SERF

Society of Environmentally Responsible Facilities

Certification Application

Retail - Commercial

This document is used to make an application for building certification. Please complete all sections, print, and sign on page 3, and if paying by credit card, on page 5.

Applicants should scan and email the application applications@serfgreen.org or sent via fax to SERF at 517.337.0745. The application may also be mailed to:

Society of Environmentally Responsible Facilities
Processing Center
1350 E. Lake Lansing Road
East Lansing, MI48823

If you have any questions, please contact SERF by phone at 517.337.8367 or by email to applications@serfgreen.org.

1. Applicant: □ Building Owner □ Owner's Agent □ Other: _____

Also, complete the following information:

Name	
Address	
Address	
Phone	
Fax	
Email	
Facility Name	
Facility Address	
Website	

2. Circle the property size that corresponds to the facility identified above:

Size	Initial Fee	Renewal Fee
Less than 20,000 square feet Gross Leasable Area	$4,000	$295 per year
20,000 – 75,000 square feet Gross Leasable Area	$8,000	$395 per year
Greater than 75,000 square feet Gross Leasable Area	$12,000	$495 per year

PLEASE EMAIL A FACILITY PHOTO TO *APPLICATIONS@SERFGREEN.ORG*.

3. A non-refundable application fee is due at the time of submission. This fee is one-quarter of the total certification fee. SERF will review the application and, if the facility meets certification requirements, the balance of the Initial Fee will be due before certification will be complete. Submit check for the application fee and/or remaining balance payable to *Society of Environmentally Responsible Facilities* or you may also provide a credit card by providing the information on the following page.

4. By signing below, I *affirm that all facts provided within this Application are true and accurate*. I request that SERF evaluate for certification the Facility identified on the first page of this application. I understand that SERF's evaluation will be based solely on the information

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provided herein, subject to random audit by SERF at cost to SERF or specific audit for discrepancies at cost to applicant. I understand that the decision of SERF is final. If my Facility is certified by SERF, I agree to notify SERF if any conditions in the Facility change. Also, I agree to use SERF's name and logo in compliance with the Identification Standards provided by SERF, as they may be modified from time to time.

In particular, and without limitation, I understand and agree that SERF has the sole and exclusive ownership of all right, title and interest in and to the SERF name and trademarks/service marks (collectively, the "Marks"). I have no rights to or interest in the Marks and agree that I will not during the term of this agreement or thereafter contest or assist any third party in contesting SERF ownership of the Marks. I further acknowledge, understand and agree that if my Facility is certified by SERF I may use the SERF certification mark only as expressly authorized by SERF and, further, only on or directly in conjunction with the Facility for which certification is received and only for so long as SERF certification of such Facility is maintained. I further recognize, acknowledge and agree that if my Facility is certified by SERF, my use of the SERF certification mark will only be for purposes of indicating certification of my Facility by SERF in compliance with SERF standards and will not be as a trademark or service mark on or for any goods or services. I further understand, acknowledge and agree that if my Facility is certified by SERF, any display or use of the SERF certification mark by me will be nonexclusive, nontransferable, without any right by me to sublicense and shall be limited to twelve (12) months from the date of initial certification subject to any permitted annual renewal. I further understand, acknowledge and agree that if I at any time fail to maintain current certification with SERF of my Facility (i.e., original certification or subsequent permitted annual renewal) my right to utilize the SERF certification seal shall immediately terminate and I must cease and desist from any use of the SERF certification mark. I further understand, acknowledge and agree that if my Facility is certified by SERF, my use of the SERF certification mark may be immediately terminated by SERF for any misuse of the certification mark or any violation of the obligations owed to SERF by me or if my Facility ceases to comply with the applicable standards. I further acknowledge, understand and agree that certification of my Facility does not convey any right to use any Mark other than the limited right to use the SERF certification mark as set forth herein.

5. For purposes of this Certification Application, "I," "me," "my," and similar terms shall refer to both the individual signing below as authorized signer, as well as to the entity for which such authorized signer is a representative.

6. I understand, acknowledge and agree that this Certification Application will form a binding agreement when accepted or acted upon by SERF.

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7. There is an Addendum to this Certification Application which I have read and agree to incorporate herein.

Authorized Signature: _____ Date: _____

Name: _____ Title: _____

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8. Verification: This application must be signed by one of the following professionals following their **on-site** inspection of the subject facility: An architect or engineer licensed in the state of the subject facility (other than the facility's architect or engineer of record). Alternatively, this form may be completed and verified by a *Certification Specialist* as designated by the Society of Environmentally Responsible Facilities.

PROFESSIONAL VERIFICATION

I, _____, a(n) _____in the state of _____ attest that to the best of my professional knowledge and based on a combination of physical inspection of the facility, documentation provided by the owner or its agent and verbal or written interviews with the owner or its agent, all the answers contained above are true and accurate. Affirmed this _____ day of_____, 20_____.

