



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240

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Memorandum

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director *Willie R. Taylor*
Office of Environmental Policy and Compliance

Debra E. Sonderman, Director *Debra E. Sonderman*
Office of Acquisition and Property Management

Subject: Department of the Interior Sustainable Buildings Implementation Plan Addendum

The purpose of this memo is to issue an Addendum (attached) to the Department's Sustainable Buildings Implementation Plan (Plan). The Addendum has been inserted into the Plan as an appendix. The Addendum was developed by the Sustainable Buildings Technical Workgroup (TWG) and was approved by the Department's Sustainability Council. The amended Plan is located on the Department's Greening Website at:

<http://www.doi.gov/greening/buildings/programs.cfm> and on the Sustainable Buildings TWG SharePoint Website at: https://portal.doi.net/programs/ems/Pages/sustainable_buildings.aspx.

The Plan was amended to address policy changes from the Office of Management and Budget and specific departmental clarifications. Some of the major changes to the Plan include:

1. Clarifying that the Department's compliance target for the sustainable buildings goal is to incorporate the Guiding Principles for High Performance and Sustainable Buildings in at least 15 percent of the Department's building inventory larger than 5,000 gross square feet;
2. Clarifying or changing the definitions for "Capital Asset Threshold," "Major Renovation Project," and "New Construction";
3. Clarifying sustainable building certification requirements; and
4. Clarification on use of the Department's Sustainable Buildings Operations and Maintenance Checklist.

Please ensure that your current Plan is amended to include these changes.

If you have any questions, please contact Willie Taylor on (202) 208-3891, or Willie_Taylor@ios.doi.gov, or have your staff contact Kathleen Bartholomew at (202) 208-3901, or Kathleen_Bartholomew@ios.doi.gov.

Attachment

**cc: Bureau and Office Senior Sustainability Officers
Sustainability Council Implementation Committee Members
Sustainable Buildings Technical Workgroup Members**

Addendum to 2008 DOI Sustainable Building Implementation Plan

EXECUTIVE SUMMARY

Replace:

“This plan is the Department of the Interior (DOI) policy to implement the sustainable buildings requirements of *Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423) and its underlying statutory requirements.”

With:

“This plan is the Department of the Interior (Department) policy to implement the sustainable buildings requirements of *Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management* (EO 13423) as supplemented and amended by *Executive Order 13514 – Federal Leadership in Environmental, Energy, and Economic Performance* (EO 13514) and their underlying statutory requirements.”

1.0 INTRODUCTION

1.4 DOI Sustainable Buildings Target

Replace:

“By 2015, DOI will incorporate the Guiding Principles in at least 8,332,613 square feet of its owned and leased building inventory. 8,332,613 square feet is 15% of the 55,550,755 square feet above the capital asset threshold \$2,000,000.”

With:

“The Department’s compliance target for sustainable buildings is to incorporate the Guiding Principles in at least 15 percent of the buildings within the Department’s sustainable building inventory, which encompasses buildings larger than 5,000 gross square feet (GSF). Fifteen percent of the Department’s current inventory (as of May 2013 and is subject to change), larger than 5,000 GSF, equates to 3,870 owned and leased buildings.”

1.0 INTRODUCTION

1.5 Definitions

Replace:

“Capital Asset Threshold. The Capital Asset Threshold for DOI Sustainable Buildings is a Current Replacement Value of \$2,000,000 or greater.”

With:

“Capital Asset Threshold. The Capital Asset Threshold for Sustainable Buildings is buildings larger than 5,000 gross square feet.”

Replace:

“Major Renovation Project. A major renovation project is a building project with net construction costs of \$2,000,000 or greater. A major renovation project triggers a DOI Capital Planning Investment Control (CPIC) review.”

With:

“Major Renovation Project. Any repair, reconstruction, rehabilitation, or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the current replacement value (CRV) of the building or structure before the improvement or repair is started. The scope of a major renovation involves repair, reconstruction, rehabilitation, or improvement of building-wide systems, including HVAC, electrical, or structural systems, significant envelope modifications, and building-wide interior rehabilitation. This term does not, however, include either:

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations and that is the minimum necessary to assure safe conditions, or
2. Any alteration of a historic structure, provided that the alteration will not preclude the structure’s continued designation as a historic structure.”

Replace:

“New Construction and Major Renovation Projects. Building Projects with a gross construction cost of greater than \$2,000,000.”

With:

“New Construction. The erection, installation, or assembly of a new building asset where there was none before or where a building has been or will be completely removed.”

