



GREEN GLOBES® FOR
EXISTING BUILDINGS
2007
TECHNICAL REFERENCE MANUAL

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PREFACE FROM GREEN BUILDING INITIATIVE

The Green Building Initiative (GBI) is a 501(c)3 nonprofit organization and American National Standards Institute (ANSI) Standards Developing Organization (SDO) dedicated to accelerating the adoption of green building best practices. GBI is nimble and entrepreneurial in nature, believing that the market benefits from multiple pathways to integrate sustainability into the built environment. Creating credible, practical, third-party auditable assessment programs has been a priority since GBI was founded in 2004.

For many industry members, the expectation has been that achieving sustainable building certification must be costly and bureaucratic to be effective. GBI rejects that concept and has crafted an assessment program that is time- and cost-effective through Green Globes. Paperwork does not have to be laborious when a well-qualified Assessor visits the site and visually verifies the attributes of a building. A building team can have peace of mind knowing that their client service team will be supportive and transparent throughout the entire certification process. Green Globes is developed by the building industry for the building industry and has been deemed equivalent to other leading rating systems by the U.S. General Services Administration, Department of Energy, and Department of Defense. Large, progressive portfolio owners across the United States use Green Globes with the understanding that they can achieve improved sustainability results through a simple and seamless process. Green Globes provides a platform for teams to engage in the sustainability conversation and continue learning during the certification process.

Green Globes for Existing Buildings (Green Globes EB) provides a certification option that meets the needs of owners and project teams with existing buildings projects. Green Globes EB includes:

- Flexibility and multiple pathways to success
- A question set that prompts users to think critically about their project
- Third-party Assessor onsite review providing assurance of certification claims
- GBI customer service and technical support for step-by-step guidance

These attributes make Green Globes the first choice for existing buildings. By engaging with Green Globes and reading through the question set in this manual, you will discover new ways to adopt green building best practices in your project.

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Green Globes® for Existing Buildings Overview

Introduction

Green Globes is a well-established green building guidance and assessment program that offers a practical and affordable way to advance the environmental performance and sustainability of a wide variety of building types. Green Globes for Existing Buildings (Green Globes EB) is a rating system designed specifically for operation and management of existing buildings and minor renovations.

Green Globes EB is a smart alternative for assessment and certification owing to these three key attributes:

- A comprehensive environmental assessment protocol using accepted criteria
- Best practices guidance for operating and managing efficient and environmentally sustainable existing buildings
- A hands-on and cost-effective approach using independent third-party professionals who work with owners and facility teams

Objectives of the Program

The objectives of the Green Globes EB program is to:

- Evaluate energy and environmental performance of buildings
- Encourage peer reviews of building and management practices
- Increase awareness of environmental issues amongst building owners and facility managers
- Provide action plans for improvement where needed
- Provide certification and recognition for building operation and management

Green Globes EB is both a guide to integrating green building operation/management principles and an assessment tool, providing options when considering implementation of best practices. Green Globes EB assists in the management and operation of buildings that are energy and resource efficient, achieve operational savings, and improve occupant health and comfort.

Green Globes for Existing Buildings Process

Online Survey

The Green Globes EB program is based on a user-friendly, online survey (questionnaire) that contains approximately 200 questions and takes a few hours to complete. The questions are grouped into six assessment areas: Energy, Water, Resources, Emissions, Indoor Environment, and Environmental Management System. The first step of the assessment process is to register the project with GBI and purchase access to the online survey. On its own, the questionnaire is a helpful tool, but the strength and benefits of the Green Globes program are best achieved when completing the survey in tandem with an on-site assessment.

On-Site Assessment & Verification

Third-party verification of the survey responses is required for Green Globes certification. A contracted GBI assessor will interview the client (building owner/operator or project team), perform a walk-through of the facility, and review supporting documentation to verify the claims made in the survey.

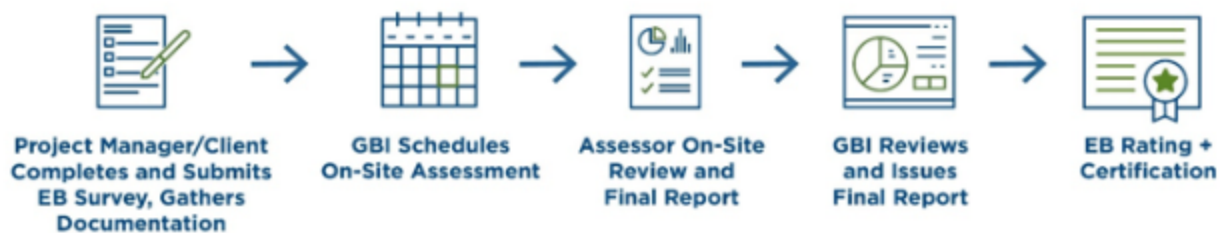
While answering the questionnaire, the client should gather all documentation available to support the responses. When the survey is complete, the client will contact GBI to schedule the on-site assessment (site visit). GBI will assign a third-party Green Globes Assessor to perform the site visit and issue a formal scheduling letter to the client and assessor. The letter includes contact information for both parties to facilitate direct contact. Please note that site visit scheduling typically requires at least 30 days' notice. In the weeks leading up to the site visit, the assigned assessor will contact the client to discuss the itinerary and specific details of the assessment.

Typically, the On-Site Assessment begins with an introductory meeting in which the assessor can interview the key project players (Facility Manager/Owner, Facility Team Members, General Contractor, etc.). Afterward, one or two people can guide the assessor through the building. Someone knowledgeable about all aspects of the facility should be on-site during the entire visit to ensure the assessor receives the information needed. If any follow-up documentation is requested during the site visit, it should be sent to the assessor within one week.

The duration of the site visit varies considerably based on the scope, size, and complexity of the facility. Please allow 4-8 hours for the assessor to review documentation onsite, conduct a thorough walk-through, and interview personnel.

After the visit, the assessor will create a detailed report of his/her findings that contains the recommended score and rating. Green Globes certification requires a minimum overall score of 35% of the total applicable points within the questionnaire, and certified projects are assigned a rating of One to Four Green Globes. GBI will review and approve the assessor's report and issue it to the client along with the formal rating and certification. After reviewing the report and sharing the results with the project team, the client may order recognition items to help celebrate and market the achievement.

Figure 1: Survey Review / On-site Assessment Process Flowchart



Green Globes Program Features

One of the defining qualities of Green Globes is its flexibility. The goal of the program is to promote the adoption of green building practices on a comprehensive scale by providing a flexible rating system that can be applied to a wide range of building types. To achieve this goal, Green Globes makes use of several important features and concepts, as follows.

Weighted Criteria

The Green Globes 1000-point scale allows for weighted criteria, wherein the assigned number of points for individual criteria reflects their relative impact and/or benefit on the sustainability of the building. For example, energy is considered to be the most important area affecting the sustainability of a building, so it carries the highest point value of all the Green Globes assessment areas within the New Construction (NC), Existing Building (EB), and Sustainable Interiors (SI) programs. This method emphasizes sustainable design while minimizing unnecessary "point chasing" for criteria that are outside of the project scope or provide relatively little environmental benefit.

No Prerequisites

Prerequisites are contrary to the objectivity and scientific accuracy of the Green Globes programs. They can be penalizing and result in building projects being excluded from green building assessment and certification. Green Globes aims to be inclusive and recognize sustainable achievements in all areas. A building is eligible for Green Globes certification once it reaches the 35% point threshold out of the 1,000 total points (less non-applicable points).

Third-Party Assessor

Green Globes Assessors are sustainability experts, generally with more than 10 years of applicable industry experience, who have successfully completed GBI's Green Globes Assessor training program. Once certified, Green Globes Assessors are authorized to perform Green Globes and Guiding Principles Compliance assessments for GBI as independent contractors. Their professional judgment is critical in the assessment process to verify point awards, determine criteria applicability, and provide sustainability recommendations within their assessment report. Once assigned, the client has direct access to contact the assessor for assessment guidance. Although GBI assigns Green Globes Assessors to projects, the assessor decisions and recommendations are not revised or redirected by GBI, thus ensuring assessor autonomy and their third-party status.

Non-Applicable Criteria

Within the Green Globes surveys, many criteria include a "non-applicable" (N/A) response selection. This provision increases the flexibility of the tool as points that are impossible or unreasonable for a building to achieve do not result in a penalty as they would if the criteria yielded a "No" response. This feature encourages a more regional approach and recognizes differences—and potential conflicts—between various local codes and standards.

The user should only select an available N/A response within the survey when there is a compelling, technical reason to do so. The non-applicable provision is not to be used when project teams/clients decide not to incorporate sustainability items that are part of the criteria measured in the assessment. In those cases, the client should select a "No" response or reconsider incorporating more sustainable features and answer the question accordingly.

The Green Globes third-party assessor will validate all "N/A" responses during the third-party assessment based on four primary justifications: 1) Regional/climatic applicability; 2) Jurisdictional/code conflict or inconsistency; 3) Building occupancy type; and 4) Criteria that address a facility, design feature, or building appurtenance that is not designated or used for that particular project space or is completely outside the control or influence of the client. Utilizing these four justifications, the Green Globes Assessor has the flexibility to use his/her professional judgment to categorize additional criteria as non-applicable.

Incremental Point Awards & Partial Credit

For some Green Globes criteria, there are threshold values, which allow the incremental award of points depending on the level of achievement. In these cases, reaching a higher threshold earns relatively more points. The third-party assessors are permitted to use their professional judgment to award partial credit where deserved, even when the thresholds don't exist within the program.

The incorporation of these flexibility features—1000-point scale, weighted criteria, no pre-requisites, non-applicable criteria, incremental point awards, and partial credit—result in the highest possible accuracy of the final Green Globes score and rating. This flexibility recognizes the vast differences in building types and the nuances of tenant improvement project.

Environmental Assessment Areas & Point Allocation

The Green Globes for Existing Buildings rating system is suitable for a wide range of large commercial buildings, including large and small offices, retail stores, and institutional buildings such as healthcare facilities, government buildings, schools, colleges, and universities.

Green Globes EB ensures that environmental impacts and key sustainability issues are comprehensively assessed using a 1,000-point scale among six environmental assessment areas: Energy, Water, Resources, Emissions and Other Impacts, Indoor Environment, and Environmental Management System. Each environmental assessment area utilizes weighted criteria assigning points to criteria based upon the impact to sustainability and efficiency.

