from whom

Is building on historic register or have other restrictions on rehab?

List building elements in need of repair (e.g., siding, roofing, windows, etc.)

Describe known problems with building envelope

Other notes

Mechanical Systems

Building peak heating design load

Building peak cooling design load (total; i.e., sensible plus latent)

Describe heating system, including fuel, prime mover(s) and distributions system(s)

Describe cooling system, including type, location(s) and distributions system(s)

Installed heating system capacity, Btu/hr

Installed cooling system capacity, Btu/hr (total)

Btu/hr-sq.ft. heating system capacity (derived)

Sq.ft. per ton of cooling system capacity (derived)

Describe ventilation system

Describe water source for building

Describe waste water system for building
Describe known issues with any mechanical system
Describe each renewable energy systems
Describe any other building systems
Other notes

12 month total energy and water usage, energy usage from all sources

start date of usage data
end date of usage data
ccf natural gas
gallons oil
gallons propane
cords wood
tons wood chips
tons wood pellets
kWh electricity
peak electricity demand, kW
Other fuels
gallons water use
kWh of renewable electricity produced, by source (PV, wind, etc - derived)
BTU of renewable thermal energy, by source (wood, solar - derived)
Other notes

Total energy intensity, all sources, including renewables

Btu/sq.ft-year (derived)
kWh/sq.m-year (derived)

Building Needs

Known immediate maintenance needs
Deferred maintenance needs
Other

Contact Information

Person who knows building the best
phone
title
email
Person completing checklist for this building
phone
title
email
Date checklist filled in

Notes