By _____ Name _____

Address _____ Company _____

_____ Phone No. _____

State of _____

County of _____

On this _____ day of _____, 20____, before me, a Notary Public in and for the County of _____, personally appeared _____, to me known to be the same person who signed and is described in the above instrument and acknowledged the same to be his free act and deed.

_____

Notary Public

My Commission expires_____

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9. Complete the Credit Card Billing Authorization Form (if applicable):

Facility Name	
Person Authorizing	
Credit Card Type	Visa [ ] MasterCard [ ]
Credit Card Number	
CVC Number (3 or 4 digit security code)	
Expiration Date	
Billing Address	
City	
State/Province	
ZIP/Postal Code	
Country	
Phone Number	
Fax Number	
Bill my credit card for the following amount (see prices on page 1)	
Applicant agrees that all information provided is accurate and complete. Applicant also acknowledges that all applications may be immediately denied at SERF's discretion if any charges are declined or charge backs are claimed against any outstanding invoiced amount. Disputes to amounts invoiced should be immediately reported to billing@serfgreen.org.	

Authorized Signature: _____ Date: _____

10. Qualifying Requirement: SERF understands that all the criteria mentioned below may not be possible to implement in certain facilities due to existing physical constraints or prohibitive costs. If such constraints exist, please provide a brief written explanation along with the application. SERF will analyze such requests and make approval if the explanation is satisfactory; **these points may then be omitted from possible points.** In order to qualify for certification, the facility must obtain a minimum of **40% of total applicable points.**

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1. ENERGY EFFICIENCY

APPROACH I: PRESCRIPTIVE

1.1	HVAC	Possible	Earned
1.1.1	Heating and cooling units meet or exceed efficiency requirements of ASHRAE 90.1 2007		
	1.1.1.1 Air Conditioners and condensing units	3	
	1.1.1.2 Heat pumps	3	
	1.1.1.3 Packaged terminal and room air conditioners and heat pumps	3	
	1.1.1.4 Furnaces, duct furnaces and unit heaters	3	
	1.1.1.5 Boilers	3	
1.1.2	Design zone thermostatic controls in accordance with ASHRAE 90.1 2007	2	
1.1.3	Test ducts and plenum for leaks and seal leaks in accordance with ASHRAE 90.1 2007	1	
1.1.4	Insulate ducts and plenum in accordance with ASHRAE 90.1 2007	1	
1.1.5	Design ventilation system controls in accordance with ASHRAE 90.1 2007	1	
1.1.6	Design humidification and dehumidification in accordance with ASHRAE 90.1 2007	1	
1.1.7	Design freeze protection and snow/ice melting systems in accordance with ASHRAE 90.1 2007	1	
1.1.8	Have in place an economizer for cooling systems in accordance with ASHRAE 90.1 2007	1	
1.1.9	Limit fan power in accordance with ASHRAE 90.1 2007	1	
1.1.10	Have in place an exhaust air energy recovery system in accordance with ASHRAE 90.1 2007	1	
1.1.11	Have in place building automation system (BAS) that monitors and controls HVAC and lighting	2	
	Subtotal		

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1.2.	SERVICE WATER HEATING	Possible	Earned
1.2.1	Install a heat recovery system for service water heaters in accordance with ASHRAE 90.1 2007	1	
1.2.2	Service water heaters meet or exceed efficiency requirements of ASHRAE 90.1 2007	1	
1.2.3	Service water pipes meet or exceed the insulation requirements specified by ASHRAE 90.1 2007	1	
	Subtotal		

1.3	STRUCTURE-THERMAL RESISTANCE	Possible	Earned
1.3.1	Building envelope components meet or exceed thermal insulation requirements of ASHRAE 90.1 2007		
	1.3.1.1 Roof	3	
	1.3.1.2 Walls	2	
	1.3.1.3 Floors	2	
	1.3.1.4 Doors	1	
	1.3.1.5 Fenestration	1	

1.4	LIGHTING	Possible	Earned
1.4.1	The interior lighting of the building must be designed no less than the standards of ASHRAE 90.1 2007	3	
1.4.2	Use of lighting control systems no less than the standards of ASHRAE 90.1 2007	1	
1.4.3	Exterior building lighting power must be designed no less than the standards of ASHRAE 90.1 2007	2	
	Subtotal		

1.5	APPLIANCES	Possible	Earned
1.5.1	Minimize e-waste by donating or recycling computer hardware	2	
	Subtotal		

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APPROACH II: PERFORMANCE BASED

1.6 Percentage Energy Consumption Improvement	Possible	Earned
10%	30	
20%	45	
30%	50	
Subtotal		

2. WATER EFFICIENCY

APPROACH I: PRESCRIPTIVE

2.1 WATER USE		Possible	Earned
2.1.1	Toilets (choose one)		
	2.1.1.1 No less than 25% of toilets meet EPAs WaterSense label specifications	1	
	2.1.1.2 50% of toilets water meet EPAs WaterSense label specifications	2	
2.1.2.	50% of shower heads meet EPAs WaterSense label specifications	1	
2.1.3.	50% of faucets meet EPAs WaterSense label specifications	1	
2.1.4	Have in place an efficient irrigation system controls which meet EPA's WaterSense label specifications	2	
	Subtotal		