Environmental Assessment Areas & Point Allocation		
1	Energy	350
1.1	Energy Consumption	80
1.2	Lighting	25
1.3	Boilers	16
1.4	Controls	14
1.5	Hot Water	12
1.6	Other Energy Efficiency Features	16
1.7	Green Energy	12
1.8	Envelope	35

Environmental Assessment Areas & Point Allocation		
1.9	Energy Policy	5
1.10	Energy Audit	2
1.11	Energy Management, Monitoring, and Targeting	16
1.12	Energy Training	5
1.13	Financial Resources	5
1.14	Sub-metering	10
1.15	Operating Manual	15
1.16	Maintenance Schedules	22
1.17	Public Transportation	45
1.18	Cycling Facilities	10
1.19	Other Features	5
2	Water	80
2.1	Water Consumption	30
2.2	Water Conserving Features	32
2.3	Water Management	18
3	Resources	110
3.1	Facilities for Storing and Handling Recyclable Materials	25
3.2	Waste Reduction Workplan	30
3.3	Site Pollution	50
3.4	Site Enhancement	5
4	Emissions and Other Impacts	175
4.1	Boiler Emissions	30
4.2	Refrigerants	25
4.3	Management of Ozone Depleting Refrigerants	10
4.4	Halons	10

Environmental Assessment Areas & Point Allocation		
4.5	Waste Water Effluents	20
4.6	Asbestos	15
4.7	Radon	5
4.8	PCBs	5
4.9	Storage Tanks	20
4.10	Drinking Water (lead and bacteria)	2
4.11	HCS Program	10
4.12	Health & Safety and Management of Hazardous Products	18
4.13	Pesticides	5
5	Indoor Environment	185
5.1	Ventilation System	24
5.2	Filtration System	11
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Energy

350

Energy Consumption

80

Energy Consumption

80

GREEN GLOBES #1.1.1

The ENERGY STAR® rating for this building is:

Tooltip

Use ENERGY STAR Portfolio Manager to calculate the ENERGY STAR score.

Scoring Matrix

Response	Score	Max Points
0	0	80
1	0	80
2	0	80
3	0	80
4	0	80
5	0	80
6	0	80
7	0	80
8	0	80
9	0	80
10	0	80
11	0	80
12	0	80
13	0	80
14	0	80
15	0	80
16	0	80
17	0	80
18	0	80
19	0	80
20	0	80
21	0	80

Response	Score	Max Points
22	0	80
23	0	80
24	0	80
25	0	80
26	0	80
27	0	80
28	0	80
29	0	80
30	0	80
31	0	80
32	0	80
33	0	80
34	0	80
35	0	80
36	0	80
37	0	80
38	0	80
39	0	80
40	0	80
41	0	80
42	0	80
43	0	80
44	0	80

Response	Score	Max Points
45	0	80
46	0	80
47	0	80
48	0	80
49	0	80
50	0	80
51	0	80
52	0	80
53	0	80
54	0	80
55	0	80
56	0	80
57	0	80
58	0	80
59	0	80
60	0	80
61	0	80
62	0	80
63	0	80
64	0	80
65	0	80
66	0	80
67	0	80

Response	Score	Max Points
68	0	80
69	0	80
70	0	80
71	0	80
72	0	80
73	0	80
74	0	80
75	24	80
76	32	80
77	32	80
78	32	80
79	40	80
80	40	80
81	40	80
82	48	80
83	48	80
84	48	80
85	56	80
86	56	80
87	56	80
88	64	80
89	64	80
90	64	80

Response	Score	Max Points
91	72	80
92	72	80
93	72	80
94	80	80
95	80	80
96	80	80
97	80	80
98	80	80
99	80	80
100	80	80

Lighting

25

Lighting

25

GREEN GLOBES #1.2.1

Does the building incorporate any of the following high-efficiency lighting features:

GREEN GLOBES #1.2.1.1

Compact fluorescents?



- Yes (3 points)

- No (0 points)

Tooltip

Compact fluorescents are suitable replacement for incandescent lighting, combining small size with high level of performance.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.2.1.2

T8 or T5 florescent lamps?



- Yes (3 points)

- No (0 points)

Tooltip

T8 or T5 fluorescent lamps are suitable for general lighting, are highly efficient and produce warmer colors than traditional cool white fluorescents.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.2.1.3

Exit signs with light-emitting diodes (LEDs)?



- Yes (3 points)
- No (0 points)

Tooltip

LED exit signs consume very little electricity and have a long life.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3



GREEN GLOBES #1.2.1.4

Use of high-intensity fluorescent fixtures?

- Yes (3 points)

- No (0 points)

- N/A

Tooltip

Where there are no high levels of light required over large areas, or where changing lamps is not difficult, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3
N/A	0	0

GREEN GLOBES #1.2.1.5

Task lighting?



- Yes (3 points)

- No (0 points)

Tooltip

Task lighting (e.g. desk lamps) concentrates light in specific areas rather than brightly lighting an entire room.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.2.1.6

Installation of automated lighting controls?



- Yes (3 points)

- No (0 points)

Tooltip

These include lighting management software, digital addressable lighting interface (DALI), occupancy controls, daylight sensors or automatic dimmers.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3



GREEN GLOBES #1.2.1.7

What percentage of all lighting in the facility is high efficiency lighting?

- 75 - 100% (7 points)

- 50 - 75% (4 points)

- 1 - 50% (3 points)

- 0% (0 points)

Tooltip

Estimate the percentage either by floor area of occupied space or by number of lights.

Scoring Matrix

Response	Score	Max Points
75 - 100%	7	7
50 - 75%	4	7
1 - 50%	3	7
0%	0	7

Boilers

16

Boilers

16

GREEN GLOBES #1.3.1

Are the boilers less than 20 years old?

- Yes
- No
- N/A

Tooltip

The average life cycle of a boiler is 25 years. A boiler older than 20 years may need to be replaced. If there are no boilers, select "N/A."

This criterion is informational only and is not scored.

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0
N/A	0	0

GREEN GLOBES #1.3.2

What percentage of boilers in the facility are high-efficiency?

- 50% - 100% (12 points)

- 25% - 49% (8 points)

- <25% (0 points)

- N/A

Tooltip

These incorporate sealed combustion and pulse technology to obtain efficiencies of 83% to 90%. They can be either condensing (recuperative) or power/fan assisted. If there are no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
50% - 100%	12	12
25% - 49%	8	12
<25%	0	12
N/A	0	0

GREEN GLOBES #1.3.3

Do the boilers have automatic vent dampers?

- Yes (4 points)

- No (0 points)

- N/A

Tooltip

These are placed in the flue pipe between the heating unit and the chimney to restrict the flow of heated air up the chimney. If there are no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4
N/A	0	0

Controls

14

Controls

14

GREEN GLOBES #1.4.1

Are temperature setback and weather compensation implemented?

- Yes (6 points)

- No (0 points)

Tooltip

These refer to the building temperature based on occupancy and outside temperatures to reduce heating or cooling requirements.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6

GREEN GLOBES #1.4.2

Does the building have building automation systems (BAS)?

- Full (8 points)

- Partial (5 points)

- None (0 points)

Tooltip

These systems optimize the start-up and performance of HVAC equipment, improve the interaction of mechanical subsystems, increase occupant comfort, owner energy use, and provide off-site building control. Partial BAS can consist of items such as snow and ice sensing controls that operate garage ramp heaters or domestic hot water system (DHW) controls.

Scoring Matrix

Response	Score	Max Points
Full	8	8
Partial	5	8
None	0	8

Hot Water

12

Hot Water

12

GREEN GLOBES #1.5.1

Does the building have high-efficiency water heating equipment?

- Yes (4 points)

- No (0 points)

Tooltip

Equipment may consist of condensing water heaters, "tankless" (instantaneous) water heaters, heat pump water heaters or solar water heating technology. Note that ASHRAE 90.1B IES tanks are not considered high efficiency for this assessment.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #1.5.2

Are there hot water saving devices?

- Yes (4 points)

- No (0 points)

Tooltip

Devices that reduce the rate and duration of water-flow in faucets can lower hot water costs.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #1.5.3

Are hot water temperatures maintained between 120° and 130° F?

- Yes (4 points)

- No (0 points)

Tooltip

Measure temperature at the taps.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

Other Energy Efficiency Features

16

Other Energy Efficiency Features

16

GREEN GLOBES #1.6.1

Are there other energy efficiency measures such as:

Scoring Matrix

Response	Score	Max Points
0	0	16
1	4	16
2	8	16
3	12	16
4	16	16
5	16	16
6	16	16

GREEN GLOBES #1.6.1.1-A



•At least 50% of chillers are high-efficiency, or there are no chillers? *(If yes, also select the "At least 25% . . ." option below.)*

Tooltip

If 50% or more of the chillers are high-efficiency or there are no chillers, check the boxes for both criteria 1.6.1.1-A and 1.6.1.1-B.

High-efficiency chillers are typically rated at full-load efficiency in the range of 0.46-0.65 kW/ton compared to old CFS-11 or CFC-12 chillers which have an efficiency in the range of 0.72-0.90 kW/ton.



GREEN GLOBES #1.6.1.1-B

- At least 25% of the chillers are high-efficiency, or there are no chillers?

Tooltip

If 50% or more of the chillers are high-efficiency or there are no chillers, check the boxes for both criteria 1.6.1.1-A and 1.6.1.1-B.

High efficiency chillers are typically rated at full-load efficiency in the range of 0.46-0.65 kW/ton compared to old CFS-11 or CFC-12 chillers which have an efficiency in the range of 0.72-0.90 kW/ton.

GREEN GLOBES #1.6.1.2



- Variable speed drives?

Tooltip

These electronic devices control motor speed by varying the frequency of the electrical supply, thereby reducing energy consumption, improving fan or pump control, and extending the life of the equipment.

GREEN GLOBES #1.6.1.3



- Combined heat and power (CHP) plants?

Tooltip

Cogeneration is the simultaneous production of heat and electrical or mechanical power achieved by capturing and recycling the rejected heat that escapes from an electricity generation process in the building. Cogeneration can be used to reduce peak demand.

GREEN GLOBES #1.6.1.4



- Energy recovery ventilation systems?

Tooltip

Energy recovery ventilation systems reclaim waste energy from the exhaust air stream and use that heat to condition the incoming fresh air.

GREEN GLOBES #1.6.1.5-A

•Other energy-saving systems or measures?

GREEN GLOBES #1.6.1.5-B

Describe any other energy-saving systems or measures being used.

Tooltip

If 1.6.1.5-A is checked, use 1.6.1.5-B to describe any other energy-saving systems or measures (e.g. deep lake cooling, displacement ventilation, underfloor air distribution, dehumidification methods etc.) used to save energy.

Green Energy

12

Green Energy

12

GREEN GLOBES #1.7.1

Is “green electricity” purchased?

- Yes (5 points)
- No (0 points)

Tooltip

Many energy retailers now offer energy produced from certified solar, water, wind, and recovery technologies.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #1.7.2

Does the building utilize any of the following renewable on-site energy sources:

Tooltip

Renewable energy sources do not deplete natural resources.

Scoring Matrix

Response	Score	Max Points
0	0	5
1	3	5
2	5	5
3	5	5
4	5	5
5	5	5



GREEN GLOBES #1.7.2.1

•Active Solar?

Tooltip

This is generally used to increase the temperature of large volumes of water or air in commercial and industrial buildings.



