

Green Globes CIEB Criteria

1. ENERGY

Applicable

350

Applicable

Applicable

Scored

1.1 Energy Performance

350

80

[Please specify the ending month of the 12 month period for which energy consumption figures are being entered.](#)

Month	Year
December ▼	2003 ▼

80

[What was the building's total energy bill for the 12 month period specified?](#) \$

[What was the total energy consumption for each non-renewable fuel type, in total or by month, for the 12 month period specified?](#)

Gas month 1:	cu. ft.	Cost	\$
Gas month 2:	cu. ft.	Cost	\$
Gas month 3:	cu. ft.	Cost	\$
Gas month 4:	cu. ft.	Cost	\$
Gas month 5:	cu. ft.	Cost	\$
Gas month 6:	cu. ft.	Cost	\$
Gas month 7:	cu. ft.	Cost	\$
Gas month 8:	cu. ft.	Cost	\$
Gas month 9:	cu. ft.	Cost	\$
Gas month 10:	cu. ft.	Cost	\$
Gas month 11:	cu. ft.	Cost	\$
Gas month 12:	cu. ft.	Cost	\$

Electricity month 1:	kWh.	Cost	\$
Electricity month 2:	kWh.	Cost	\$

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Electricity month 3:	kWh.	Cost \$
Electricity month 4:	kWh.	Cost \$
Electricity month 5:	kWh.	Cost \$
Electricity month 6:	kWh.	Cost \$
Electricity month 7:	kWh.	Cost \$
Electricity month 8:	kWh.	Cost \$
Electricity month 9:	kWh.	Cost \$
Electricity month 10:	kWh.	Cost \$
Electricity month 11:	kWh.	Cost \$
Electricity month 12:	kWh.	Cost \$

Chilled Water month 1:	MBTU*	Cost \$
Chilled Water month 2:	MBTU*	Cost \$
Chilled Water month 3:	MBTU*	Cost \$
Chilled Water month 4:	MBTU*	Cost \$
Chilled Water month 5:	MBTU*	Cost \$
Chilled Water month 6:	MBTU*	Cost \$
Chilled Water month 7:	MBTU*	Cost \$
Chilled Water month 8:	MBTU*	Cost \$
Chilled Water month 9:	MBTU*	Cost \$
Chilled Water month 10:	MBTU*	Cost \$
Chilled Water month 11:	MBTU*	Cost \$
Chilled Water month 12:	MBTU*	Cost \$

* MBTU stands for one million BTUs, which can also be expressed as one decatherm (10 therms).

Question	Answer	Applicable	Scored
1.2 Lighting		25	

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Does the building incorporate any of the following high-efficiency lighting features:

• compact fluorescents?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
• T8 or T5 fluorescent lamps?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
• exit signs with light-emitting diodes (LEDs)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
• use of high-intensity fluorescent fixtures?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	
• task lighting?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
• installation of automated lighting controls?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
What percentage of all lighting in the facility is "high efficiency lighting"?	<input checked="" type="radio"/> 75 - 100 <input type="radio"/> 50 - 75 <input type="radio"/> 1 - 50 <input type="radio"/> none	7	
1.3 Boilers			
Are the boilers 20 years old or more?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A (no boilers)	0	
What percentage of boilers in the facility are high-efficiency?	<input checked="" type="radio"/> 50 - 100 <input type="radio"/> 25 - 49 <input type="radio"/> < 25 <input type="radio"/> N/A (no boilers)	12	
Do the boilers have automatic vent dampers?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A (no boilers)	4	
1.4 Controls			
Is temperature setback and weather compensation implemented?	<input type="radio"/> Yes <input checked="" type="radio"/> No	6	
Does the building have building automation systems (BAS)?	<input checked="" type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> None	8	
1.5 Hot Water			