APPROACH II: PERFORMANCE BASED

2.2 Percentage Water Consumption Improvements	Possible	Earned
10%	8	
15%	10	
Subtotal		

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3.	STRUCTURE – ROOF TYPE	Possible	Earned
3.1	Vegetated roof (choose one)		
3.1.1	No less than 25% of roof area	1	
3.1.2	26% or more of roof area	2	
3.2	Cool roof with Solar Reflectance Index (SRI) no less than 65 (choose one)		
3.2.1	No less than 25% of roof area	1	
3.2.2	50% or more of roof area	2	
	Subtotal		

4.	STORMWATER	Possible	Earned
4.1	Increase infiltration by use of pervious pavements such as pervious asphalt, pervious concrete, interlocking concrete pavers, concrete grid pavers etc. in at least 50% of the paved area	1	
4.2	Install on-site storm water infiltration systems	1	
4.3	Have in place rain gardens, bio-swales or storm water retention ponds	2	
	Subtotal		

5.	LANDSCAPING	Possible	Earned
5.1	Non-Water Front		
5.1.1	Use natural organic fertilizers	2	
5.1.2	Landscape entirely consists of native plant species	2	
5.1.3	Use of captured rainwater for irrigation	1	
5.1.4	Use of recycled wastewater (gray water) for irrigation	1	
5.1.5	Provide vegetated open space or landscaped area that is 10% greater than that required by local zoning regulations	2	
5.2	Water Front		
5.1.1	Riparian garden (buffer zone)	2	
	Subtotal		

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6.	REFRIGERANT	Possible	Earned
6.1	Cut CFC use by at least 25% in heating, ventilation, air conditioning and refrigeration	1	
	Subtotal		

7.	FURNITURE AND HARD GOODS	Possible	Earned
7.1	Meets or exceeds ANSI/BIFMA e3-2010 Furniture Sustainability Standards or equivalent	2	
	Subtotal		

8.	SOLID WASTE MANAGEMENT	Possible	Earned
8.1	Divert at least 50% of discarded appliances and building materials from landfills (donate, reuse or recycle)	1	
	Subtotal		

9.	RECYCLING	Possible	Earned
9.1	Recycle cardboard, paper, and plastic consumables; facilitate recycling in designated area	2	
9.2	Recycle glass and metal consumables; facilitate recycling in designated area	1	
9.3	Educate users about the necessity of recycling	2	
	Subtotal		

10.	AIR QUALITY	Possible	Earned
10.1	Have in place at least a 7 MERV rated filter in air-conditioners and air purifiers	1	
10.2	Utilize low VOC architectural coating materials within the limits as specified by the current standards of SCAQMD	2	
10.3	Carpet and carpet cushion meet or exceeds the requirements of the Carpet and Rug Institute, Green Label /Green label Plus Program	1	
10.4	Breathing zone outdoor airflow must be no less than the standards of ASHRAE 62.1 2007	1	
10.5	Location of outdoor air intakes including doors and windows must meet or exceed the standards of ASHRAE 62.1 2004	1	
	Subtotal		

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11.	GREEN CLEANING POLICY	Possible	Earned
11.1	Use non-toxic and bio-based cleaning products and deicing agents which meet or exceed USDA BioPreferred thresholds	2	
11.2	Use door mats or grates at exterior thresholds of all public entry points	1	
	Subtotal		

12.	INTEGRATED PEST MANAGEMENT	Possible	Earned
12.1	Develop and implement an integrated pest management plan for both indoor and outdoor areas	2	
	Subtotal		

13.	REDUCTION IN COMMUTING	Possible	Earned
13.1	Provide bicycle racks within 200 yards of structure for at least 5% of users	1	
13.2	Designate 10% of parking spaces as preferred for car/van pools and alternative fuel vehicles	1	
	Subtotal		

14.	NEW CONSTRUCTION/MAJOR RENOVATIONS	Possible	Earned
14.1	Recycle or salvage at least 25% of construction and demolition debris (non-hazardous)	2	
14.2	Use rapidly renewable materials up to 3% of total value of all building materials based on cost	2	
14.3	Use building materials or products that originate or are manufactured within 500 miles of project site or within the same state	2	
14.4	Re-use at least 10% of existing building structure (floor, roof decking, exterior framing and skin)	3	
14.5	Re-use existing interior non-structural elements in 50% of building (walls, roof, floor coverings etc.)	2	
14.6	Construct on a previously developed site	2	
14.7	Site not within 100 feet of wetlands as defined by US Code of Federal Regulation 40 CFR	2	

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14.5	Site within a ½ mile of at least 5 of the following basic services: • Bank • Laundry • Place of Worship • Grocery Store or Supermarkets • Park • Fire Station • Pharmacy • Restaurants • School • Fitness Center • Library • Medical or Dental Office • Post Office	4	
14.6	Develop site that is contaminated or Brownfield	3	
14.7	3/4 mile from bus stop or commuter rail or subway	2	
14.8	75% of work stations have direct sight line to window, sunlight or non-opaque door	1	
	Subtotal		

