

Department of the Interior Sustainable Building Assessment and Compliance Strategy, Phase 1 Assessment Guidance

This guidance supports the Department’s strategy to demonstrate progress toward meeting Federal sustainable building requirements by focusing on assessments of owned buildings with minimal environmental impact. The strategy uses a two phased approach to make progress on the sustainable buildings goal. Phase one identifies buildings that can be assessed quickly and phase two addresses buildings requiring more complex assessments. This guidance is specifically for phase one of the strategy. The goal is to identify buildings larger than 5,000 gross square feet (gsf) that are unoccupied, use minimal or no energy/water, to document as sustainable in the Federal Real Property Profile (FRPP) or the Financial and Business Management System (FBMS), as appropriate. There are 3,870 buildings larger than 5,000 gsf in the Department’s real property portfolio. To meet the 15 percent target, 580 buildings must achieve 100 percent compliance with *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings* (Guiding Principles).

To support this effort, the Sustainability Council’s Sustainable Buildings Workgroup (SBTWG) developed an abbreviated process for identifying and documenting buildings that can be quickly assessed and determined to be “As Sustainable As Possible” (ASAP) using the *As Sustainable as Possible (ASAP) Assessment Flow Chart*, provided. The SBTWG also developed a resource guide to provide more information, as needed, and it is included as attachment 3 of the accompanying memo.

The following steps are provided to assist with completing the phase one process:

1. Identify Potential ASAP Buildings

Using the FRPP or FBMS, conduct a query of owned buildings larger than 5,000 gsf to identify the bureau or office’s potentially relevant building inventory. Within this inventory, identify the Department Asset Codes (see below for a complete list of Department Asset Codes for Buildings) that are used most frequently for buildings that are likely to be unoccupied, unheated, un-cooled, and/or unplumbed (e.g., Barns/Stables - 35800500, Building Warehouse Vehicle Storage - 35410300, Building Warehouse Shed/Outbuilding - 35410500, Building Housing Garage – 35300600, etc.). Using those asset codes, create a list of bureau buildings that are potential ASAP buildings.

2. Analyze Buildings Against ASAP Criteria Using the Flow Chart

For each building on the potential ASAP building list, follow Attachment 1, “ASAP Assessment Flowchart.” For each Guiding Principle there are questions on the flowchart to determine if a building can be considered as sustainable as possible. The answers to

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these questions are recorded on Attachment 1 and used to determine if the building is an ASAP building. The ASAP Assessment Flowchart acts as the assessment record to determine whether or not a potential ASAP building complies with the Guiding Principles (because it meets the ASAP criteria) or whether further analysis is required to determine compliance. Bureaus may maintain additional records substantiating results of the assessments as they deem necessary.

3. Record the Building Sustainability Status in the FRPP/FBMS

The assessment will result in two scenarios:

- a. If the building meets all of the applicable Guiding Principles document the building as sustainable in the Sustainability Code field in the FRPP, or the FRPP data tab within the FBMS, as appropriate.
- b. If the building does not meet all of the Guiding Principles document as “Not yet evaluated” in the FRPP/FBMS. Additional assessment is required to determine compliance with the Guiding Principles. Data for buildings that meet many but not all of the Guiding Principles should be maintained as they may be considered for assessment in the next phase of the Sustainable Building Assessment and Compliance Strategy, to be developed soon.

4. Maintain Documentation of ASAP Assessment

The results of the ASAP assessment should be maintained by each bureau. Bureaus may choose to maintain additional documentation to support Attachment 1. The EPA’s Energy Star Portfolio Manager¹, a tool that includes a Guiding Principle Checklist by building, is recommended for recording the building’s Guiding Principle status and for storing the ASAP Assessment Flowchart.