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Does the building have high-efficiency water heating equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Are there hot water saving devices?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Are hot water temperatures maintained between 120° and 130° F?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
1.6 Other Energy Efficiency Features		16	
Are there other energy efficiency measures such as:		16	
<ul style="list-style-type: none"> • Percentage of chillers in the facility that are high-efficiency? 	<input checked="" type="radio"/> 50 - 100 <input type="radio"/> 25 - 49 <input type="radio"/> < 25 <input type="radio"/> N/A (no chillers)		
<ul style="list-style-type: none"> • Variable speed drives? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Combined heat and power (CHP) plants? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Energy recovery ventilation systems? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Are other energy-saving systems or measures being used? Description: flange whingers	<input checked="" type="radio"/> Yes <input type="radio"/> No		
1.7 Green Energy		12	
Is "green electricity" purchased?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Does the building utilize any of the following renewable on-site energy sources:		5	
<ul style="list-style-type: none"> • Active Solar? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Wind? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Photo Voltaic? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Ground Source? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
<ul style="list-style-type: none"> • Bio-mass? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		
What percentage of the building's total energy use is supplied by these renewable sources?	<input checked="" type="radio"/> > 10% <input type="radio"/> < 10% <input type="radio"/> 0%	2	
1.8 Envelope		35	
Has the current performance and condition of the building envelope been assessed		4	

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in terms of:

• condensation?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• moist air transfer?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• air flow?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• heat transfer?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Are there energy-efficient windows and doors?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Does the building have appropriate shading or reflective film installed to reduce the cooling load?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Has the building envelope been air-sealed in the following areas:			
• The top part of the building?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
• The bottom part of the building?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
• Vertical shafts and elevators?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Does the insulation of the walls comply with the recommendation of the building condition report?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	6	
Does the insulation of the roof comply with the recommendation of the building condition report?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	6	

Question	Answer	Applicable	Scored
1.9 Energy Policy		5	
Is there an energy policy endorsed by senior management?	<input checked="" type="radio"/> Yes •there is a formal energy management policy <input type="radio"/> No •there is no energy management policy <input type="radio"/> Other •there is no formal (documented) energy management policy, but management operates with a view to avoiding excessive energy use	5	
1.10 Energy Audit		2	

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Has the building had an energy audit within the past three years that included recommendations with costs, savings and a payback period?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
Which of the following systems were audited:			
•lighting system?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•heating plant?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•cooling plant?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
•domestic hot water system?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•HVAC distribution system?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
•major equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•appliances?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•building envelope?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
•solar and renewable resource potential?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
1.11 Energy Management, Monitoring and Targeting		16	
Is there a energy management (reduction) plan to address issues raised in the energy audit?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
Is energy use being monitored?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Are energy usage targets set?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Is there evidence of movement towards these energy targets over time?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Have steps been taken to analyze and reduce peak energy demand?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	

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1.12 Energy Training		5	
Is the building staff, including new employees, sufficiently trained to design and implement an energy efficiency improvement program?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
1.13 Financial Resources		5	
Are there financial resources to improve the energy efficiency of the building or is the building participating in a program for energy efficiency upgrades?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
1.14 Sub-metering		10	
Does the building have tenants' sub-metering?	<input checked="" type="radio"/> 50 - 100 <input type="radio"/> 25 - 49 <input type="radio"/> < 25 <input type="radio"/> N/A	7	
Does the building have sub-metering of major energy uses (e.g. lighting, hot water, motors etc.)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
1.15 Operating Manual		15	
Is there a readily available operating manual covering standard control settings and operating instructions for all services equipment that may affect the energy consumption?	<input checked="" type="radio"/> Yes <input type="radio"/> No	15	
1.16 Maintenance Schedules		22	
Does the regular mechanical systems maintenance schedule include:			
• measurement of boiler efficiency?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
• checks on the correct operation of ventilation and cooling controls?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
• checking of temperature, humidity and fresh air controls to ensure they are set correctly and are responding as intended?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1	
• identification and investigation of all occurrences of excess energy use?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
• checking of air supply grilles to ensure they are not blocked and are delivering fresh air as required?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1	
• checks for refrigerant leaks?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	1	

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• checks on air-handling units, cooling towers and boilers?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
• replacement of filters?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
• cleaning and sterilizing of wet regions in the air conditioning system and checking for accumulation of dirt?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
Is there a preventive maintenance program for building systems, which takes into account their lifecycle?	<input checked="" type="radio"/> Yes <input type="radio"/> No	7	

Question	Answer	Applicable	Scored
1.17 Public Transportation		45	
Does the building have access to public transport within 0.3 miles?	<input checked="" type="radio"/> Yes <input type="radio"/> No	25	
Is there service at least every 15 minutes during rush hour?	<input checked="" type="radio"/> Yes <input type="radio"/> No	20	
1.18 Cycling Facilities		10	
Are there bike racks sheltered from rain?	<input checked="" type="radio"/> Yes <input type="radio"/> No	7	
Are there changing facilities and showers for staff?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
1.19 Other Measures		5	
Are there other measures to reduce car dependency (e.g. car-pooling, purchase of transit passes)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Describe:			