15.	**RENEWABLE ENERGY** (choose one)	**Possible**	**Earned**
	No less than:		
15.1	2% of building energy is from renewable energy sources	2	
15.2	4% of building energy is from renewable energy sources	3	
15.3	6% of building energy is from renewable energy sources	4	
15.4	8% or more of building energy is from renewable energy sources	5	
	Subtotal		

16.	**ONGOING SUSTAINABLE MANAGEMENT**	**Possible**	**Earned**
16.1	Have SFP™ (Sustainable Facility Professional) designated professional on facilities/maintenance staff	4	
16.2	Have LEED AP O+M Professional on facilities/maintenance staff	4	
16.3	Day Cleaning or other energy efficient janitorial practices	2	
	Subtotal		

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17.	EXCEED REQUIREMENTS*	Possible	Earned
17.1	Exceeding the requirements of any category by at least 25%	1 each	
17.2	Exceeding the requirements of those credits which are deemed significant for the region of the facility. Please attach supporting documentation	1 each	
	Subtotal		

18.	OTHER FACTORS*	Possible	Earned
	In a separate document, describe other qualities of your facility and grounds that promote energy efficiency, preservation of green space, mitigation of environmental impact or other features (not included in SERF's criteria) that contribute to SERF's mission of *Practical Environmental Stewardship*. To qualify the following must be submitted to SERF in writing on a separate document: • the intent of the proposed innovation • the environmental benefit • the cost benefit (if any)	1 - 10	
	Subtotal		

*Attach additional pages as needed to respond to section **17** and **18**, or any other criteria as deemed pertinent. Sections **17** and **18** are *additional* points that the facility can obtain. Points obtained will be added directly to the numerator without any change to the denominator of the final score.

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ADDENDUM TO SERF CERTIFICATION APPLICATION

1. **WAIVER**: In consideration of SERF's evaluation of my Facility for potential certification, I hereby expressly waive and release SERF and its members, officers, employees, affiliates, agents and subcontractors from any and all liability, claims, actions or causes of action whatsoever for any alleged loss, damage or injury. This express release and waiver is intended to cover, and does cover, all claims whether arising in tort, contract, warranty, strict liability or otherwise, as well as those arising under any state or federal statute that in any way arise out of or relate to SERF's performance and/or nonperformance under this Certification Application and any evaluation relating thereto.

2. **INDEMNIFICATION**: In consideration of SERF's evaluation of my Facility for potential certification, I unconditionally agree to indemnify SERF, its members, officers, employees, affiliates, agents and sub-contractors from any and all loss or expense arising out of or relating to any and all claims asserted by third parties that in any way relate to my use of any certification issued by SERF for my Facility and/or my use of the SERF certification mark. I UNDERSTAND, ACKNOWLEDGE AND AGREE THAT IN NO EVENT SHALL SERF BE LIABLE TO ME FOR ANY INCIDENTAL, CONSEQUENTIAL, LOST PROFITS OR PUNITIVE DAMAGES AND I UNDERSTAND, ACKNOWLEDGE AND AGREE THAT SERF IS MAKING NO REPRESENTATION OR WARRANTY OF ANY KIND WHASOEVER, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO ITS PROVISION OF SERVICES HEREUNDER INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURCHASE AND SERF EXPRESSLY DISCLAIMS THE SAME TO THE EXTENT PERMITTED BY APPLICABLE LAW. I FURTHER UNDERSTAND, ACKNOWLEDGE AND AGREE THAT IN NO EVENT SHALL ANY DAMAGES FOR WHICH SERF IS LIABLE TO ME EXCEED THE FEES PAID BY ME TO SERF AND ANY RECOVERY BY ME SHALL BE LIMITED TO (AND SHALL NOT EXCEED) THE AMOUNT OF SUCH PAID FEES.

3. **GOVERNMENT COMPLIANCE**: I understand, acknowledge, agree, represent and warrant that I will conduct all activities in compliance with all applicable laws and, particularly, without limitation, I am solely responsible for use of any certification by SERF of my Facility and/or use of the SERF certification mark and compliance with the requirements of the Federal Trade Commission Act and regulations promulgated thereunder or comparable state laws.

4. **LIMITATION OF ACTIONS**: I agree to bring any claims and/or lawsuits arising out of or pertaining in any way to this Certification Application, SERF's evaluation of my Facility for possible certification and/or the SERF certification within one hundred eight (180) days of the event giving rise to the claim and/or lawsuit (unless the applicable statute of limitations is shorter than 180 days, in which case the shorter time period will apply). I understand, agree and acknowledge that applicable statutes of limitations may be longer than 180 days but agree to be bound by this shorter, 180 day period of limitations to the extent permitted by applicable law and accordingly waive any longer statute of limitations or period of repose to the contrary.