GREEN GLOBES #1.7.2.2

•Wind?

Tooltip

Wind turbines are generally used in stand-alone or wind farm applications to generate electricity.



GREEN GLOBES #1.7.2.3

•Photo Voltaic?

Tooltip

Photovoltaics generate electricity. They are most effective when used during the day, avoiding the need for battery or other storage systems.

GREEN GLOBES #1.72.4

•Ground Source?

Tooltip

Using the temperature differential between above ground and below ground (or ground water), fluid is circulated in an underground (or underwater) loop. The energy collected is used for air and/or water heating. The system can be reversed in summer to provide cooling instead of heating.

GREEN GLOBES #1.72.5

•Bio-Mass?

Tooltip

Fuel such as round wood, wood and agricultural waste, prepared wood fuels, landfill gas and digester gas are burned using high efficiency combustion to provide space and/or water heating.

GREEN GLOBES #1.7.3

What percentage of the building's total energy use is supplied by these renewable sources?

- $\geq 10\%$ (2 points)
- 1% - 9% (1 points)
- 0% (0 points)

Tooltip

Enter percentage of total annual energy requirements supplied from the sources in 1.7.2.

Scoring Matrix

Response	Score	Max Points
≥10%	2	2
1% - 9%	1	2
0%	0	2

Envelope

35

Envelope

35

GREEN GLOBES #1.8.1

Has the current performance and condition of the building envelope been assessed in terms of:

Tooltip

The condition of the building envelope is critical to the building performance. An assessment of the current performance and condition of the envelope should consider the issue of relative humidity temperature and interior pressure.

Scoring Matrix

Response	Score	Max Points
0	0	4
1	2	4
2	2	4
3	4	4
4	4	4

GREEN GLOBES #1.8.1.1

•Condensation?

Tooltip

Consider the differences in temperature on the inner surface of the building and the water vapor condensation on the surface of thermal bridges - the mold and mildew control points.

GREEN GLOBES #1.8.1.2

- Moist air transfer?



GREEN GLOBES #1.8.1.3

- Air flow?

Tooltip

Consider the envelope permeability and the ability of materials to withstand, without deterioration, periods of freezing rain and thawing.



GREEN GLOBES #1.8.1.4

- Heat transfer?

Tooltip

Assess the thermal resistance and quantity of heat transferred through the envelope.

GREEN GLOBES #1.8.2

Are there energy-efficient windows and doors?

- Yes (5 points)
-
- No (0 points)

Tooltip

Energy efficient windows consist of, at a minimum, double-glazed, low-e windowpanes with frame spacers that have high thermal integrity. High performance weatherstripping on doors and windows also increases their thermal performance.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #1.8.3

Does the building have appropriate shading or reflective film installed to reduce the cooling load?

- Yes (3 points)
-
- No (0 points)

Tooltip

Exterior awnings, exterior and interior solar blinds, green roofs and exterior vegetation, high-albedo (reflective) roofing materials, and low-e film reduce cooling loads and reduce glare.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.8.4

Has the building envelope been air-sealed in the following areas:

Tooltip

Stack effect and air leakage through the building envelope can cause significant heat loss and deterioration of the building envelope. One indication of a leaky building is when in the winter the occupants in the lower levels complain of a draft and cold and those in the upper levels complain of over-heating.

GREEN GLOBES #1.8.4.1

The top part of the building?



- Yes (4 points)
- No (0 points)

Tooltip

Exterior openings and roof-to-wall connections of mechanical penthouse and floors in the upper part of the building.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #1.8.4.2

The bottom part of the building?



- Yes (4 points)
- No (0 points)

Tooltip

Exterior openings and floor slab-to-wall connections and service core of the parking areas, entrance doors and the floors in the lower third of the building.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #1.8.4.3

Vertical shafts and elevators?



- Yes (3 points)

- No (0 points)

Tooltip

Service ducts and conduit penetrations, including excessive cable holes in the elevator shafts.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.8.5

Does the insulation of the walls comply with the recommendation of the building condition report?

- Yes (6 points)

- N/A (6 points)

- No (0 points)

Tooltip

Because of the factors involved, proper application of the insulation should be guided by the federal or state energy building code. Where the insulation meets federal or state energy building code, select "N/A" and 6 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
N/A	6	6
No	0	6

GREEN GLOBES #1.8.6

Does the insulation of the roof comply with the recommendation of the building condition report?

- Yes (6 points)

- N/A (6 points)

- No (0 points)

Tooltip

Because of the factors involved, proper application of the insulation should be guided by the federal or state energy building code. Where the insulation meets federal or state energy building code, select "N/A" and 6 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
N/A	6	6
No	0	6

Energy Policy

5

Energy Policy

5

GREEN GLOBES #1.9.1

Is there an energy policy endorsed by senior management?

- Yes, there is a documented energy policy. *(5 points)*

There is no documented energy policy, but management operates with a view to

- avoid excessive energy use. *(3 points)*

- No, there is no energy policy. *(0 points)*

Tooltip

This should be a public document that expresses commitments to establish energy targets, assign responsibilities, monitor performance, and undertake an annual review and report.

Scoring Matrix

Response	Max	
	Score	Points
Yes, there is a documented energy policy.	5	5
There is no documented energy policy, but management operates with a view to avoid excessive energy use.	3	5
No, there is no energy policy.	0	5

Energy Audit

2

Energy Audit

2

GREEN GLOBES #1.10.1

Has the building had an energy audit within the past three years that included recommendations with costs, savings and a payback period?

- Yes (2 points)
- No (0 points)

Tooltip

An energy audit identifies areas that unnecessarily consume excessive amounts of energy, and provides the most cost-effective solutions with costs, savings, and payback period.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #1.10.2

Were the following systems audited?

Tooltip

This criterion and its sub-criteria are informational only and are not scored.



GREEN GLOBES #1.10.2.1

Lighting system?

- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0

GREEN GLOBES #1.10.2.2

Heating plant?



- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0



GREEN GLOBES #1.10.2.3

Cooling plant?

- Yes

- No

- N/A

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0
N/A	0	0

GREEN GLOBES #1.10.2.4

Domestic hot water system?



- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0



GREEN GLOBES #1.10.2.5

HVAC distribution system?

- Yes

- No

- N/A

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0
N/A	0	0

GREEN GLOBES #1.10.2.6

Major equipment?



- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0



GREEN GLOBES #1.10.2.7

Appliances?

- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0

GREEN GLOBES #1.10.2.8

Building envelope?



- Yes

- No

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0



GREEN GLOBES #1.10.2.9

Solar and renewable resource potential?

- Yes

- No

- N/A

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0
N/A	0	0

Energy Management, Monitoring, and Targeting

16

Energy Management, Monitoring, and Targeting

16

GREEN GLOBES #1.11.1

Is there a energy management (reduction) plan to address issues raised in the energy audit?

- Yes (2 points)

- No (0 points)

Tooltip

If no energy audit was done, select "No."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #1.11.2

Is energy use being monitored?

- Yes (3 points)

- No (0 points)

Tooltip

Monitoring should be reviewed monthly. This can be done by installing sub-meters in several locations, or by listing all energy intensive equipment and corresponding hours that it is being used.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.11.3

Are energy usage targets set?

- Yes (3 points)

- No (0 points)

Tooltip

Targets are best expressed as a percentage decrease of energy used.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #1.11.4

Is there evidence of movement towards these energy targets over time?

- Yes (4 points)

- No (0 points)

Tooltip

Review energy figures for the past 3 years. If there are no energy figures or targets, select "No."

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #1.11.5

Have steps been taken to analyze and reduce peak energy demand?

- Yes (4 points)
-
- No (0 points)

Tooltip

This means monitoring total monthly energy use and peak demand in 15-30 minute increments using an interval meter on a week day and weekend-day for each season. Finding measures to flatten the load profile makes the facility more attractive to power vendors.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

Energy Training

5

Energy Training

5

GREEN GLOBES #1.12.1

Is the building staff, including new employees, sufficiently trained to design and implement an energy efficiency improvement program?

- Yes (5 points)
- No (0 points)

Tooltip

Training needs should be identified for each staff member. Training updates should be provided on a regular, ongoing basis. New employees are familiarized with the building's operations.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Financial Resources

5

Financial Resources

5

GREEN GLOBES #1.13.1

Are there financial resources to improve the energy efficiency of the building, or is the building participating in a program for energy efficiency upgrades?

- Yes (5 points)

- No (0 points)

Tooltip

This could be an energy efficiency improvement budget or participation in a program that provides financial assistance for energy upgrades.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Sub-Metering

10

Sub-Metering

10

GREEN GLOBES #1.14.1

Does the building have tenant sub-metering?

- 50% - 100% (7 points)
- 25% - 49% (3 points)
- 1% - 24% (1.5 points)
- 0% (0 points)
- N/A

Tooltip

Sub-metering not only encourages energy conservation by tenants, it also enables the owner to charge them fairly. If there is only one tenant, select "N/A."

Scoring Matrix

Response	Score	Max Points
50% - 100%	7	7
25% - 49%	3	7
1% - 24%	1.5	7
0%	0	7
N/A	0	0

GREEN GLOBES #1.14.2

Does the building have sub-metering of major energy uses (e.g. lighting, hot water, motors etc.)?

- Yes (3 points)
-
- No (0 points)

Tooltip

This is critical to managing energy for it makes it possible to establish the building-load profile and demand structure.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

Operating Manual

15

Operating Manual

15

GREEN GLOBES #1.15.1

Is there a readily available operating manual covering standard control settings and operating instructions for all services equipment that may affect the energy consumption?

- Yes (15 points)
- No (0 points)

Tooltip

A user-friendly manual listing all the building services and describing their function with operating instructions, standard control settings, and basic trouble-shooting makes it possible to handle minor problems and make adjustments without interrupting the service or having to call in the contractor.

Scoring Matrix

Response	Score	Max Points
Yes	15	15
No	0	15

Maintenance Schedules

22

Maintenance Schedules

22

GREEN GLOBES #1.16.1

Does the regular mechanical systems maintenance schedule include the following?

Tooltip

The maintenance schedules should be documented and records maintained.

GREEN GLOBES #1.16.1.1

Measurement of boiler efficiency?



- Yes (2 points)

- No (0 points)

- N/A

Tooltip

If there are no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0



GREEN GLOBES #1.16.1.2

Checks on the correct operation of ventilation and cooling controls?

- Yes (2 points)

- No (0 points)

- N/A

Tooltip

If there is no HVAC, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0

GREEN GLOBES #1.16.1.3

Checking of temperature, humidity and fresh air controls to ensure they are set correctly and are responding as intended?



- Yes (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1

GREEN GLOBES #1.16.1.4

Identification and investigation of all occurrences of excess energy use?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #1.16.1.5

Checking of air supply grilles to ensure they are not blocked and are delivering fresh air as required?



