

## Facility Statistics for Sustainability Planning

### *Building stats*

Building Name

Location, physical address

Location, city, state and zip

Total building conditioned sq ft

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

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

Construction Cost, excluding site and soft costs

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

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

Date First Fully Occupied (month and year)

Date of last renovation

Number of regular occupants (average)

hours of regular occupancy per day

Days/week regular occupancy

Number of regular visitors (average)

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

Do building plans exist for this building?

Are there needs for expansion or renovation of this building?

Describe known problems with occupant comfort

Other notes

### *Building envelope*

Describe building construction type

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

Walls

Roof/Ceiling

Foundation

Slab

Windows

Date of most recent energy audit

Is audit report available? If so, from whom

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

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

Describe known problems with building envelope

Other notes

### *Mechanical Systems*

Building peak heating design load

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

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

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

Installed heating system capacity, Btu/hr

Installed cooling system capacity, Btu/hr (total)

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

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

Describe ventilation system

Describe water source for building

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

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

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

### ***Total energy intensity, all sources, including renewables***

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

### ***Building Needs***

Known immediate maintenance needs  
Deferred maintenance needs  
Other

### ***Contact Information***

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

### ***Notes***