5. **CONFIDENTIALITY**: It is acknowledged that during the course of performance of the evaluation process contemplated by this Certification Application, each party may learn Confidential Information of the other party. Each party agrees to take reasonable steps to protect such Confidential Information received from the other and further agrees that it

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shall not (a) use such Confidential Information except as required in the normal and proper course of performing under this Certification Application; (b) disclose such Confidential Information received from the other to a third party; or (c) allow a third party access to such Confidential Information received from the other (except as may otherwise be required by law) without, in each case, obtaining the prior written approval of the other party.

Except as required by an order of a Court or governmental agency of competent jurisdiction, this Certification Application and its provisions shall be considered Confidential Information.

6. **NO AGENCY**: Neither party shall be construed as the agent of the other in any respect. The parties enter into this Certification Application and any related evaluation and/or certification as independent contractors only, and nothing herein shall be construed to place the parties in a relationship of partners, joint ventures, agency, or legal representation. Neither party shall have the authority to bind the other in any manner as any third party.

7. **ENTIRE AGREEMENT:** This Certification Application and any document incorporated by reference herein, including, but not limited to, the Identification Standards provided by SERF, constitutes the entire agreement between the parties. The failure of any party to insist upon strict adherence to any provision on any occasion shall not be considered a waiver of such party's right to insist upon strict adherence to such provision thereafter.

8. **JURISDICTION:** This Certification Application shall be governed by and construed in accordance with the substantive laws of the State of Michigan. I hereby consent to jurisdiction of the Courts of the State of Michigan and of the United States District Court for the Western District of Michigan for resolution of all claims, differences and disputes which the parties may have arising from or relating to this Certification Application, any evaluation for possible certification and/or any resulting certification.

9. The parties intend that no provision of this Certification Application and/or of any resulting evaluation for possible certification and/or resulting certification shall in any way benefit any third party and that no third party should have any rights or cause of action under this Certification Application, any resulting evaluation for possible certification and/or any resulting certification.

10. I understand, acknowledge and agree that this Certification Application is the product of an arms-length transaction between SERF and me, both of which are of equal commercial sophistication and equal bargaining power and I have in no way relied upon SERF's expertise or superior knowledge, if any, acknowledge and agree that this Certification Application shall be construed as if jointly prepared and drafted by both parties and under no circumstances will any provision hereof be construed for or against either party due to that party's actual role in the preparation or drafting.

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Verification Methodology and Criteria Explanations

VERIFICATION METHODOLOGY

The verification process is done in four steps:

STEP 1: ESTABLISH THE SCORE DENOMINATOR:

SERF utilizes a dynamic approach to scoring. Instead of static maximum and minimum points, the score is a percentage of total *available* points.

SERF criteria fall under two broad categories; *main sections* and *bonus sections*. All sections except *Renewable Energy, Ongoing Sustainable Management, Exceed Requirements and Other Factors* are considered main sections. The score denominator is the sum of points of all applicable points in the main sections.

Establishing the score denominator involves two sub-steps:

a) *Eliminate inapplicable credits:* Out of the main sections, not all credits will be applicable to each case (see case studies in Chapter 6). The SP must determine which credits are inapplicable and provide justification for their exclusion in the application. Points from these excluded credits will not contribute to the score denominator

b) *Determine bonus sections:* In all applications, the following sections are considered bonus sections: *Renewable Energy, Ongoing Sustainable Management, Exceed Requirements and Other Factors*. Points from these sections will not contribute to the score denominator.

STEP 2: DETERMINE THE MINIMUM NUMERATOR:

The minimum numerator required to qualify as of 2013 is 40% of the denominator established in Step 1.

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STEP 3: EVALUATE ALL OTHER SECTIONS:

Evaluate the main sections using the explanations below and the glossary at the back of each application.

STEP 4: VERIFY TOTAL AND SUBMIT APPLICATION

The SP adds up all points scored in the main and bonus sections. The total must be equal to or greater than the minimum denominator established in Step 2.

If the facility has not attained the qualifying threshold, the SP must develop a plan of action for the owner to reach this threshold. If the owner agrees to implement this within one year of certification (before first year renewal is due), the SP may resubmit the application along with the points of measures the owner has agreed to implement.

If the facility has attained the qualifying points, the SP forwards the completed application and supporting document to SERF for evaluation and final determination of facility certification.

SERF VERIFICATION OF SUBMITTED APPLICATION

SERF will primarily evaluate the submitted application for the following:

- Points scored under the main sections
- Justification of inapplicable credit exclusions
- Points scored under other factors

If SERF is unsatisfied with the submitted application and finds that the facility has not met minimum requirements, the application will be returned to the SP with relevant feedback. The SP must then reevaluate the application and resubmit to SERF within ninety calendar days. Failure to resubmit within ninety calendar days will terminate the application including forfeiture of the 25% initial review fee.

To avoid returned applications, it is advisable to target a score higher than the minimum numerator determined in Step 2.