- Yes (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1



GREEN GLOBES #1.16.1.6

Checks for refrigerant leaks?

- Yes (1 points)

- No (0 points)

- N/A

Tooltip

If there is no central cooling plant, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1
N/A	0	0

GREEN GLOBES #1.16.1.7

Checks on air-handling units, cooling towers, and boilers?



- Yes (2 points)

- No (0 points)

- N/A

Tooltip

If there is no air handling unit, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0

GREEN GLOBES #1.16.1.8

Replacement of filters?

- Yes (2 points)



- No (0 points)

- N/A

Tooltip

If there is no air handling unit, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0



GREEN GLOBES #1.16.1.9

Cleaning and sterilizing of wet regions in the air conditioning system and checking for accumulation of dirt?

- Yes (2 points)

- No (0 points)

- N/A

Tooltip

If there is no air handling unit, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0

GREEN GLOBES #1.16.2

Is there a preventive maintenance program for building systems, which takes into account their lifecycle?

- Yes (7 points)

- No (0 points)

Tooltip

Preventative maintenance differs from regular maintenance in that it takes into account that certain systems components require overhauling or replacement after a certain age or at certain intervals.

Scoring Matrix

Response	Score	Max Points
Yes	7	7
No	0	7

Public Transportation

45

Public Transportation

45

GREEN GLOBES #1.17.1

Does the building have access to public transport within 0.3 miles?

- Yes (25 points)

- No (0 points)

Tooltip

Good access to public transport is defined as at least one bus or streetcar stop, or train or underground station within 500 meters of the building.

Scoring Matrix

Response	Score	Max Points
Yes	25	25
No	0	25

GREEN GLOBES #1.17.2

Is there service at least every 15 minutes during rush hour?

- Yes (20 points)

- No (0 points)

Tooltip

Commuters expect public transport services at least every 15 minutes during rush-hour periods.

Scoring Matrix

Response	Score	Max Points
Yes	20	20
No	0	20

Cycling Facilities

10

Cycling Facilities

10

GREEN GLOBES #1.18.1

Are there bike racks sheltered from rain?

- Yes (7 points)

- No (0 points)

Tooltip

Providing bicycle facilities for a minimum of 5% of occupants at destinations to encourage cycling to work.

Scoring Matrix

Response	Score	Max Points
Yes	7	7
No	0	7

GREEN GLOBES #1.18.2

Are there changing facilities and showers for staff?

- Yes (3 points)

- No (0 points)

Tooltip

Although cyclists and joggers can change in washrooms and store their clothes in the workplace, dedicated facilities do more to encourage use of bicycles for regular commuting. Provide changing facilities and showers for minimum of 5% of occupants.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

Other Measures

5

Other Measures

5

GREEN GLOBES #1.19.1

Are there other measures to reduce car dependency (e.g. car-pooling, purchase of transit passes)?

- Yes (5 points)
- No (0 points)

Tooltip

Providing a database where staff and tenants can share postal code information enables them to make carpooling arrangements. Building-wide purchase of transit passes can provide public transportation at reduced rates. Improving the site access for pedestrian and bikes through signage and/or landscaping can also help decrease car dependency.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

↔ Criterion only visible if 1.19.1 is answered with "Yes"

GREEN GLOBES #1.19.1.1

Describe the other measures used:

Tooltip

This criterion is informational only and is not scored. Points for other measures are awarded by criterion 1.19.1.

Water

80

Water Consumption

30

Water Consumption

30

GREEN GLOBES #2.1.1

What is the total water consumption for the most recent 12-month period?

- $< 1.64 \text{ ft}^3 / \text{ft}^2 / \text{year}$ (30 points)
- $1.64 \text{ to } < 3.28 \text{ ft}^3 / \text{ft}^2 / \text{year}$ (24 points)
- $3.28 \text{ to } < 6.56 \text{ ft}^3 / \text{ft}^2 / \text{year}$ (18 points)
- $\geq 6.56 \text{ ft}^3 / \text{ft}^2 / \text{year}$ (0 points)

Tooltip

Use the Green Globes Performance Tracker to input water consumption values for the most recent 12-month period. Use those values to calculate the the total annual usage in cubic feet per ft^2 .

Scoring Matrix

Response	Score	Max Points
$< 1.64 \text{ ft}^3 / \text{ft}^2 / \text{year}$	30	30
$1.64 \text{ to } < 3.28 \text{ ft}^3 / \text{ft}^2 / \text{year}$	24	30
$3.28 \text{ to } < 6.56 \text{ ft}^3 / \text{ft}^2 / \text{year}$	18	30
$\geq 6.56 \text{ ft}^3 / \text{ft}^2 / \text{year}$	0	30

Water Conserving Features

32

Water Conserving Features

32

GREEN GLOBES #2.2.1

Are there the following water-conserving fixtures:

GREEN GLOBES #2.2.1.1

Low flow toilets that use less than 1.5 GPF?



- Yes (5 points)
- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #2.2.1.2

Ultra low flush urinals that use less than 1.0 GPF?



- Yes (5 points)
- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #2.2.1.3

Automatic valve controls and/or proximity detectors?



- Yes (5 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #2.2.1.4

Low flow or laminar flow faucets (2.2 GPM)?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #2.2.1.6

Other water-saving features?



- Yes (2 points)

- No (0 points)

Tooltip

Other water-saving devices include low flow showerheads (2.5 GMP), waterless urinals, greywater systems, etc.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #2.2.1.6



Describe any other water-saving features. If there are none, enter "None."

GREEN GLOBES #2.2.2

Does the landscaping minimize the need for irrigation?

- Yes (5 points)
- No (0 points)
- N/A

Tooltip

Xeriscaping involves the use of plant species that require little watering and techniques that help reduce the amount of water needed for irrigation. If the building covers more than 80% of the site area (i.e. there is no land available for landscaping), select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5
N/A	0	0

GREEN GLOBES #2.2.3

Are the following alternate other sources of water used for irrigation:



GREEN GLOBES #2.2.3.1

Rainwater?

- Yes (3 points)

- No (0 points)

- N/A

Tooltip

Rainwater is a water collected specifically for irrigation in rain cisterns. If the building covers more than 80% of the site area (i.e. there is no land available for landscaping), select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3
N/A	0	0

GREEN GLOBES #2.2.3.2

Graywater?

- Yes (3 points)



- No (0 points)

- N/A

Tooltip

Graywater is treated waste-water from sinks and showers (not toilets) that has had soils and undesirable bacteria removed. If the building covers more than 80% of the site area (i.e. there is no land available for landscaping), select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3
N/A	0	0

GREEN GLOBES #2.2.4

Does the building use once-through water-cooled units?

- No (2 points)
- Yes (0 points)

Tooltip

Some equipment is cooled by a single-pass through flow of water, often from a municipal water supply. After passing through and cooling the equipment, the water is discarded.

Scoring Matrix

Response	Score	Max Points
No	2	2
Yes	0	2

Water Management

18

Water Management

18

GREEN GLOBES #2.3.1

Is there a written policy intended to minimize water use, and encourage water conservation?

- Yes (3 points)
- No (0 points)

Tooltip

Water Conservation Policy should express the commitments to reduction of demand for water and for establishment of goals and strategies to reduce water consumption.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #2.3.2

Is water consumption being monitored?

- Yes (4 points)
- No (0 points)

Tooltip

Monitoring can only be done provided there is a meter. Metering and checking bills help to verify consumption and to red flag occurrences of unusual and excessive consumption which should be investigated and corrected resulting in savings.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #2.3.3

Has a water audit been done within the last three years?

- Yes (4 points)
- No (0 points)

Tooltip

The water audit report must include:

- water benchmarking analysis with benchmarking observations,
- a summary of major water-consuming systems in the buildings
- and a list of potential water conservation opportunities based on walk-through audit of the facility

An audit should provide recommendations for maintenance procedures that may need to be revised and identify water-using equipment that should be upgraded.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #2.3.4

Are there water-reduction targets?

- Yes (4 points)
- No (0 points)

Tooltip

Water targets should be established in gallons/ft², or as a percentage reduction in gallons/person.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #2.3.5

Are there regular procedures for checking and fixing leaks?

- Yes (3 points)
- No (0 points)

Tooltip

Periodic checks for leaks can be done by recording the water-meter reading before and after any long period when there is no water use, for example, late at night and again in the early morning.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

Resources

110

Facilities for Storing and Handling Recyclable Materials

25

Facilities for Storing and Handling Recyclable Materials

25

GREEN GLOBES #3.1.1

Are there separate storage/handling facilities for used paper products, glass, metal and plastic?

- Yes (10 points)

- No (0 points)

Tooltip

A separate designated area for storage will help avoid recycled waste being inadvertently hauled away with other refuse.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

GREEN GLOBES #3.1.2

Are there collection points for sorting paper, glass, metal and plastic near the areas where waste is generated?

- Yes (10 points)
-
- No (0 points)

Tooltip

Unless there are collection points near the areas where waste is generated, it is unlikely that occupants will recycle.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

GREEN GLOBES #3.1.3

Is there a composting program in place?

- Yes (5 points)
-
- No (0 points)

Tooltip

Composting may be done on-site or at a special centralized facility.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Waste Reduction Workplan

30

Waste Reduction Workplan

30

GREEN GLOBES #3.2.1

Has a waste audit been done within the last three years?

- Yes (5 points)

- No (0 points)

Tooltip

A waste audit can be conducted in-house or using a waste-management firm. It should identify the types and quantities of waste generated in the building and assess which waste materials are produced in sufficient quantities to warrant recycling.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #3.2.2

Is regular monitoring of waste conducted?

- Yes (5 points)

- No (0 points)

Tooltip

This is done by recording the weight or volume of garbage that is leaving the building.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #3.2.3

What is the current diversion rate?

- >85% (10 points)

- 76 - 85% (5 points)

- 51 - 75% (2 points)

- <51% (0 points)

- Unknown (0 points)

Tooltip

Diversion rate is used by commercial contractors to report the rate at which non-hazardous solid waste is diverted from entering a disposal facility.

Scoring Matrix

Response	Score	Max Points
>85%	10	10
76 - 85%	5	10
51 - 75%	2	10
<51%	0	10
Unknown	0	10

GREEN GLOBES #3.2.4

Are there waste-reduction targets?

- Yes (5 points)
-
- No (0 points)

Tooltip

Waste measurements should be expressed both in absolute terms (e.g. the total amounts of garbage and recycling) as well as per capita amounts (e.g. the amounts of garbage and recycling per occupant).

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #3.2.5

Is there a construction, renovation and demolition waste management policy?

- Yes (5 points)
-
- No (0 points)

Tooltip

The U.S. Environmental Protection Agency (EPA) estimates that 136 million tons of building related construction and demolition debris was generated in the United States in 1996. This can be reduced by implementing source separation and recycling programs on site. The program should meet the requirements of the jurisdiction (e.g. 3R Code of Practice). The waste specification should address recycling of corrugated cardboard, metals, concrete blocks, clean dimensional wood, plastic, glass, gypsum board and carpet.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Site Pollution

50

Site Pollution

50

GREEN GLOBES #3.3.1

Is the building site free of contamination?

