

### 1) Purpose:

- a) The purpose of this Standard Practice (SP) is to establish guidelines for achieving and maintaining ENERGY STAR certification in commercial buildings. This SP aims to improve energy efficiency, reduce operating costs, and contribute to environmental sustainability through the implementation of ENERGY STAR guidelines and best practices.

### 2) Scope:

- a) This SP applies to all commercial buildings owned or managed by the organization. It covers the processes and requirements for pursuing ENERGY STAR certification and ongoing energy management practices.

### 3) Definitions:

- a) **ENERGY STAR:** A voluntary program led by the U.S. Environmental Protection Agency (EPA) that promotes energy efficiency and provides recognition to buildings that meet certain performance criteria.
- b) **ENERGY STAR Certification:** An official recognition awarded to commercial buildings that achieve high energy performance compared to similar buildings nationwide.

### 4) Responsibilities:

#### a) Building Owner/Management:

- i) Support and allocate resources for energy management initiatives and efforts to achieve ENERGY STAR certification.
- ii) Appoint an Energy Manager or designate responsible personnel for overseeing and implementing energy-saving measures.
- iii) Collaborate with tenants, contractors, and relevant stakeholders to ensure cooperation and participation in energy efficiency programs.

#### b) Energy Manager/Designated Personnel:

- i) Develop and implement an energy management plan aligned with ENERGY STAR guidelines.
- ii) Conduct energy audits and assessments to identify opportunities for energy savings.
- iii) Monitor energy consumption and track performance against ENERGY STAR benchmarks.
- iv) Coordinate with building occupants, facilities teams, and contractors to implement energy efficiency projects.

#### c) Building Occupants:

- i) Support energy-saving initiatives and cooperate with energy management efforts.
- ii) Comply with energy conservation policies and guidelines provided by building management.
- iii) Report energy-related issues, such as equipment malfunctions or energy waste, to the designated personnel.

### 5) ENERGY STAR Certification Process:

#### a) Benchmarking and Data Collection:

- i) Collect and analyze energy consumption data using the ENERGY STAR Portfolio Manager tool or equivalent software.
- ii) Benchmark the building's energy performance using the ENERGY STAR score to assess its efficiency compared to similar buildings.

**b) Energy Efficiency Improvements:**

- i) Identify energy-saving opportunities through energy audits, retro-commissioning, and regular facility inspections.
- ii) Implement energy efficiency measures, such as lighting upgrades, HVAC optimization, insulation improvements, and equipment replacements.
- iii) Prioritize projects based on potential energy savings, cost-effectiveness, and return on investment.

**c) Documentation and Reporting:**

- i) Prepare and maintain documentation of energy efficiency projects, including plans, specifications, vendor contracts, and performance results.
- ii) Generate required reports and documentation for ENERGY STAR certification, including data inputs, energy performance metrics, and supporting evidence.

**d) Application and Verification:**

- i) Submit the necessary information and documentation to the EPA's ENERGY STAR program for certification consideration.
- ii) Cooperate with EPA representatives or authorized third-party verifiers during the certification process, which may include site visits, data validation, and interviews.

**6) Ongoing Energy Management:**

**a) Monitoring and Analysis:**

- i) Continuously monitor energy consumption using automated systems or energy management software.
- ii) Analyze energy usage patterns and identify anomalies or deviations from expected performance.
- iii) Regularly review ENERGY STAR benchmarking data to track progress and identify areas for improvement.

**b) Training and Education:**

- i) Conduct training sessions and awareness programs to educate building occupants and employees on energy-saving practices and behaviors.
- ii) Provide information on energy-efficient equipment usage, temperature settings, and best practices for energy conservation.

**c) Maintenance and Optimization:**

- i) Implement preventive maintenance programs to ensure the optimal performance of energy-consuming equipment and systems.
- ii) Regularly review and update operating procedures to optimize energy efficiency and address potential.