2.0 WATER	Applicable
	80

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Question	Answer	Applicable	Scored
2.1 Water Consumption		30	
<p>Please specify the ending month of the 12 month period for which water consumption figures are being entered.</p>	<p>Month Year</p> <p>December 2003</p>	30	
<p>What was the building's total water bill for the 12 month period specified? \$</p>			
<p>What was the total water consumption, in total or by month, for the 12 month period specified?</p>			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
Water month 1:	cu. ft.	Cost \$	
Water month 2:	cu. ft.	Cost \$	
Water month 3:	cu. ft.	Cost \$	
Water month 4:	cu. ft.	Cost \$	
Water month 5:	cu. ft.	Cost \$	
Water month 6:	cu. ft.	Cost \$	
Water month 7:	cu. ft.	Cost \$	
Water month 8:	cu. ft.	Cost \$	
Water month 9:	cu. ft.	Cost \$	
Water month 10:	cu. ft.	Cost \$	
Water month 11:	cu. ft.	Cost \$	
Water month 12:	cu. ft.	Cost \$	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
2.2 Water Conserving Features		32	
Are there the following water-conserving fixtures:			
• low flow toilets that use less than 1.5 GPF?	<input checked="" type="radio"/> Yes <input type="radio"/> No		5
• ultra low flush urinals that use less than 1.0 GPF?	<input checked="" type="radio"/> Yes <input type="radio"/> No		5
• automatic valve controls and/or proximity detectors?	<input checked="" type="radio"/> Yes <input type="radio"/> No		5
• low flow or laminar flow faucets (2.2 GPM)?	<input checked="" type="radio"/> Yes <input type="radio"/> No		2
• other water-saving features?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Describe: Water saving things.			2
Does the landscaping minimize the need for irrigation?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		5

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Are other sources of water used for irrigation such as:

• Rainwater?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3
• Graywater?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3
Does the building use once-through water-cooled units?	<input type="radio"/> Yes <input checked="" type="radio"/> No	2
2.3 Water Management		18
Is there a written policy intended to minimize water use, and encourage water conservation?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3
Is water consumption being monitored?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4
Has a water audit been done within the last three years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4
Are there water-reduction targets?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4
Are there regular procedures for checking and fixing leaks?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3

3.0 RESOURCES

Applicable

110

Question	Answer	Applicable	Scored
3.1 Facilities for Storing and Handling Recyclable Materials			
Are there separate storage/handling facilities for used paper products, glass, metal and plastic?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	
Are there collection points for sorting paper, glass, metal and plastic near the areas where waste is generated?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	
Is there a composting program in place?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
3.2 Waste Reduction Workplan			
		30	

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Has a waste audit been done within the last three years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is regular monitoring of waste conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
What is the current diversion rate?	<input checked="" type="radio"/> >85% <input type="radio"/> >75% <input type="radio"/> >50% <input type="radio"/> Unknown	10	
Are there waste-reduction targets?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is there a construction, renovation and demolition waste management policy?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	

Question	Answer	Applicable	Scored
3.3 Site Pollution		50	
Is the building site free of contamination?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	50	
If the site is known to be free of contamination, which of the following is this based on:			
• Document Search?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
• Phase 1 Environmental Assessment?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

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• [Confirmation Phase 2 clean site or Phase 3 Clean Up Report?](#) Yes
 No

If the site is known to be contaminated are efforts being made to clean it up?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
3.4 Site Enhancement		5	

[Are there indications that the site has been enhanced, such as an increase of indigenous species, the re-establishment of vegetation corridors or the implementation of erosion-control measures?](#) Yes
 No
 N/A

4.0 EMISSIONS, EFFLUENTS AND POLLUTION CONTROLS	Applicable
	175

Question	Answer	Applicable	Scored
4.1 Boiler Emissions		30	
What percentage of the building's boilers have low NOx emission rates?	<input type="radio"/> None <input type="radio"/> 25% <input type="radio"/> 50% <input checked="" type="radio"/> 75% <input type="radio"/> 100% <input type="radio"/> N/A	23	
Are records kept of cleaning of burners, monitoring of controls, and analysis of flue gas?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	7	