3.0 SUSTAINABILITY PERFORMANCE AND ASSESSMENT

Replace:

“3.1 New Construction and Major Renovation Building Projects with a Current Replacement Value Greater Than \$2 million.

All new construction and major renovation building projects with gross construction cost greater than \$2,000,000 beginning design will meet the Guiding Principles and be certified by a sustainable building rating system. Appendix 5 relates sustainable building rating systems to requirements of the Guiding Principles. It outlines which requirements must be made mandatory to meet the Guiding Principles.”

With:

“3.1 New Construction and Major Renovation Building Projects.

All new construction and major renovations of bureau buildings shall comply with all of the applicable Guiding Principles and other Federal construction requirements.

The definition of “major renovation” is challenging since each building and renovation project is unique. The Department’s goal is to ensure that substantial building renovations that affect many aspects of the building are required to meet all of the *Guiding Principles*.

The decision to obtain Third-party sustainable building rating system certification will be at the sole discretion of each bureau. Factors that bureaus may consider when assessing a requirement for third-party sustainable building rating system certification include:

- The significance/symbolism/mission related nature of the building.
- The public visibility of the building (if the facility is of a public nature, is high visibility and third party certification would enhance the image, or the standing of the bureau in the public eye.

If the bureau decides to pursue LEED Gold or Platinum, or their equivalent, the decision has to be made and documented by the bureau senior executive in charge of Facilities Management (Asset Management Team Member). “

Replace:

“3.2 New Construction and Major Renovation Building Projects with a Current Replacement Value Between \$100K and \$2 million.

All new construction and major renovation building projects with gross construction cost between \$100K and \$2 million beginning design are encouraged to meet the Guiding Principles. To do so, new construction and major renovation projects will meet or exceed the minimum applicable score requirements established in the DOI Construction Checklist.

It is strongly encouraged, but not required, that new construction and major renovation projects be certified by a sustainable building rating system. Likewise, it is encouraged, but not required, that bureaus use an independent third party not affiliated with the

project or facility to complete the Construction Checklist. Such “pace setting” efforts will be recognized by Interior’s award programs.

The Construction Checklist will be developed by the DOI Sustainable Buildings Implementation Team per the milestones below. When finalized, it will be added as an appendix to this DOI Plan.”

With:

“3.2 Not Used”

Replace:

“3.3 Existing Buildings

All existing buildings above the sustainable buildings capital asset threshold (\$2,000,000 or greater) must use the DOI Sustainable Buildings Operations and Maintenance Checklist (O&M Checklist) to include the Guiding Principles into all DOI owned and leased buildings.

It is strongly encouraged, but not required, that buildings below the sustainable buildings capital asset threshold, \$2,000,000, use the O&M Checklist. Such “pace setting” efforts will be recognized by Interior’s award programs.

Use of the O&M Checklist must be coordinated with the organizational and facility level Environmental Management Systems to find efficiencies and avoid duplication.

The O&M Checklist will be developed by the DOI Sustainable Buildings Implementation Team per the milestones below. When finalized, it will be added as an appendix to this DOI Plan.”

With:

“3.3 Existing Buildings

Bureaus and offices must use the Department’s Sustainable Buildings Operations and Maintenance Checklist (O&M Checklist) or bureau equivalent to measure compliance with the applicable Guiding Principles of the Department’s owned and leased buildings within its sustainable building inventory (larger than 5,000 gsf). The Department’s target is to achieve compliance at least 15 percent of buildings within the inventory.

It is strongly encouraged, but not required, that bureaus and offices use the O&M Checklist or their bureau’s equivalent to measure and incorporate the Guiding Principles in buildings below the sustainable buildings capital asset threshold, 5,000 GSF. Such “pace setting” efforts will be recognized by Interior’s award programs.

Use of the O&M Checklist or bureau equivalent must be coordinated with the organizational and facility level Environmental Management Systems to find efficiencies and avoid duplication.

The O&M Checklist was developed by the Department's Sustainable Buildings Technical Workgroup and is an appendix to this Departmental Plan. The checklist will be updated as determined necessary by the Sustainable Buildings Implementation Team and posted on the Department's Sustainability Council Sustainable Buildings Workgroup SharePoint Website."

Replace:

"5.0 MILESTONES"

With:

"5.0 MILESTONES – The status of milestones beginning with Quarter 4, FY 2008 may be viewed on the DOI Sustainability Council Sustainable Buildings Technical Workgroup SharePoint Website (https://portal.doi.net/programs/ems/Pages/sustainable_buildings.aspx)."