- Yes (30 points)
- No (0 points)
- Unknown (0 points)

Tooltip

There should be evidence that the site is free of contamination; or that it has been remediated to an acceptable level.

If your response is "Yes," then you will also respond to criterion 3.3.1.1.

If your response is "No," then you will also respond to criterion 3.3.1.2.

Scoring Matrix

Response	Score	Max Points
Yes	30	30
No	0	30
Unknown	0	50

↩ Criterion only visible if 3.3.1 is answered with "Yes"

GREEN GLOBES #3.3.1.1

If the site is known to be free of contamination, which of the following is this based on:

- Document Search (20 points)
- Phase 1 Environmental Assessment (10 points)
- Confirmation Phase 2 Clean Site or Phase 3 Cleanup Report (10 points)

Tooltip

Document Search: A document search has been conducted and there is no reason to suspect that the site is contaminated (i.e. it has never had underground storage tanks (USTs) or outside storage tanks (ASTs), it was always an office or other facility that did not use chemicals, it is not situated near gas stations or other problem industries, there have been no previous potential problem businesses on the site).

Phase 1 Environmental Assessment: A Phase 1 Environmental Site Assessment has been conducted that proves the site to be free of contamination.

Confirmation Phase 2 Clean Site or Phase 3 Cleanup Report: The site was once contaminated but has been remediated to an acceptable level as indicated by a Phase 3 Cleanup Report.

Scoring Matrix

Response	Score	Max Points
Document Search	20	20
Phase 1 Environmental Assessment	10	20
Confirmation Phase 2 Clean Site or Phase 3 Cleanup Report	10	20

↩ Criterion only visible if 3.3.1 is answered with "No"

GREEN GLOBES #3.3.1.2

If the site is known to be contaminated are efforts being made to clean it up?

- Yes (10 points)
-

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

Site Enhancement

5

Site Enhancement

5

GREEN GLOBES #3.4.1

Are there indications that the site has been enhanced, such as an increase of indigenous species, the re-establishment of vegetation corridors or the implementation of erosion-control measures?

- Yes (5 points)

- No (0 points)

- N/A

Tooltip

The ecological value can be enhanced by increasing the rooftop vegetation, number of indigenous plant species, “lights-out” policies and programs to protect birds, or creating a small natural “oasis” on the site. If the building occupies over 90% of the site, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5
N/A	0	0

Emissions and Other Impacts

175

Boiler Emissions

30

Boiler Emissions

30

GREEN GLOBES #4.1.1

What percentage of the building's boilers have low NO_x emission rates?

- 100% (23 points)
- 75 - 99% (20 points)
- 50 - 74% (17 points)
- 25 - 49% (13 points)
- <25% (0 points)
- N/A

Tooltip

A low-NO_x emitting boiler produces less than 30ppm of NO_x emissions (0.037 lb NO_x) per million BTU of heat input. If there are no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
100%	23	23
75 - 99%	20	23
50 - 74%	17	23
25 - 49%	13	23
<25%	0	23
N/A	0	0

GREEN GLOBES #4.1.2

Are records kept of cleaning of burners, monitoring of controls, and analysis of flue gas?

- Yes (7 points)

- No (0 points)

- N/A

Tooltip

The maintenance should take place once or twice per year. If there are no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	7	7
No	0	7
N/A	0	0

Refrigerants

25

Refrigerants

25

GREEN GLOBES #4.2.1

What type of refrigerant is used for most of the cooling in the building chiller system?

- HFC134a (10 points)

- Other refrigerant with ODP of 0 (10 points)

- N/A (10 points)

- HCFC123 (8 points)

- R22 (3 points)

- R12 (0 points)

- R11 (0 points)

Tooltip

The ODP for a substance is the measure of its contribution to ozone depletion relative to that of CFC11; the higher the value, the more damaging it is to the ozone layer. Another concern with regards to refrigerants is global warming potential (GWP). If there are no ozone-depleting substances or if the building is using a distributed system (e.g. heat pumps), select "N/A" and 10 points will be awarded.

HFC134a: ODP=0, GWP=420

HCFC123: ODP=0.014, GWP=29

R22 (HCFC22): ODP=0.05, GWP=510

R12 (CFC12): ODP=1.0, GWP=4500

Scoring Matrix

Response	Score	Max Points
HFC134a	10	10
Other refrigerant with ODP of 0	10	10
N/A	10	10
HCFC123	8	10
R22	3	10
R12	0	10
R11	0	10

GREEN GLOBES #4.2.2

Are there automatic refrigerant leak detectors?

- Yes (10 points)
- N/A (10 points)
- No (0 points)

Tooltip

There should be refrigerant sensors in machinery rooms where refrigerant vapor from a leak may be concentrated. In well-ventilated areas leak detection should consist of air-sampling lines connected to specific parts of the refrigeration system, such as the compressor housing. If there are no ozone-depleting substances, select "N/A" and 10 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
N/A	10	10
No	0	10

GREEN GLOBES #4.2.3

Is the system capable of pumping down all the refrigerant into a suitable container?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

Recovery can be to a system receiver or to a certified recycling or recovery machine. Refrigerant recovery should take place prior to opening equipment for maintenance, service, repair or disposal. It should be done according to procedures set out in the Air-Conditioning and Refrigeration Institute (ARI) Standard 740). If there are no ozone-depleting substances, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

Management of Ozone Depleting Refrigerants

10

Management of Ozone Depleting Refrigerants

10

GREEN GLOBES #4.3.1

Does the management program for ODS include the following:

Tooltip

Maintenance of the refrigeration system can reduce the operating costs by improving the chiller performance, avoiding costly repairs, and reducing the need for refrigerant replacement. If there are no ozone-depleting substances, select "N/A" and full credit will be awarded.

GREEN GLOBES #4.3.1.1

Inventory of refrigerants and records?



- Yes (1 points)

- N/A (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
N/A	1	1
No	0	1



GREEN GLOBES #4.3.1.2

Maintenance reports, loss reports, and leak test results?

- Yes (1 points)

- N/A (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
N/A	1	1
No	0	1

GREEN GLOBES #4.3.1.3

Operational staff training?



- Yes (1 points)

- N/A (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
N/A	1	1
No	0	1

GREEN GLOBES #4.3.1.4

Periodic leak testing?



- Yes (1 points)

- N/A (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
N/A	1	1
No	0	1

GREEN GLOBES #4.3.2

Is there a phase-out plan for ozone-depleting refrigerants?

- Yes (4 points)

- N/A (4 points)

- No (0 points)

Tooltip

Under the Title VI of the Clean Air Act Amendments of 1990, the US must reduce the amount of HCFCs imported and produced nationwide by 35% in 2004. If there are no ozone-depleting substances, select "N/A" and 4 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
N/A	4	4
No	0	4

GREEN GLOBES #4.3.3

Is there a maintenance contract for the cooling system with a certified contractor?

- Yes (2 points)

- N/A (2 points)

- No (0 points)

Tooltip

The contract should be for a regular maintenance and monitoring of the refrigeration system, the pipework and the leak detection system. If there are no ozone-depleting substances, select "N/A" and 2 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
N/A	2	2
No	0	2

Halons

10

Halons

10

GREEN GLOBES #4.4.1

Are there halon fire-protection systems in the building?

- No (10 points)
- Yes (0 points)

Tooltip

If present, these are most likely to be found in older central computer rooms. Halons are potent ozone destroyers. Halon 1211 (or BCF) has an ODP of approximately 3 while halon 1301 (or BTM) has an ODP of approximately 10.

Scoring Matrix

Response	Score	Max Points
No	10	10
Yes	0	10

Waste Water Effluents

20

Waste Water Effluents

20

GREEN GLOBES #4.5.1

Are floor drains protected in areas where chemicals are stored?

- Yes (5 points)

- No (0 points)

Tooltip

At a minimum, there should be contaminate of chemicals used in building operations, such as oils, solvents, rust inhibitors, biocides and pesticides. This can consist of plastic trays to store the materials.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #4.5.2

Are roof drains disconnected from sanitary or combined sewers?

- No (5 points)

- Yes (0 points)

Tooltip

Disconnecting roof drains from sanitary or combined sewers avoids unnecessarily loading the community wastewater treatment facilities.

Scoring Matrix

Response	Score	Max Points
No	5	5
Yes	0	5

GREEN GLOBES #4.5.3

Are storm management measures implemented to reduce water run-off from roofs and hard surfaces, such as parking areas?

- Yes (5 points)

- No (0 points)

- N/A

Tooltip

Measures include allowing the water to soak into the ground or collecting and re-using it. If the building covers more than 80% of the site, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5
N/A	0	0

GREEN GLOBES #4.5.4

Are there procedures in place to ensure that glycol discharges from the flushing of cooling coils are minimized or eliminated?

- Yes (5 points)

- No (0 points)

- N/A

Tooltip

Used glycol and water from cooling towers should be tested to ensure that they meet local sewer-use by-laws before being discharged into the drain system. Ethylene glycol used as an anti-corrosion agent and freezing point depressant in air conditioning systems is toxic to humans and animals. If glycol is not being used, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5
N/A	0	0

Asbestos

15

Asbestos

15

GREEN GLOBES #4.6.1

If the building was completed at a time when asbestos was used in construction (up to 1975), is there an up-to-date inventory based on an asbestos survey, that includes records of locations and the condition of all asbestos?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

If there is no asbestos in the building, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

GREEN GLOBES #4.6.2

Has all friable asbestos in the building been encapsulated (i.e. Is there no possibility that asbestos fibers could become air-borne)?

- No (5 points)

- N/A (5 points)

- Yes (0 points)

Tooltip

The presence of asbestos-containing materials does not, in itself, constitute a health hazard, provided the asbestos is intact. Friable asbestos can crumble. Encapsulating it avoids the health hazards, which can occur when asbestos fibers become airborne. If the building was completed after 1981, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
No	5	5
N/A	5	5
Yes	0	5

GREEN GLOBES #4.6.3

Is there a documented asbestos management plan that includes precautions to be taken during repairs and renovations?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

If the building was completed after 1981, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

Radon

5

Radon

5

GREEN GLOBES #4.71

Is the building located outside a high risk area or has a radon survey been done which indicates levels below 4 pCi/L?

- Yes (5 points)

- No (0 points)

Tooltip

Radon is a colorless, odorless, naturally occurring, radioactive gas produced by radium decay that is believed to cause lung cancer. The most common source of indoor radon is the uranium in the soil or rock upon which facilities are built. Areas considered high-risk in the US are Alabama, Santa Barbara, Colorado, southern Connecticut, Idaho, Illinois, Indiana, Iowa, Kansas, Maine, Minnesota, Montana, northern New Jersey, southern New York, North Dakota, mid Ohio, Eastern Pennsylvania, southern Rhode Island, eastern South Dakota, eastern Utah, Virginia and Wyoming.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

PCBs

5

PCBs

5

GREEN GLOBES #4.8.1

Are there any PCBs present in the building?