¹ http://www.energystar.gov/index.cfm?c=government.federal_agencies

Attachment 2, Phase One Sustainable Building Assessment Guidance, DOI Asset Codes

Version 3.0 rev. 16AUG2012

DOI Asset Type	GSA Code	DOI Asset Code	Definition
Building		35000000	Any structure with a roof and commonly enclosed by walls, designed for storage, human occupancy, or shelter for animals, distinguished from other structures not designed for occupancy (such as fences or bridges). Buildings include offices, warehouses, post offices, hospitals, prisons, schools, housing and storage units. Fixed equipment, that is permanently attached to and a part of the operation of the building, and cannot be removed without cutting into the walls, ceilings or floors, is also included. Examples of fixed equipment include plumbing, heating and lighting equipment, elevators, central air conditioning systems and built-in safes and vaults.
Bldg Office	10	35100000	Buildings primarily used for office space or military headquarters.
Bldg Post Office	14	35140000	Buildings or portions of buildings used as a Post Office.
Outpatient Healthcare Facility	17	35170000	Buildings used primarily for outpatient diagnosis, treatment, and therapy. Includes medical, dental, mental health, and substance abuse treatment facilities
Bldg Hospital	21	35210000	Building used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
Bldg Prisons and Detention Centers	22	35220000	Buildings under the jurisdiction of the department of justice or department of defense used for the confinement of federal or military prisoners.
Bldg Adult and Juvenile Detention Center		35220100	A building for keeping in custody adult persons, and young persons, child, or youth.
Bldg Adult Detention Center		35220200	A building for keeping in custody adult persons.
Bldg Juvenile Detention Center		35220300	A building for keeping in custody a young person, child, or youth.
Bldg School	23	35230000	Buildings used primarily for formally organized instruction, such as schools for dependent children of Federal employees, Indian schools, and military training buildings including specialized training facilities.
Bldg School Day Care		35230100	A building designed and used primarily for daytime care given to preschool and/or adolescent children.
Bldg School Preschool		35230200	A building/educational facility designed and used primarily for children prior to kindergarten.
Bldg School Kindergarten		35230300	A school/educational facility for Kindergarten and may include pre-school and/or daycare.
Bldg School Elementary		35230400	School/education facility that includes grades K-6 or K-8 and may also include pre-school.

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Bldg School Middle		35230500	A school/educational facility usually having grades 6 through 8 and may include grade 9.
Bldg School Secondary		35230600	School/educational facility for grades 9 through 12 or 10 through 12.
Bldg School Post Secondary		35230700	Building/educational facility used primarily for purposes beyond grade 12.
Bldg School Vocational		35230800	School/educational facility with classes and hands on training in a specific profession, trade, or occupation.
Bldg School Environmental Education Center		35230900	A building/educational facility used for structured education to build knowledge, skills and abilities in students and others about wildlife-related environmental topics and programs.
Bldg School Trade Shop		35231000	A building that serves single or multiple educational training functions such as welding, carpentry, automotive shop, etc.
Bldg School Art		35231100	Building used for the human ability to design, create and to express the creativity of man as distinguished from the world of nature.
Bldg Training Center		35231200	A building used to instruct personnel on programs, techniques, goals, policies, procedures, regulations, standards, and direction relating to individual agency missions.
Comfort Station/ Restrooms	24	35240000	Building with toilet and/or lavatory facilities for public use. May include showering facilities. Include vault toilets in the appropriate category.
Comfort Stations/Restrooms		35240100	More complex toilet/lavatory building typically with running water and connection to sanitary sewer or septic systems.
Vault Toilets/Pit Toilets		35240200	Basic toilet facilities, typically without running water or connection to sanitary sewer/septic systems. May have a lined vault made of concrete or other material in which the waste remains until it is pumped out.
Data Center	25	35250000	Building that stores and/or manages server, network, and computer or telecommunications equipment.
Museum	28	35280000	Buildings used for the housing and/or display of tangible objects or collections for the purposes of displaying said objects or collections for public view and benefit on a regular basis.
Bldg Other Institutional Uses	29	35290000	Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, and out-patient clinics. This category also includes food preparation and dining facilities, buildings housing entertainment and recreational activities, and visitor's centers.
Bldg Museum Repository		35290100	A building used to store, protect and/or display museum property.
Bldg Library		35290200	A building used for a large systematically arranged collection of books for reading or reference

