

The 10-Step Process

PHASE I: PRE-LEASE



Step 1: Select a team

- Use a broker with experience in sustainability.
- Add other team members (architect, engineer, etc.) in subsequent steps.



Step 2: Select an office space

- Choose an efficient base building.
- Negotiate lease terms that allow energy efficiency improvements.

PHASE II: DESIGN AND CONSTRUCTION



Step 3: Set energy performance goals

- Consider overall corporate sustainability commitments and investments.



Step 4: Model energy reduction options

- Develop a Menu of Measures.
- Project performance of different combinations and iterations of measures.



Step 5: Calculate projected financial returns

- Review incremental costs and available incentives.
- Use Value Analysis Tool.



Step 6: Make final decisions

- Determine the optimal package that meets financial (NPV and IRR) and energy performance goals.



Step 7: Develop a post-occupancy plan

- Address needs for performance monitoring and occupant training.



Step 8: Build out the space

- Execute the planned energy efficiency projects.

PHASE III: POST-OCCUPANCY



Step 9: Execute the post-occupancy plan

- Measure and verify performance and perform ongoing maintenance.



Step 10: Communicate results

- Perform ongoing reporting.