

# Executive Order 12-06 Reporting Instructions

Please fill out the attached Executive Order 12-06 (EO 12-06) Reporting Form (Word document), and the attached EO 12-06 Agency Progress Checklist (Excel document). Return by email attachment to Donna Albert, DES Energy, [donna.albert@des.wa.gov](mailto:donna.albert@des.wa.gov). If you have any questions, please call Donna at 360-407-9379.

## Agency Director’s Cover Letter

Provide a cover letter signed by the director with a short summary of agency goals for energy efficiency improvements and benchmarking activities.

## Executive Order 12-06 Reporting Form (Word document)

Provide short responses to the four questions. Expand the boxes as needed, limiting the completed document to four pages.

## EO 12-06 Agency Progress Checklist (Excel document)

The first worksheet tab provides an example of a completed Agency Progress Checklist. The second worksheet tab provides a complete download of all agency buildings from the OFM Facility Inventory, already formatted for your report. Delete buildings which belong to the other agencies, leaving only your agency buildings in your report. Put an “X” in each column as needed to indicate agency progress in implementing the requirements of EO 12-06. A description for each checklist heading follows. Here’s what the checklist headings look like:

No Benchmarking Required
Benchmarking Required
Benchmarking Completed
Energy Data in Portfolio Manager Current
No Preliminary Audit Required
Comprehensive Preliminary Audit Requested
Comprehensive Preliminary Audit Completed
No Cost Effective Energy Conservation Measures Identified
Investment Grade Audit Initiated
Investment Grade Audit Completed
No Cost Effective Projects Identified
Cost Effective Projects Initiated
All Cost Effective Projects Completed
All Required Actions Completed and Current

## No Benchmarking Required

Please put an “X” in this box if this building is not required by EO 12-06 to be benchmarked.

- Buildings having less than 10,000 gross square feet (gsf) of conditioned space are not required to be benchmarked, unless they are on a campus having more than 10,000 gsf of conditioned space.
- The status of leased buildings will not be included in this EO 12-06 report.

Even if you have chosen to benchmark the building for practical energy management or greenhouse gas tracking reasons, if the building is not required by EO 12-06 to be benchmarked please put an “X” in this box.

### ***Benchmarking Required***

Please put an “X” in this box if this building is required by EO 12-06 to be benchmarked.

- Buildings owned by the agency having over 10,000 gsf of conditioned space are required to be benchmarked.
- All buildings on a campus are required to be benchmarked, if the campus has more than 10,000 gsf of conditioned space.
- The status of leased buildings will not be included in this first EO 12-06 report.

If the building meets the above criteria please put an “X” in this box, even if you have determined that a building on a campus is too small or uses too little energy to warrant benchmarking. This will help us document how agencies are defining the practical limits of metering and benchmarking of smaller buildings on a campus.

### ***Benchmarking Completed***

Please put an “X” in this box if this building is entered into Portfolio Manager, the Energy Use Intensity (EUI) is displaying, the OFM Unique Facilities Identification number (UFI) is in Portfolio Manager, and the building is shared with the DES master account. Rated building types such as offices, warehouses and dorms must also display the Energy Star score. Please put an “X” in this box if you have benchmarked the building, regardless of whether it was required to be benchmarked by EO 12-06.

### ***Energy Data in Portfolio Manager Current***

Please put an “X” in this box if the energy use data is current (no more than two months old).

### ***No Preliminary Audit Required***

Please put an “X” in this box if no preliminary audit is required..

- For non-rated buildings, no preliminary audit is required if the EUI is lower than average as determined by DES, July 2011 <http://www.des.wa.gov/services/facilities/Energy/EnergyStar/Pages/EnergyStarNonRate.aspx>
- For rated buildings, no preliminary audit is required if the Energy Star Score is above 50

For all other buildings, leave blank.

### ***Comprehensive Preliminary Audit Requested***

Please put an “X” in this box if you have requested a comprehensive preliminary audit from DES Energy.

- A comprehensive preliminary audit is required for:
  - buildings with an EUI higher than the average as determined by DES Energy in the July 2011 Evaluation of Rated Building Types
  - buildings having a Portfolio Manager Energy Star score below 50
  - buildings that are not benchmarked in Portfolio Manager
- Because the July 2011 DES Evaluation of Non-Rated Building Types was based on incomplete agency benchmarking, in some cases no EUI average is available. Contact

DES if you need assistance identifying buildings using more energy than average. Buildings performing in the bottom half of your agency building portfolio require a comprehensive preliminary audit.

- Note that if a campus is identified as needing an audit, all the buildings on the campus must be included in the preliminary audit (put an “X” in this box for all the buildings on the campus).

If you have requested an audit from DES, please check this box even if DES is unable to provide an audit for a small building in a remote location. This will help us identify agencies needing assistance with an alternative method of meeting the intent of EO 12-06.

***Comprehensive Preliminary Audit Completed***

Please put an “X” in this box if the comprehensive preliminary audit is completed for this building. A comprehensive audit includes all energy using systems in the building or serving the building.

***No Cost Effective Energy Conservation Measures Identified***

Please put an “X” in this box if no potentially cost effective energy conservation measures were identified by the preliminary audit, in this building.

***Investment Grade Audit Initiated***

Please put an “X” in this box if an Investment Grade Audit has been initiated that includes this building.

***Investment Grade Audit Completed***

Please put an “X” in this box if the Investment Grade Audit that includes this building has been completed.

***No Cost Effective Projects Identified***

Please put an “X” in this box if the Investment Grade Audit did not define a cost effective project to improve the energy performance of this building.

***Cost Effective Project Initiated***

Please put an “X” in this box if a project has been initiated to implement some of the energy conservation measures identified in the Investment Grade Audit, in this building.

***All Cost Effective Projects Completed***

Please put an “X” in this box if all the energy conservation measures identified in the preliminary audit were considered in an Investment Grade Audit, and all cost effective projects identified by an Investment Grade audit for this building have been completed.

***All Required Actions Completed and Current***

Please put an “X” in this box if all actions required by EO 12-06 for this building are completed.

Remember that the EO requires continued tracking and monitoring of building energy use in Portfolio Manager, and ongoing efforts to improve operational efficiency. Consider continuous building commissioning and controls tune-ups. Audits and retrofits may be cost effective again in 5 -7 years, depending on technology, the cost of energy, and available funding.

For additional information on the EO and the required benchmarking see:

- Executive Order 12-06: [http://www.governor.wa.gov/office/execorders/eoarchive/eo\\_12-06.pdf](http://www.governor.wa.gov/office/execorders/eoarchive/eo_12-06.pdf)
- DES Resources: <http://www.des.wa.gov/services/facilities/Energy/EnergyStar>