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Bldg Law Enforcement Center		35290300	Building designed to support local law enforcement operations, and may include short term lockup area.
Bldg Courthouse		35290400	A building in which court proceedings are held
Bldg Clinic		35290500	A building where medical personnel administer to outpatient treatment
Bldg Dispensary		35290600	A building that has medical services available, which has one or several of the following: a medical treatment facility; basic medical supplies/services; a dental facility; or x-ray equipment.
Bldg Visitor Center		35290700	A building designed specifically for the purpose of orienting visitors to resources and programs and providing other services to support visitation. Usually includes exhibits and restrooms; sometimes gift shops.
Bldg Visitor Contact Station		35290800	A building smaller than 5,000 square feet or which has 50% or less of its square footage devoted to direct service to visitors. This is a place where we distribute information and regulations intended to welcome and orient visitors.
Bldg Entrance Station		35290900	A small building used primarily for the collection of fees and distribution of limited information and regulations with no additional visitor services.
Bldg Restaurant		35291000	A building where meals are served to customers that usually contains communal restrooms and a food preparation area.
Bldg Gymnasium		35291100	A building used for indoor athletic or fitness activities. May contain courts, locker facilities, or specialized sporting or exercise equipment.
Bldg Stadium		35291200	A large oval, round, or U shaped building that surrounds an open event area, for sports, concerts, etc and is surrounded by tiers of seats for spectators.
Bldg Pressbox Outside		35291300	A building used for reporters.
Bldg Dining Hall Cafeteria		35291400	Building containing kitchen facilities, food preparation areas, serving areas, and table areas for dining.
Bldg Auditorium		35291500	A building used to accommodate listening to or viewing of performances by seated students and/or guests.
Bldg Student Union		35291600	A building used on educational campuses for student activities such as snack bar, pool, social activities etc.
Bldg Lodge/Motel/Hotel		35291700	A building for public accommodation.
Bldg Retail Store		35291800	A building used to sell goods to customers.
Bldg Family Housing	30	35300000	Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, Federal employee housing, and housing for institutional personnel.
Bldg Housing Mobile Home		35300100	A mobile building, fitted with parts for connection to utilities, that can be relocated and used predominantly for housing. This definition does not include trailers that reside on wheels.

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Bldg Housing Single Family		35300200	Detached building constructed to house one family.
Bldg Housing Multi-Family Plex		35300300	Building consisting of two or more single family housing units such as duplexes, triplexes, townhouses, row houses, etc.
Bldg Housing Apartment		35300400	Building consisting of multiple single family housing units with access from a common corridor.
Bldg Housing Cabin		35300500	A building with fewer utilities and/or rooms than a typical single-family house.
Bldg Housing Garage		35300600	Any building associated with housing designed for the purpose of parking vehicles.
Bldg Housing Support Building		35300700	Any building that directly supports employee housing functions, such as showering, laundry, and cooking-
Bldg Dormitories/Barracks	31	35310000	Buildings primarily used as dwellings for housing individuals (without families/dependents).
Bldg Warehouses	41	35410000	Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
Bldg Warehouse Fire Cache		35410100	A building used to store equipment and vehicles used for fire management and suppression.
Bldg Warehouse Seed Feed		35410200	A building used to store seed, feed, or grain to protect it from damage by moisture or infestation.
Bldg Warehouse Equipment Vehicle		35410300	A building used to store vehicles or equipment, including heavy equipment.
Bldg Warehouse Garage, Bus		35410400	Any building associated with schools for storing or parking one or more buses or bus associated property.
Bldg Warehouse Shed Outbuilding		35410500	A small structure, either freestanding or attached to a larger structure, to be used as storage or shelter.
Bldg Warehouse Chemical		35410600	A building designed to store materials that may be hazardous if leaked or spilled. Design may incorporate spill containment, explosion proof lights or other electrical fixtures.
Bldg Warehouse Warehouse		35410700	Building/structure designed for storage or production purposes, which may include an office area and/or loading dock.
Bldg Warehouse Explosive		35410800	A building designed and used to store high explosives such as C4, TNT, Blasting caps, or black or smokeless powder.