CRITERIA EXPLANATIONS

1. ENERGY EFFICIENCY:

Points may be scored in this section taking either the prescriptive (subsections 1.1 – 1.5) or performance path (subsection 1.6). The SP chooses either the prescriptive or performance based paths to verify the energy efficiency section. However, the performance path can only be taken if there is historical energy use data for at least one year preceding the certification. If the building was constructed new or energy retrofits were performed on it less than one year prior to certification, the prescriptive path must be taken.

If the prescriptive path is taken, the facility must meet prescriptive standards under ASHRAE 90.1 2007. Particular sections of ASHRAE 90.1 2007 that must be met are described in detail

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under *Prescriptive Path* below. Alternately, if the performance path is taken, the facility must show a reduction in energy consumption from an established baseline. Procedure to establish the baseline is described under *Performance Path* below

PRESCRIPTIVE PATH

1.1. HVAC:

1.1.1. Heating and Cooling systems

1.1.1.1. Meet or exceed the efficiency of Table 6.8.1A

1.1.1.2. Meet or exceed the efficiency of Table 6.8.1B

1.1.1.3. Meet or exceed the efficiency of Table 6.8.1D

1.1.1.4. Meet or exceed the efficiency of Table 6.8.1E

1.1.1.5. Meet or exceed the efficiency of Table 6.8.1F

1.1.2. In accordance with Section 6.4.3.1

1.1.3. In accordance with Section 6.4.4.2

1.1.4. In accordance with Section 6.4.4.1.2

1.1.5. In accordance with Sections 6.4.3.4 and 6.4.3.9, whichever is applicable

1.1.6. In accordance with Section 6.4.3.7

1.1.7. In accordance with Section 6.4.3.8

1.1.8. In accordance with Section 6.5.1

1.1.9. In accordance with Section 6.5.3.1

1.1.10. In accordance with Section 6.5.6.1

1.1.11. A centrally and automatically controlled system for HVAC and lighting based on occupancy, temperature or lighting sensors and capable of monitoring system performance and failures and reporting failure on a real time basis.

1.2. SERVICE WATER HEATING:

For service water heating, the ASHRAE 90.1 2007 standards have been used as the minimum threshold. Please find the respective sections of ASHRAE 90.1 2007 relevant to each criterion below:

- In accordance with Section 6.5.6.2
- Meet the minimum efficiency of Table 7.8
- In accordance with Section 7.4.3

1.3. STRUCTURE – THERMAL RESISTANCE:

1.3.2, 1.3.3, 1.3.4 and 1.3.5 must meet the prescriptive R-value requirements of ASHRAE 90.1 2007, Table 5.5.

1.4. LIGHTING:

The lighting requirements in this section do not include the facility's emergency lighting or lighting or lighting required by health and life safety laws. Such lights must be in accordance with the appropriate codes or laws.

1.4.1. In accordance with ASHRAE 90.1 2007 Section 9.2.2.3

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1.4.2. In accordance with ASHRAE 90.1 2007 Section 9.4.1
Points not applicable to facilities already having a BAS (criteria 1.11) in place.

1.4.3. In accordance with ASHRAE 90.1 2007 Section 9.4.5

1.5. APPLIANCES:

1.5.1. One point may be scored in this section if electronic-wastes are diverted from landfills. Methods to score points include:

- If discarded electronic appliances are donated to other institutions.
- If discarded appliances are refurbished and reused in applicant's other institutions.
- If the appliances are returned to sellers through a take-back program.
- If the appliances are recycled by a recycler that is certified by Responsible Recycling Practices (R2) or the e-Stewards® standards.

PERFORMANCE PATH

A baseline must be established from the CBECS 2003 data by the process described below:

Calculate four energy consumption means using the parameters: *building floor space, principal building activity, year constructed,* and *census region and division*. The highest of these means will be the baseline.

Example:

Consider an office building in Chicago built in 1945 with floor area 10,000 square feet and electricity and natural gas as the sources of energy. The baseline would be the highest mean of the following:

i. Mean based on building floor space = (Site electricity + natural gas)/floor space
= (262+209) trillion BTU/year/6585 million square feet
= 71526 BTU/square foot/year

ii. Mean based on building type/activity
= (719+269) trillion/12208 billion
= 80930 BTU/square foot/year

iii. Mean based on year constructed
= (208+229) trillion/6871 billion
= 60689 BTU/square foot/year

iv. Mean based on census region and division
= (524+528) trillion/11595 billion
= 90815 BTU/square foot/year

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In the above example, 90,815 BTU/SF/year is the highest average annual energy consumption intensity and will be the baseline.

One major limitation of the CBECS data is the unavailability of energy use intensity by building volume. It is common knowledge that higher ceiling heights relates to higher energy use per square area due to the larger volume of space that would need to be heated and cooled. SERF recognizes that many buildings need to have ceiling heights greater than standard heights to fulfill their function. Therefore, buildings with ceiling heights greater than 12' in at least 50% of the enclosed area may modify the CBECS baseline established above by multiplying it by a factor of 1.5. Mezzanine floors may be excluded from the calculation of the 50% threshold. Therefore, in the above example, if we assume that the building had a ceiling height greater than 12' in at least 50% of the enclosed space excluding mezzanine floors, the baseline would be 90,815 BTU/SF/year x 1.5 = 136,222.50 BTU/Sf/year.