- No (5 points)
- N/A (5 points)
- Yes (0 points)

Tooltip

Until the early 1980's, PCBs were used in fluorescent lamp ballasts for interior lighting and in some high-intensity discharge (HID) ballasts for exterior lighting. There are also electrical transformers and capacitors still in operation that contain PCBs. If the building was constructed after 1980, select "N/A" and full credit will be awarded.

Scoring Matrix

Response	Score	Max Points
No	5	5
N/A	5	5
Yes	0	0

↔ Criterion only visible if 4.8.1 is answered with "Yes"

GREEN GLOBES #4.8.2

Are both of the following conditions met?

- There is a PCB management plan that designates responsibilities, requires inventory of all materials containing PCBs, including transformers, as well as records showing locations of major PCB-containing equipment, stipulates storage requirements, and describes a strategy for phasing out and disposing of PCB-containing equipment.
- There are procedures in place to ensure that any PCB containing materials are safely stored, regular inspection of storage sites is conducted by designated persons and spill response includes training for staff.

- Yes (5 points)

- No (0 points)

Tooltip

Select "Yes" only if both conditions are met.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Storage Tanks

20

Storage Tanks

20

GREEN GLOBES #4.9.1

Are there any above-ground or under-ground storage tanks?

- Yes (20 points)
- No (0 points)

Tooltip

Most tank systems are used for storing heating fuel, but they are also used to store fuel for electric generators and vehicles; solvents, lubricants and other petrochemicals, and other hazardous substances such as corrosive or noxious chemicals. If there are no storage tanks, 20 points are awarded. If there are storage tanks, points are awarded based on responses to the applicable sub-criteria.

Scoring Matrix

Response	Score	Max Points
Yes	20	20
No	0	20

↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2

Is there a storage tank management plan, which ensures legal compliance and includes the following operation and maintenance procedures:



↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.1

Tank system registration and annual reporting as required under US EPA Regulations?

- Yes (2.5 points)
- N/A (2.5 points)
- No (0 points)

Tooltip

According to the US EPA, all underground storage tank systems that are greater than 110 gallons should be registered. If the single or combined capacity of the storage tank systems is less than 110 gallons, select "N/A" and full points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
N/A	2.5	2.5
No	0	2.5



↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.2

Inventory control?

- Yes (2.5 points)

- No (0 points)

Tooltip

Establish an inventory of tank systems is the first step in preparing a tank management plan.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.3

Tank upgrading and replacement schedule?

- Yes (2.5 points)

- No (0 points)

Tooltip

The components that are subject to upgrade are leak detection, secondary containment, corrosion protection, overfill protection and spill containment. Select "N/A" if the tanks were already replaced or upgraded.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.4

↳ System testing?

- Yes (2.5 points)
- No (0 points)

Tooltip

Tank systems can be tested for leaks as part of the tank management plan.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

↳ ↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.5

Filling, transferring operations, and spill protection?

- Yes (2.5 points)

- No (0 points)

Tooltip

The US EPA may require property managers to install systems for spill containment, overfill protection, secondary containment, dispenser sump and leak detection. Various systems are available for both aboveground and underground storage tank systems.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.6

↳ Emergency preparedness?

- Yes (2.5 points)

- No (0 points)

Tooltip

An emergency preparedness plan should identify response personnel who are to be trained and their responsibilities in the event of a leak or spill.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.7



Record keeping?

- Yes (2.5 points)
- No (0 points)

Tooltip

All inspection and maintenance, alterations and upgrading should be documented.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5



↔ Criterion only visible if 4.9.1 is answered with "Yes"

GREEN GLOBES #4.9.2.8

Tank closure, abandonment, or removal procedures?

- Yes (2.5 points)
-

- No (0 points)

Tooltip

A storage tank system must be properly decommissioned when replaced or taken out of service.

Scoring Matrix

Response	Score	Max Points
Yes	2.5	2.5
No	0	2.5

Drinking Water (lead and bacteria) 2

Drinking Water (lead and bacteria) 2

GREEN GLOBES #4.10.1

Is the drinking water safe?

- Yes (2 points)
-

- No (0 points)

Tooltip

There should be evidence of test results of lead and other contaminants, including bacteria. If necessary, bottled drinking water should be provided.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

HCS Program

10

HCS Program

10

GREEN GLOBES #4.11.1

Are MSDSs, spill clean-up kits, and safety equipment such as eye-wash stations located in an accessible place near the chemical storage areas?

- Yes (3 points)

- No (0 points)

Tooltip

Material Safety Data Sheets (MSDS) contain information about the properties and safe handling of each hazardous product.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #4.11.2

Are the MSDSs less than 3 years old?

- Yes (2 points)

- No (0 points)

Tooltip

Data sheets should not be more than 3 years old.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #4.11.3

Are HCS labels present on regulated products?

- Yes (5 points)

- No (0 points)

Tooltip

Implementing the Hazard Communication Standard (HCS) and the Workplace Hazardous Materials Information System (WHMIS) is a US-wide legal requirement designed to ensure that chemicals and other hazardous substances are handled safely and that information about them including the relevant protective measures is disseminated to workers and employers.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Health & Safety and Management of Hazardous Products

18

Health & Safety and Management of Hazardous Products

18

GREEN GLOBES #4.12.1

Are chemicals and hazardous materials stored under appropriate conditions in secure locations?

- Yes (5 points)
- No (0 points)

Tooltip

Chemicals used in the building that are classified as hazardous include oils, biocides, solvents, insecticides, pesticides and herbicides. Store in rooms with proper ventilation, controlled temperatures, drain protection and adequate shelf space. Cap containers to avoid possible spills and fumes, label properly and keep in securely locked areas.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #4.12.2

Is education and training provided for the person responsible for the management of chemicals and for staff who may be required to work with them?

- Yes (3 points)
- No (0 points)

Tooltip

HCS/WHMIS education refers to the instruction of workers in general information as how HCS works and the hazards of certain chemicals, whereas training refers to the instruction in site-specific information such as work and emergency procedures.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #4.12.3

Is there a designated person responsible for managing hazardous materials?

- Yes (3 points)

- No (0 points)

Tooltip

The designated person should be responsible for:

- advising workers of potential and actual hazards
- ensuring that workers use prescribed protective equipment devices
- taking every reasonable precaution for the protection of workers

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #4.12.4

Are there inventory and records of the hazardous materials/waste, including their removal and disposal?

- Yes (3 points)
- No (0 points)

Tooltip

The inventory must identify the hazardous waste streams, the operations in the building that produce them, how and where hazardous waste is handled and stored and who is responsible for it. The records should show that the organization tracks hazardous wastes from the facility through a provincially state, region, or municipality licensed or certified carrier to a waste disposal facility that is also licensed or certified by the province to accept hazardous waste.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #4.12.5

Is there a Health and Safety Committee that meets regularly and carries out regular inspections of the property?

- Yes (4 points)
- No (0 points)
- N/A

Tooltip

Inspections should cover ventilation, spill containment and clean-up provisions as well as compatibility of the hazardous materials that are being stored together, and security of access. The committee should include representatives from the tenants as well as management and should meet on a regular basis to deal with health and safety issues. If a Health and Safety Committee is not required by regulation (i.e. if there are fewer than 20 people), select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4
N/A	0	0

Pesticides

5

Pesticides

5

GREEN GLOBES #4.13.1

Are there suitable measures to ensure that food or food waste is well contained and openings are protected to minimize access by rodents?

- Yes (1 points)

- No (0 points)

Tooltip

One way to minimize pesticides usage indoors is through the planned elimination of sources of food and pest habitats.

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1

GREEN GLOBES #4.13.2

Do landscaping practices minimize the use of pesticides, herbicides, fertilizer and petroleum-based products?

- Yes (2 points)

- No (0 points)

- N/A

Tooltip

Pesticide refers to insecticides, herbicides, fungicides, rodenticides, disinfectants, anti-foulants and plant growth regulators. Use of local resistant plants in landscaping may lead to a minimal need for pesticides. If there is no landscaping, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0

GREEN GLOBES #4.13.3

Do pest control contracts require that the staff be licensed and use integrated pesticide management methods?

- Yes (2 points)

- No (0 points)

- N/A

Tooltip

The contract should require that records are kept on the type and frequency of applications of pesticides, alternative pest management approaches, compliance with legislation, and communication to tenants to notify them of pesticide application in locations that they use. If there is no landscaping, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2
N/A	0	0

Indoor Environment

185

Ventilation System

24

Ventilation System

24

GREEN GLOBES #5.1.1

Are air intakes located far from sources of pollution such as parking areas, bus stops, cooling towers or stagnant water?

- Yes (3 points)
- No (0 points)

Tooltip

If inlets are on the roof, check for stagnant pools of water, insects, and pigeon droppings as well as proximity and wind direction with regard to the spray from cooling towers. If near the ground level, also check for sources of vehicle emissions (parking and idling), industrial or commercial pollution.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.1.2

Are air intakes located at least 30 feet away from building exhaust outlets?

- Yes (3 points)
- No (0 points)

Tooltip

Separating air intakes from exhaust avoids “re-entrainment” (short-circuiting) of exhaust air. Also consider the prevailing direction of the wind relative to the intakes and exhaust.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.1.3

Are outdoor air intakes checked regularly to ensure that the openings are protected and free from obstruction?

- Yes (2 points)
- No (0 points)

Tooltip

Check that the grilles on the fresh-air supply inlets are free from obstruction by leaves, snow, insects, and pigeon droppings.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.1.4

Is free-standing water able to drain away in the condensate drip trays?

- Yes (3 points)
- N/A (3 points)
- No (0 points)

Tooltip

Verify that there is no free-standing water in the air-conditioning ductwork, particularly in the condensate drip trays of cooling coils, downstream from humidifiers, which can result in contamination of ducts by bacteria and fungi. If there is no air-conditioning, select "N/A" and 3 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
N/A	3	3
No	0	3

GREEN GLOBES #5.1.5

Are there **NO** signs of corrosion, loose material (such as damaged filter bags) or sound attenuation material in the air-handling unit (AHU)?

- Yes (2 points)

- N/A (2 points)

- No (0 points)

Tooltip

Inspect the air-handling units (air-mixing chambers, coils, and fan blades) and duct interiors including any crawlspaces, tunnels or other areas that are used as ducts or which may be in contact with the ventilation air stream. Investigate whether commissioning took place. If there are no air-handling units, select "N/A" and 2 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
N/A	2	2
No	0	2

GREEN GLOBES #5.1.6

Are measured CO₂ levels less than 850 ppm (assuming outdoor levels 400 ppm)?