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Bldg Industrial	50	35500000	Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.
Bldg Fish Production		35500100	Hatchery building, isolation building, spawning building, incubation building, holding house and other buildings and sheds primarily used for fish culture and or egg/ fish/ shellfish/toads or salamanders production.
Bldg Pump House Well House		35500200	A building used to shelter pumps, piping pressure switches, or other related equipment.
Bldg Power Generation		35500300	Building specifically designed and constructed to house power generation equipment. It does not include the utility system components such as engines, turbines, generators, alternative energy sources, and associated control equipment for the purpose of electrical current generation.
Bldg Sewage Treatment		35500400	Building specifically designed and constructed to house sewage treatment components. It does not include systems used to treat sewage.
Bldg Water Treatment		35500500	A building specifically designed and constructed to house water treatment components. It does not include the systems used to treat raw source water to produce potable water.
Bldg Service	60	35600000	Building used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and garages primarily used for vehicle maintenance and repair.
Bldg Service Shop Maintenance		35600100	Building used for performing various service activities such as mechanical or preventive maintenance work on various vehicles, welding, sheet metal work, and painting including auto shops, carpenter shops, metal shops etc.
Bldg Auto Service Refueling		35600200	Building used for the maintenance, service, repair and fueling of vehicles/equipment (service/gas station).
Bldg Communications Systems	72	35720000	Buildings used for telephone and telegraph systems, data transmission, satellite communications and/or associated with radio towers or other communication facilities.
Bldg Navigation and Traffic Aids	73	35730000	Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems and obstruction lighting.
Bldg Lighthouse		35730100	A tower building displaying a light or lights for the guidance of maritime vessels.
Bldg Laboratories	74	35740000	Building used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.

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Bldg Laboratory		35740100	Building used for scientific research and development. Likely to house specialized scientific equipment for conducting scientific experiments or analysis.
Bldg All Other	80	35800000	Buildings that cannot be classified elsewhere.
Bldg Fortification		35800100	A fortified place often constructed of earth, logs, timber, masonry, stone, or concrete, exclusively military in nature that is strengthened for protection against attack.
Bldg Animal Shelter		35800200	A building used to provide animals shelter from inclement weather.
Bldg Parachute Operation		35800300	A building designed for the packing, repair, cleaning, and storing of parachutes.
Bldg Multi-Purpose		35800400	A building that serves multiple functions such as cafeteria, gymnasium, and assembly area.
Bldg Barn Stable		35800500	A building used to hold or shelter animals or livestock feed. May also contain feeding, exercise or birthing areas.
Bldg Fire Station		35800600	A building used for fire equipment and staff to ensure readiness. May include communications facilities or living quarters for fire fighters.
Bldg Concession		35800700	Building used for certain profit activities that provide customer services.
Bldg Cultural Center		35800800	A building used for training and refinement of the mind pertaining to American Indian and other cultural practices, interest, taste, skills, arts and crafts
Bldg Hogan		35800900	A typical dwelling of the Navajo Indians, built of earth walls supported by timbers.
Bldg Laundry		35801100	A building specifically used for laundering clothes, linens, etc.
Bldg Security		35801200	A building where activities to assure safety, and a defense against interference, espionage to buildings, grounds, and equipment are provided.
Bldg Forestry		35801300	A building used for multiple forestry functions such as administration, equipment maintenance or other specialized forestry activities.
Bldg Aircraft Dispatch		35801400	A building used to dispatch aircraft
Bldg Greenhouse		35801500	A translucent or transparent building used in the conservation or production of plants or plant material.
Bldg Garage Detached		35801600	Any building, not associated with an individual housing unit, used for parking automobiles.