Question	Answer	Applicable	Scored
4.2 Refrigerants		25	
What type of refrigerant is used for most of the cooling in the building chiller system?	Select applicable <input type="checkbox"/> P11	10	

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- [R12](#)
- [R22](#)
- [HCFC123](#)
- [HFC134](#)
- [Other](#)
- [N/A](#)

Are there automatic refrigerant leak detectors?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	10	
Is the system capable of pumping down all the refrigerant into a suitable container?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	5	
4.3 Management of Ozone Depleting Refrigerants		10	
Does the management program for ODS include:			
•inventory of refrigerants and records?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	1	
•maintenance reports, loss reports, and leak test results?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	1	
•operational staff training?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	1	
•periodic leak testing?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	1	
Is there a phase-out plan for ozone-depleting refrigerants?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	4	
Is there a maintenance contract for the cooling system with a certified contractor?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	2	

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4.4 Halons		10	
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[Are there halon fire-protection systems in the building?](#) Yes No 10

Question	Answer	Applicable	Scored
4.5 Waste Water Effluents		20	

[Are floor drains protected in areas where chemicals are stored?](#) Yes 5
 No

Are roof drains connected to sanitary or combined sewers?	<input type="radio"/> Yes <input checked="" type="radio"/> No	5	
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[Are storm management measures implemented to reduce water run-off from roofs and hard surfaces, such as parking areas?](#) Yes 5
 No
 N/A

Are there procedures in place to ensure that glycol discharges from the flushing of cooling coils are minimized or eliminated?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	
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Question	Answer	Applicable	Scored
4.6 Asbestos		15	

[If the building was completed at a time when asbestos was used in construction \(up to 1975\), is there an up-to-date inventory based on an asbestos survey, that includes records of locations and the condition of all asbestos?](#) Yes 15
 No
 N/A

Is there any friable asbestos in the building that has not been encapsulated (i.e. Is there any possibility that asbestos fibers could become air-borne)?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
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[Is there a documented asbestos management plan that includes precautions to be taken during repairs and renovations?](#) Yes

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	<input type="radio"/> No <input checked="" type="radio"/> N/A		
4.7 Radon		5	
Is the building located outside a high risk area or has a radon survey been done which indicates levels below 4 pCi/L?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
4.8 PCBs		5	
Are there any PCBs present in the building?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A	5	
Is there a PCB management plan that designates responsibilities, requires inventory of all materials containing PCBs, including transformers, as well as records showing locations of major PCB-containing equipment, stipulates storage requirements, and describes a strategy for phasing out and disposing of PCB-containing equipment?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
Are there procedures in place to ensure that any PCB containing materials are safely stored, regular inspection of storage sites is conducted by designated persons and spill response includes training for staff?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
4.9 Storage Tanks		20	
Are there any above-ground or under-ground storage tanks?	<input checked="" type="radio"/> Yes <input type="radio"/> No	20	
Is there a storage tank management plan, which ensures legal compliance and includes the following operation and maintenance procedures:			
<ul style="list-style-type: none"> tank system registration and annual reporting as required under US EPA Regulations? 	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
<ul style="list-style-type: none"> inventory control? 	<input checked="" type="radio"/> Yes <input type="radio"/> No		

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	<input type="radio"/> N/A		
• tank upgrading and replacement schedule?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• system testing?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• filling, transferring operations and spill protection?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• emergency preparedness?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• record keeping?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
• tank closure, abandonment or removal?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
4.10 Drinking Water (lead and bacteria)		2	
Is the drinking water safe?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	

Question	Answer	Applicable	Scored
4.11 HCS Program		10	
Are MSDSs, spill clean-up kits, and safety equipment such as eye-wash stations located in an accessible place near the chemical storage areas?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	

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Are the MSDSs less than 3 years old?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
Are HCS labels present on regulated products?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
4.13 Health & Safety and Management of Hazardous Products		18	
Are chemicals and hazardous materials stored under appropriate conditions in secure locations?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is education and training provided for the person responsible for the management of chemicals and for staff who may be required to work with them?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Is there a designated person responsible for managing hazardous materials?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Are there inventory and records of the hazardous materials/waste, including their removal and disposal?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Is there a Health and Safety Committee that meets regularly and carries out regular inspections of the property?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	4	
4.14 Pesticides		5	
Are there suitable measures to ensure that food or food waste is well contained and that there are no unprotected openings, to minimize access by rodents?	<input checked="" type="radio"/> Yes <input type="radio"/> No	1	
Do landscaping practices minimize the use of pesticides, herbicides, fertilizer and petroleum-based products?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	2	
Do pest control contracts require that the staff be licensed and use integrated pesticide management methods?	<input checked="" type="radio"/> Yes	2	