- Yes (6 points)

- No (0 points)

- Unknown (0 points)

Tooltip

Measure CO₂ concentration using a Draeger pump or CO₂ data logger. Be sure to take enough readings to establish a representative profile for a wide range of spaces in the buildings.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6
Unknown	0	6

GREEN GLOBES #5.1.7

Is there permanent carbon dioxide monitoring or are there sensors to maintain pre-set levels of carbon dioxide?

- Yes (3 points)
- No (0 points)

Tooltip

Monitoring should be located in areas with high occupant densities and at the ends of the longest runs of the distribution ductwork. CO₂ monitoring can be installed as an independent system or be a function of the building automation system, preferably with feedback on space ventilation performance and operation of the air intake vents.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.1.8

Do the occupants have personal control over the ventilation rates in the area in which they work, either through hybrid system (operable windows) or personalized HVAC controls?

- Yes (2 points)
-
- No (0 points)

Tooltip

Personal controls refer to 6 workstations or fewer.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

Filtration System

11

Filtration System

11

GREEN GLOBES #5.2.1

Are filters able to remove particles from incoming air (Efficiency Grade between 60% and 85% Dust Spot or a Minimum Efficiency Reporting Value (MERV) of 8)?

- Yes (4 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #5.2.2

Are manometers fitted to indicate when filters should be changed?

- Yes (3 points)

- No (0 points)

Tooltip

A manometer, which measures the pressure drop across filters, indicates when these need cleaning or replacing. Manometers connected to BAS give even better warning.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.2.3

Is there easy access for cleaning and inspecting filters?

- Yes (2 points)

- No (0 points)

Tooltip

Easy access makes it less difficult to visually check whether air is bypassing the filters and to determine whether they are properly installed.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.2.4

Do the filters fit snugly within the filter supports?

- Yes (2 points)

- No (0 points)

Tooltip

Verify that there is a snug fit, that filters are the right size, and they are installed in the correct direction.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

Humidification System

15

Humidification System

15

GREEN GLOBES #5.3.1

What type of humidification system does the building use?

- N/A (10 points)
- Steam (10 points)
- Spray (0 points)

Tooltip

Because of the risk of microbial contamination associated with spray humidification, a preferred method is humidification by steam. If there is no humidification, select "N/A" and 10 points will be awarded.

If "Steam" is selected and the response to 5.3.2 is "Yes," then a total of 15 points are awarded.

If "Spray" is selected and the response to 5.3.3 is "Yes," then a total of 5 points are awarded.

Scoring Matrix

Response	Score	Max Points
N/A	10	15
Steam	10	10
Spray	0	0

↩ Criterion only visible if 5.3.1 is answered with "Steam"

GREEN GLOBES #5.3.2

If steam humidification is used, is clean steam rather than treated boiler water utilized?

- Yes (5 points)
-
- No (0 points)

Tooltip

Steam humidification should be provided from an independent source, as there are some concerns with steam generated as a by-product, because of potential air contamination from boiler additives used to control scale and corrosion.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

↔ Criterion only visible if 5.3.1 is answered with "Spray"

GREEN GLOBES #5.3.3

If spray humidification is used, is the system rigorously maintained and free of rust, algae, or loose contaminants of any kind?

- Yes (5 points)
-
- No (0 points)

Tooltip

Verify that there are documented maintenance procedures and records.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Cooling Towers

15

Cooling Towers

15

GREEN GLOBES #5.4.1

Are the cooling towers located away from fresh air intakes and flue outlets?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

Check the relative positions of ventilation intakes to cooling tower drift, and the prevailing wind direction. If there are no cooling towers, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

GREEN GLOBES #5.4.2

Are there drift eliminators?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

Drift eliminators remove water droplets generated by the cooling tower. This saves water and reduces the risk of downdraft of a spray that could contain Legionella. If there are no cooling towers, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

GREEN GLOBES #5.4.3

Is there a program of regular maintenance and cleaning of the cooling towers that includes monthly inspection for evidence of mold or slime?

- Yes (5 points)

- N/A (5 points)

- No (0 points)

Tooltip

There should be at least monthly inspections of cooling towers that include checking for evidence of slime or mold (which could indicate an elevated level of bacteria), regular treatment of the cooling tower water, and complete cleaning and disinfection of each cooling tower at least every six months. If there are no cooling towers, select "N/A" and 5 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
N/A	5	5
No	0	5

Parking and Receiving

10

Parking and Receiving

10

GREEN GLOBES #5.5.1

Are enclosed parking areas mechanically ventilated?

- Yes (3 points)
- N/A (3 points)
- No (0 points)

Tooltip

Closed garages are generally underground and require mechanical ventilation to avoid carbon monoxide, oil, and gas fumes becoming concentrated in the garage and entering the building. Open and partially open garages which are typically above-grade, may not need mechanical ventilation. If there are no enclosed parking areas, select "N/A" and 3 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
N/A	3	3
No	0	3

GREEN GLOBES #5.5.2

Are there measures to prevent intake of exhaust fumes from the loading dock and parking areas?

- Yes (4 points)

- N/A (4 points)

- No (0 points)

Tooltip

Measures include posting notices to turn off vehicles, having well-sealed doors between the parking and occupied areas, ensuring that occupied spaces near parking garages and loading docks are under positive pressure, and increasing exhaust ventilation in the garage and loading docks. If there are no loading docks, select "N/A" and 4 points will be awarded.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
N/A	4	4
No	0	4

GREEN GLOBES #5.5.3

Is there carbon monoxide monitoring in garages and near boilers?

- Yes (3 points)

- No (0 points)

- N/A

Tooltip

Carbon monoxide monitoring should occur in the parking garage and near boilers. If there are no enclosed parking areas and no boilers, select "N/A."

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3
N/A	0	0

Control of Pollutants at Source

43

Control of Pollutants at Source

43

GREEN GLOBES #5.6.1

Have there been observations or complaints of any of the following symptoms of mold or excess moisture:

Tooltip

Check for visual or odor clues in the following areas: crawl spaces, sub-floor cavities and service tunnels, cold surfaces such as under windows and in corners formed by exterior walls, uninsulated cold water piping, bathrooms, indoor areas in the vicinity of known roof or wall leaks, floors and ceilings under plumbing, duct interiors near humidifiers, cooling coils, outdoor air-intakes and under carpets.

GREEN GLOBES #5.6.1.1

Stained ceilings or walls?



- No (3 points)

- Yes (0 points)

Scoring Matrix

Response	Score	Max Points
No	3	3
Yes	0	3



GREEN GLOBES #5.6.1.2

Musty odors?

- No (2 points)

- Yes (0 points)

Scoring Matrix

Response	Score	Max Points
No	2	2
Yes	0	2

GREEN GLOBES #5.6.1.3

Damp or musty carpets?



- No (2 points)

- Yes (0 points)

Scoring Matrix

Response	Score	Max Points
No	2	2
Yes	0	2

GREEN GLOBES #5.6.2

Do large printing rooms, cafeteria, kitchens, chemical storage and washrooms have effective local exhaust?

- Yes (3 points)
- No (0 points)

Tooltip

Some special-use areas may require additional local exhaust to prevent air pollutants from accumulating in or spreading beyond a local area. Fans should operate continuously when the source is present, not only when the room is occupied. Text the exhaust effectiveness with chemical smoke or light tissue paper.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.6.3

Are there documented measures to control pollutants at source in areas such as washrooms, kitchens, printing areas, chemical storage and general storage areas?

- Yes (3 points)
- No (0 points)

Tooltip

Measures to reduce pollution at source should be documented and maintenance record kept, otherwise they may be implemented in a haphazard fashion. For example, in washrooms that are not frequently used, toilets should flush and water run in the sinks so that water does not stagnate in the supply lines; fume hoods should be installed over

printing areas; cooking activities managed carefully to avoid indoor air quality problems; gas appliances vented and checked for leaks, dumpsters properly located to avoid odors and so on.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #5.6.4

Does the contract with the cleaning contractors specifically state that they are to use environmentally preferable cleaning materials?

- Yes (5 points)
-
- No (0 points)

Tooltip

These are cleaning materials which do not greatly sacrifice performance and which are biodegradable, do not contain phosphates, or do not fall under the Resource Conservation and Recovery Act (Sub-Chapter 3: Hazardous Waste Management). This requirement should be documented in the cleaning contract.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.6.5

Is smoking banned in the building?

- Yes (15 points)
-
- No (0 points)

Tooltip

Banning smoking is the most effective way to avoid environmental tobacco smoke – a source of irritation and a known carcinogen.

Scoring Matrix

Response	Score	Max Points
Yes	15	15
No	0	15

↔ Criterion only visible if 5.6.5 is answered with "No"

GREEN GLOBES #5.6.5.1

If smoking is permitted, is there a designated smoking area that will prevent contamination of smoke to the rest of the building?

- Yes (5 points)
-
- No (0 points)

Tooltip

A smoking room should be maintained under negative pressure, with a dedicated exhaust pipe.

Scoring Matrix

Response	Score	Max Points
Yes	5	15
No	0	15

GREEN GLOBES #5.6.6

Is there a checklist of items connected to IAQ that must be discussed with architects, engineers, contractors, and other professionals prior to renovations and repairs?

- Yes (10 points)
-
- No (0 points)

Tooltip

Discussion is essential to avoid design features that could interfere with ventilation or thermal comfort, or which could cause condensation, or result in the selection of inappropriate materials or systems. Renovation procedures should also be discussed to avoid the release of dust and hazardous materials.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

IAQ Management

25

IAQ Management

25

GREEN GLOBES #5.7.1

Does building management have in place a documented means for addressing tenants/ occupant concerns regarding indoor air quality (such as a complaint form and incident log)?

- Yes (4 points)

- No (0 points)

Tooltip

Building management must have in place a documented means for addressing tenants/ occupant concerns regarding indoor air quality.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #5.7.2

Has the building had an IAQ audit in the past year?

- Yes (5 points)

- No (0 points)

Tooltip

The audit should have been detailed enough for management to gain a comprehensive understanding of the current IAQ situation in the building, including all of the factors that could influence the buildings IAQ.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.7.3

Are there procedures for maintaining good IAQ that include:

Tooltip

Building management must have heating, ventilation, and air conditioning (HVAC) procedures and a preventive maintenance program in place.

GREEN GLOBES #5.7.3.1

HVAC operations?



- Yes (2 points)

- No (0 points)

Tooltip

There should be daily, weekly and monthly schedules.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.7.3.2

Housekeeping procedures?



- Yes (2 points)

- No (0 points)

Tooltip

These should identify all areas that should be cleaned, specify the products that are to be used and their appropriate application, and provide a cleaning schedule.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.7.3.3

Preventive maintenance?



- Yes (2 points)

- No (0 points)

Tooltip

This should include a scheduled program for monitoring, cleaning and replacing HVAC components such as outside air intakes, outside air dampers, air filters, drain pans, heating and cooling coils, the interior air handling units, fan motors and belts, air humidification, controls and cooling towers.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.7.3.4

Procedures for unscheduled maintenance?



