

Healthy Building Assessment Checklist

Enervise is equipped to provide a facility health report to ensure building managers are taking the right steps to protect their occupants from COVID 19

Our building health and overall assessment checklist will provide you with customized review of your equipment, indoor air quality checks, approved filter changing and cleaning procedures and recommendations including potential operating cost savings solutions. A Healthy Building Assessment identifies the condition of your building systems, gives an assessment of deficiencies, and defines financial risks. It details both suggested operational improvements and the physical condition for each building system asset. It typically uncovers immediate IAQ – Indoor Air Quality issues that can be addressed to reduce COVID Virus exposure, operational budget savings, specifies capital reserves and identifies funding options to prioritize and plan for major building repairs and upgrades. In addition to a detailed list of assets, the final summary report also provides specific recommendations to help you make your building and business work better.



Let's get started! See the checklist below to prepare for a building survey and assessment.

DOCUMENTATION CHECKLIST

We will assist you in gathering these resources before continuing with the building assessment

1. **Asset Lists** – your most recent list of building systems including HVAC, lighting, as well as other mechanical and building management or control systems
2. **Building Drawings**
3. **Maintenance & Repair Records**
4. **Site Survey** – to confirm all building assets: including asset description, condition, age, location, and how building assets are operated and actually performing



CHECKLIST FOR BUILDING WALK THROUGH:

- Identify every building system asset by:
 - type
 - model
 - serial number
 - size
 - location (with pictures included in the final report)
- Review building characteristics including square footage of conditioned space
- Age of major building systems
- Condition of building envelope
- Coronavirus assessment for enhanced Dilution, Filtration, and Purification Solutions
- Major issues with hot/cold spots, balancing issues, general comfort
- How is the building controlled?
- Do you have a focused energy management plan?
- Are building systems controlled by occupancy using access controls?
- Are building systems in setback, or off when not occupied?
- Is your building generally comfortable?
- Are there any chronic problems with your facility?
- Review water use as well as sewer efficiency and conservation plans.
- Review major systems such as chiller and boiler plants for central plant maintenance, operation and efficiency (if applicable)
- Lighting – has a lighting retrofit or controls been done? If so, when? Have LED or other high efficiency retrofits been considered?

GOAL REVIEW CHECKLIST

To prepare for your building assessment give thought to the following checklist of questions:

- How can you make sure your employees or tenants can return with Confidence to a healthy building during a pandemic?
- How long will you hold, rent or lease your current building?
- What annual utility or operations savings in dollars, or percentage of operating budget would be meaningful?
- Do you have an operations budget for major maintenance and repairs of building systems?
- Are there building-related issues that reduce productivity in your business?
- Do you pay for utilities? Are you interested in avoiding utility costs?
- Are you interested in benchmarking potential savings in your utility costs vs. your peer's buildings?
- Is maintenance performed in house or outsourced?
- How would you improve the team culture between resources?
- Are you interested in improving HVAC, Controls and other operations maintenance and services?
- Do you have a capital reserve or comprehensive approach to replace major building systems?
- Do you have any current pet projects, or major renovations planned in the next 24 months?
- What productivity enhancements could be gained by improving your building environment to make your building and business run better?
- Any other interests, or facilities management goals? A few examples include sustainability (achieving Energy Star), budgeting to replace obsolescent equipment, addressing occupant health and safety or compliance issues?
- What is your single greatest challenge in managing your building systems?
- Would you consider projects that would provide favorable financial paybacks?
- What financial criteria is required to justify capital spend to replace or upgrade building assets?

NEXT STEPS:

Step 2 - Healthy Building Assessment

Step 3 - Energy Benchmark - If you're interested in avoiding utility costs, the next step is an Energy Star Benchmark to demonstrate how your building utilities spend compares to other similar buildings. This report will quantify the cost of delay in asset value and income from not deploying productivity, and energy improvements within your building.

Step 4 - Energy Usage Assessment - To identify and list all potential Energy Efficiency Measures (EEMs) that could be implemented immediately with low cost/no cost operational improvements or as part of a long-range project plan. Enervise has adopted an energy advisory approach following ASH RAE level 1 and 2 audit guidelines.

- Utility Benchmarking Information - Typically 13 months of utility bills. (Note - this is Step 2 of your building assessment and includes an Energy Star rating, if applicable.)