Note: Partial points may be awarded in this section if the building's energy consumption is less than10% improvement from the baseline. However, the partial points may not exceed 15.

2. WATER EFFICIENCY:

Points may be scored in this section taking either the prescriptive path (subsection 2.1) or performance path (subsection 2.2). If the prescriptive path is taken, the water fixtures of the facility must be EPA's WaterSense certified. If the performance path is taken, the facility must show reduction in water consumption from an established baseline. Procedure to establish the baseline is described below. The performance path may only be taken for existing buildings if they have undergone water efficiency upgrades within the past 5 calendar years.

If the facility meets the condition above, the baseline will be the average annual water consumption before water efficiency upgrades. Points may be scored if the facility demonstrates a reduction from this baseline post upgrade in the amounts under subsection 2.2

2.1 Water Use:

WaterSense products and specifications can be found using the following web site: http://www.epa.gov/WaterSense/products/index.html

2.1.4 Have in place WaterSense irrigation controllers that meet EPA's WaterSense label specifications

3. STRUCTURE – ROOF TYPE:

For sections 3.2 and 3.3 the maximum possible points for any combination of vegetated and/or cool roof is two (2) points.

5. LANDSCAPING:

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Section 5.1 is related to landscaping in locations which are not within close proximity of a water body. Section 5.2 encourages facilities with close proximity to water bodies to enhance their sustainable landscaping methods so as to reduce/eliminate aquatic pollution.

Non-urea or bio solids and with plant, animal or mineral based nutrients including water insoluble nitrogen. (OMRI approval recommended but not required).

6. REFRIGERANT:

Achievement of this credit requires the reduction/phase-out of HVAC&R system refrigerants that fall under the US Environmental Protections Agency's classification of Ozone Depleting Substance (ODS) identified in the Montreal Protocol. Using EPA classification, all refrigerants under Class I and Class II ODS are required to be reduced/phased out to attain points in this section. The list of substances can be found at http:www.epa.gov/ozone/science/ods/index.

6.1 One point is scored in this subsection if the quantity of ODS had been reduced by 25% or more in the past 5 years. For example, if the total quantity of ODS was 100 ounces by adding the quantities in individual equipment, one point can be scored if 25 ounces have been reduced by replacing/converting equipment with non-ODS substances

6.2 Two points can be scored in this subsection if a 100% phase out target is planned for ODS containing HVAC&R systems within 10 years. The 10th year renewal of SERF certification for the building is contingent upon the successful meeting of this target if this credit is claimed.

7. FURNITURE AND HARD GOODS:

American National Standards Institute and The Business and Institutional Furniture Manufacturer's Association (ANSI/BIFMA) established e3-2010—a standard for furniture life cycle analysis. To attain SERF points for Furniture and Hard Goods, purchases must qualify under the e3-2010 standard (by scoring a minimum 32 points out of the 90 scale). This standard considers factors such as: supply chain sustainability and input quality, product safety, air quality and chemical concentration both in and out of factory, energy efficiency and recovery, solid waste diversion, and utilization of recyclable, renewable, and climate-neutral materials.

9. RECYCLING:

9.1 Two points may be scored in this section if recycling containers are prominently placed throughout the building to provide convenient access to occupants. Once collected, the recyclable waste must be recycled by:

- Self-hauling.
- Subscribing to a hauler.
- Arranging for the pickup of recyclable materials.

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- Subscribing to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation (Source: California's Mandatory Commercial Recycling Law)

9.2 One point may be scored in this section if recycling containers clearly identifying glass and metal are prominently placed in different locations on the building to provide a convenient access to occupants. Once collected, the recyclable waste may be recycled by:

- Self-hauling.
- Subscribing to a hauler.
- Arranging for the pickup of recyclable materials.
- Subscribing to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation.

9.3 Educating occupants on the benefits of recycling and the location recycling containers in buildings made through prominently displayed boards, memos or other literature, including email.

10. AIR QUALITY:

10.2 Meet the requirements under SCAQMD Rule 1113.

10.3 More information on the Green Label / Green Label Plus program can be found using the following website: http://www.carpet-rug.org/commercial-customers/green-building-and-the-environment/green-label-plus/

10.4 Meet or exceed the requirements of ASHRAE 62.1 2007 Section 6.2.2.1

10.5 Meet or exceed requirements of ASHRAE 62.1 2004 Table 5.1.

12. INTEGRATED PEST MANAGEMENT:

12.1 An integrated pest management plan will have the four step as outlined by EPA including:

i. Setting Action thresholds – Determining a threshold of above which pest control action must be initiated to prevent loss of property or damage to health.

ii. Monitoring and Identifying Pests – Determine the pests that cause damage to property or health and create plans to control those. These will prevent over control.

iii. Prevention – Have pest prevention strategies

iv. Control - Effective control strategies that can be implemented if the threshold in 1 is exceeded or if the prevention strategies have failed.