- Yes (2 points)

- No (0 points)

Tooltip

Procedures for unscheduled maintenance should be documented in the event of equipment failures which may require the prolonged deactivation or modification of the building's HVAC equipment.

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #5.7.4

Is building management sufficiently trained to implement an IAQ program to address tenant concerns?

- Yes (4 points)

- No (0 points)

Tooltip

The training should be adequate to enable staff to identify, prevent, and solve IAQ problems.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #5.7.5

Are the following being monitored continuously:

Tooltip

The building should conform to ASHRAE 55 for thermal comfort.

GREEN GLOBES #5.7.5.1

Temperature?



- Yes (2 points)
- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2



GREEN GLOBES #5.7.5.2

Humidity?

- Yes (2 points)
-

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

Lighting Features

25

Lighting Features

25

GREEN GLOBES #5.8.1

Are high frequency ballasts fitted to luminaires?

- Yes (5 points)

- No (0 points)

Tooltip

Electronic ballasts help prevent eyestrain and headaches which are often associated with the flicker produced by standard magnetic ballasts. In addition, they can result in 10% to 15% energy reduction compared to conventional ballasts.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.8.2

Are there controllable internal or external blinds and do light fixtures prevent glare at Visual Display Terminals?

- Yes (5 points)

- No (0 points)

Tooltip

Internal shading devices limit the glare resulting from solar radiation. They should be adjustable to allow occupants to regulate the amount of direct light entering their space. The cut-off angle of downward light should reduce glare on VDT screens.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.8.3

Do lighting levels meet IES guidelines of 50-75 footcandles (500-800 lux) for office space?

- Yes (5 points)

- No (0 points)

- Unknown (0 points)

Tooltip

To measure lighting levels, use an illuminance light meter. General (ambient) lighting - the most common type of office lighting - can be provided by indirect lighting from the luminaires that bounces off the ceiling or walls, direct lighting that shines directly from the luminaire to the task, or a combination of both. Lower lighting levels with no glare are often better to view the computer screens.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5
Unknown	0	5

GREEN GLOBES #5.8.4

Is individually controlled task lighting provided?

- Yes (5 points)
-
- No (0 points)

Tooltip

This is lighting (including desk and table lights) which shines directly from the luminaire to the task.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.8.5

Does the floor plan of the building potentially allow for 80% of a typical working area to have access to day-lighting or are approximately 40% of workstations within 22 ft. from the windows?

- Yes (5 points)
-
- No (0 points)

Tooltip

Although tenants may erect barriers that prevent daylight from penetrating in the area, consider whether the building plan could allow easy access to daylight.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.8.6

Are there good lighting controls (one control for no more than 4 workstations)?

- Yes

- No

Tooltip

Each control should be for no more than four workstations, assuming 70ft² per workspace.

This criterion is informational only and is not scored.

Scoring Matrix

Response	Score	Max Points
Yes	0	0
No	0	0

Lighting Management

7

Lighting Management

7

GREEN GLOBES #5.9.1

Is there a planned schedule for cleaning light fixtures?

- Yes (4 points)

- No (0 points)

Tooltip

Cleaning luminaires can increase light output and quality, resulting in the need for fewer lamps and significant energy savings over the life of the facility. Recommended cleaning intervals for luminaires in offices are one or two times a year.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #5.9.2

Is there a group-relamping program?

- Yes (3 points)

- No (0 points)

Tooltip

Lamps that are changed before the burn out produce greater light output, resulting in better quality light, the need for fewer lamps and corresponding energy savings.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

Noise

10

Noise

10

GREEN GLOBES #5.10.1

Is it easy, in open office areas, to engage in a conversation using a normal voice, understand a phone conversation, and have a private conversation using lowered voices?

- Yes (5 points)

- No (0 points)

Tooltip

To measure sound levels, use an integrated sound-level meter with "A" weighting. The readings should be no more than 50 dB LAeq(T).

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #5.10.2

Is there sufficient acoustic privacy?

- Yes (5 points)

- No (0 points)

Tooltip

In open offices, speech should be heard but not generally understood in adjacent work stations, and it should be possible to have a private conversation using lowered voices. In enclosed offices, it should be possible to maintain confidentiality using normal voice levels.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

Environmental Management System 100

Environmental Management System (EMS) Documentation 30

Environmental Management System (EMS) Documentation 30

GREEN GLOBES #6.1.1

Does building management have a written environmental policy?

- Yes (10 points)
-
- No (0 points)

Tooltip

This policy should be a public document that is easily accessible to staff and tenants. It should express a commitment to:

- comply with relevant laws or other requirements
- continuous improvement
- pollution prevention

It should also be signed by building management.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

GREEN GLOBES #6.1.2

Are there stated goals and targets documented in the policy manual with respect to each of the following:

Tooltip

Goals and specific targets to improve or maintain the facility's environmental performance should be documented as part of the "environmental vision" for the building.

GREEN GLOBES #6.1.2.1

Energy conservation?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #6.1.2.2

Water conservation?



- Yes (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1

GREEN GLOBES #6.1.2.3

Waste reduction and recycling?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #6.1.2.4

Environmental purchasing?



- Yes (1 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	1	1
No	0	1

GREEN GLOBES #6.1.2.5

Reduction in use and proper handling of hazardous products?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #6.1.2.6

Training and education?



- Yes (2 points)

- No (0 points)

Scoring Matrix

Response	Score	Max Points
Yes	2	2
No	0	2

GREEN GLOBES #6.1.3

Are there action plans to improve the environmental and energy performance of the building?

- Yes (10 points)
-
- No (0 points)

Tooltip

The action plans should outline implementation strategies, timelines, training, and resources needed to achieve stated targets. They should be reviewed, revised, and updated on a regularly scheduled basis.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

Environmental Purchasing

25

Environmental Purchasing

25

GREEN GLOBES #6.2.1

Does building management have a written environmental-purchasing plan?

- Yes (6 points)

- No (0 points)

Tooltip

The environmental purchasing plan should: assign responsibilities; ensure that those who do purchasing have adequate training; refer to products used by in-house staff; stipulate requirements for cleaning contractors; and provide education to tenants.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6

GREEN GLOBES #6.2.2

Is there a list of preferred products used in housekeeping and building maintenance?

- Yes (7 points)

- No (0 points)

Tooltip

Staff need a list of feasible environmentally friendly substitutes and their suppliers. Because products are frequently discontinued and new products introduced to the market, the list should be regularly reviewed and updated.

Scoring Matrix

Response	Score	Max Points
Yes	7	7
No	0	7

GREEN GLOBES #6.2.3

Does the purchasing policy include the requirement for purchasing energy saving equipment?

- Yes (6 points)
-
- No (0 points)

Tooltip

The policy should include the requirement that any purchases of appliances and HVAC should involve consulting ENERGY STAR®.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6

GREEN GLOBES #6.2.4

Are MSDSs reviewed by staff who purchase hazardous products?

- Yes (6 points)
-
- No (0 points)

Tooltip

Those responsible for purchasing should ensure that up-to-date MSDSs for controlled products are reviewed and are available to employees. The MSDSs should not be dated more than 3 years previous to the receiving date.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6

Emergency Response

20

Emergency Response

20

GREEN GLOBES #6.3.1

Are procedures documented and staff trained to deal with and obtain prompt assistance for emergencies such as fire, spills, power failures and illness?

- Yes (5 points)

- No (0 points)

Tooltip

Procedures must be detailed for quick and effective action in the event of an emergency. They should include up-to-date contacts to obtain assistance promptly and to report the emergency. There should also be a protocol to assess the risks of re-occupying a building in the case of evacuation.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #6.3.2

Do the emergency plans refer to all applicable legislation regarding emergency procedures, reporting and record-keeping?

- Yes (5 points)

- No (0 points)

Tooltip

The emergency response plan must ensure compliance with applicable regulations. A first step is to define accountability with respect to permits, record-keeping, and reporting.

Scoring Matrix

Response	Score	Max Points
Yes	5	5
No	0	5

GREEN GLOBES #6.3.3

Is there equipment on-site to deal with environmental emergencies?

- Yes (4 points)
-
- No (0 points)

Tooltip

The environmental emergency response plan should require that equipment such as spill control kits, absorbents, and personal protection equipment be on-site for quick and easy access.

Scoring Matrix

Response	Score	Max Points
Yes	4	4
No	0	4

GREEN GLOBES #6.3.4

Are there contingency plans for both short-term and long-term power failures?

- Yes (3 points)
-
- No (0 points)

Tooltip

Planning for power failures should address the following elements:

- communication to tenants
- security
- provision of emergency power and water
- evacuation

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #6.3.5

Is there a site map showing the location of environmentally significant features?

- Yes (3 points)
-
- No (0 points)

Tooltip

Site plans should identify environmental significant features such as:

- hazardous waste storage rooms,
- PCB-containing equipment,

- sanitary and storm sewer lines,
- CFC equipment,
- storage tanks
- emergency equipment

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

Tenant Awareness

25

Tenant Awareness

25

GREEN GLOBES #6.4.1

Is there a communications strategy with tenants regarding environmental initiatives and practices in their building and to respond to tenant concerns?

- Yes (10 points)
- No (0 points)

Tooltip

Building management must have in place a well-understood system for communicating with tenants/occupants on environmental issues specific to the building. Tenants should be provided with information, and should have a forum or hotline to discuss the environmental concerns and to coordinate their activities.

Scoring Matrix

Response	Score	Max Points
Yes	10	10
No	0	10

GREEN GLOBES #6.4.2

Are there communications to tenants on the environmental measures that they can implement in the building to contribute to:



GREEN GLOBES #6.4.2.1

Energy conservation?

- Yes (3 points)
-

- No (0 points)

Tooltip

An inexpensive way to reduce energy costs is by developing energy efficiency procedures and personal habits. Provide information to occupants on energy use and means of saving energy (such as information on turning off lights in unoccupied spaces, after normal office hours and the correct use of blinds).

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #6.4.2.2

Waste reduction and recycling?



- Yes (3 points)
-

- No (0 points)

Tooltip

This can include promotional materials such as brochures and newsletters to keep tenants informed about how they can reduce the amount of waste being sent to landfill through such things as recycling and composting.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #6.4.2.3

Proper handling, storage and disposal of toxic products?



- Yes (3 points)

- No (0 points)

Tooltip

This can include newsletters, postings on bulletin boards, signage, memos, or participation responsible for environmental stewardship.

Scoring Matrix

Response	Score	Max Points
Yes	3	3
No	0	3

GREEN GLOBES #6.4.3

Has a tenant satisfaction survey been completed in the last 3 years?

- Yes (6 points)

- No (0 points)

Tooltip

A staff satisfaction survey enables managers to prioritize efforts and maximize the performance of their assets.

Scoring Matrix

Response	Score	Max Points
Yes	6	6
No	0	6