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For more information please refer to the EPA's website at www.epa.gov/opp00001/factsheets/ipm.

To award this credit, interviews may be conducted with facilities professionals about the details of their pest management plans and determination has to be made if the IPM plan meets at least three of the steps identified above.

13. Reduction in Commuting:

13.1 Monetary or other incentives may be provided to employees to encourage car-pooling or use of mass-transit.

14. New Construction / Major Renovations:

This section applies to buildings which have been constructed or underwent major renovation in the past five years. Credits **14.5** and **14.7** are the only exceptions and may be evaluated even for existing buildings.

14.1 Two points may be awarded in this credit if at least 25% of construction/demolition waste—including, but not limited to, brick, concrete, wood, metals, insulation, plastic, gypsum board and interior building elements such as carpets and drywall—is recycled. The percentage of recycled materials may be in weight or volume. In some cases, materials may not be possible to recycling owing to their hazardous nature or some other difficulty. In such cases, the reasons for the inability should be clearly identified and reported to SERF.

As an alternative to meeting the 25% target above, any three items from the types of material above may be selected and the 75% of those materials must be recycled or salvaged. For example steel, wood and concrete can be selected and 75% of these must be recycled.

SPs use volume of waste generated to determine the points in this credit.

14.2 Two points may be scored under this credit if rapidly renewable materials (at least 3%, based on cost) are used. Rapidly renewable materials are non-petroleum based materials that have a harvest cycle of less than 10 years. Examples include bamboo, straw, cork, natural linoleum products, wool, wheat board and strawboard.

SPs may determine this from the building construction/renovation bid/estimate.

14.3 Two points may be scored under this credit if at least 10% of building materials and equipment by cost is produced or manufactured within 550 miles of the project. This proximity is only required for the location of the finished product. Hence, the locations for the raw materials used to manufacture the product need not be located.

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SPs may determine this information from the architect/designer specifications of the project.

14.4 Three points may be scored under this section if at least 25% of the total surface area of the existing exterior structural elements such as foundation walls, floor decking, exterior walls, roof decking etc. are reused as a part of the new structure. The SP may determine this from the Construction/renovation plans.

14.5 Two points may be scored under this section if at least 25% of the total surface area of the existing interior non-structural elements such interior walls, ceilings, doors and windows, floor coverings etc. are reused as a part of the new structure. The SP may determine this from the Construction/renovation plans or a simple walk through inspection.

14.6 Two points may be scored under this section if the building, was constructed on a site that was previously developed for non-agricultural purposes (irrespective of its age). The points are also awarded if the current applicant purchased this facility and is using it without major renovation.

14.8 Four points may be scored under this credit if at least five of the conveniences/services are within three-quarters of a mile from the facility. The distance must be measured as the walking distance from any entry point to a building/facility.

14.11 One point may be scored in this section if windows are visible when seated at the workstation from at least 75% of the workstations.

15. RENEWABLE ENERGY (BONUS SECTION):

Points are scored in this section based on the percentage of energy consumed which is from renewable sources. The percentage may be in either energy units or cost. The renewable energy may be generated on site or may be purchased from utility companies in the form of renewable energy credits. The acceptable forms of renewable energy sources include solar-thermal, photovoltaic, geothermal, ocean energy (wave, tidal and ocean-thermal) and bio-fuels.

The SP may determine the reduction in energy consumption by examining utility bills, renewable energy certificates or from energy models.

16. ONGOING SUSTAINABLE PRACTICES (BONUS SECTION):

Day cleaning is an energy efficient janitorial service that includes performance of such services during normal business hours versus after-hours to reduce related energy consumption. This practice has shown to reduce energy consumption by up to 8% annually and offers better work hours for janitorial crew. This practice may not be possible for all buildings and hence the feasibility must be evaluated before implementation.

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17. EXCEED REQUIREMENTS (BONUS SECTION)

Points under this section are applicable if a 25% increase is achieved from minimum requirements under the following credits: 1.1.1, 1.2.2, 1.3, 1.5.3, 1.6 (25% greater than 30%), 2.1.1.2, 2.1.2, 2.1.3, 2.2 (25% greater than 15%), 3.1.2, 3.2.2, 4.1, 5.1.5, 6, 8, 10.1, 12.1, 13.2, 13.3, 14 (except 14.6 14.7, 14.9 and 14.10), and 15.4.

18. OTHER FACTORS

Provide a brief discussion of the sustainable features of the building that may qualify under this section. Points are determined by the perceived impact of the features on the environment and/or operating costs. Points cannot be scored in this section if:

- The feature is covered under the main criteria.
- The feature is simply going above and beyond the requirement of an existing credit. If this is the case, extra points are awarded under the *Exceed Requirements* sections instead of *Other Factors*.

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