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- No
- N/A

5.0 INDOOR ENVIRONMENT Applicable 185

Question	Answer	Applicable	Scored
5.1 Ventilation System		24	
Are air intakes located far from sources of pollution such as parking areas, bus stops, cooling towers or stagnant water?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Are air intakes located at least 30 ft. away from building exhaust outlets?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Are outdoor air intakes checked regularly to ensure that the openings are protected and free from obstruction?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
Is there free-standing water which cannot drain away in the condensate drip trays?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	3	
Are there signs of corrosion, loose material (such as damaged filter bags) or sound attenuation material in the air-handling unit (AHU)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	2	
Are measured CO₂ levels less than 850 ppm (assuming outdoor levels 400 ppm)?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	6	

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<p>Is there permanent carbon dioxide monitoring or are there sensors to maintain pre-set levels of carbon dioxide?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
<p>Do the occupants have personal control over the ventilation rates in the area in which they work, either through hybrid system (operable windows) or personalized HVAC controls?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
5.2 Filtration System		11	
<p>Are filters able to remove particles from incoming air (Efficiency Grade between 60% and 85% Dust Spot or a Minimum Efficiency Reporting Value (MERV) of 8)?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
<p>Are manometers fitted to indicate when filters should be changed?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
<p>Is there easy access for cleaning and inspecting filters?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
<p>Do the filters fit snugly within the filter supports?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
5.3 Humidification System		15	
<p>What type of humidification system does the building use?</p>	<input checked="" type="radio"/> Steam <input type="radio"/> Spray <input type="radio"/> N/A	15	
<p>If steam humidification is used, is clean steam rather than treated boiler water utilized?</p>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A		
<p>If spray humidification is used, is the system rigorously maintained and free of rust, algae, or loose contaminants of any kind?</p>	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		

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5.4 Cooling Towers		15	
Are the cooling towers located away from fresh air intakes and flue outlets?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	
Are there drift eliminators?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	
Is there a program of regular maintenance and cleaning of the cooling towers that includes monthly inspection for evidence of mold or slime?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	5	
5.5 Parking and Receiving		10	
Are enclosed parking areas mechanically ventilated?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	
Are there measures to prevent intake of exhaust fumes from the loading dock and parking areas?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	4	
Is there carbon monoxide monitoring in garages and near boilers?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	3	
5.6 Control of Pollutants at Source		43	
Have there been observations or complaints of any of the following symptoms of mold or excess moisture:			
♦ Stained ceilings or walls?	<input type="radio"/> Yes <input checked="" type="radio"/> No	3	

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•Musty odors?	<input type="radio"/> Yes <input checked="" type="radio"/> No	2	
•Damp or musty carpets?	<input type="radio"/> Yes <input checked="" type="radio"/> No	2	
Do large printing rooms, cafeteria, kitchens, chemical storage and washrooms have effective local exhaust?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Are there documented measures to control pollutants at source in areas such as washrooms, kitchens, printing areas, chemical storage and general storage areas?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Does the contract with the cleaning contractors specifically state that they are to use environmentally preferable cleaning materials?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is smoking permitted in the building?	<input type="radio"/> Yes <input checked="" type="radio"/> No	15	
If smoking is permitted, is there a designated smoking area that will prevent contamination of smoke to the rest of the building?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A		
Is there a checklist of items connected to IAQ that must be discussed with architects, engineers, contractors, and other professionals prior to renovations and repairs?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	
5.7 IAQ Management		25	
Does building management have in place a documented means for addressing tenants/occupant concerns regarding indoor air quality (such as a complaint form and incident log)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Has the building had an IAQ audit in the past year?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Are there procedures for maintaining good IAQ that include:			

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• HVAC operations?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
• Housekeeping procedures?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
• Preventive maintenance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
• Procedures for unscheduled maintenance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
Is building management sufficiently trained to implement an IAQ program to address tenant concerns?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Are the following being monitored continuously:			
• Temperature?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	
• Humidity?	<input checked="" type="radio"/> Yes <input type="radio"/> No	2	

Question	Answer	Applicable	Scored
5.8 Lighting Features			
Are high frequency ballasts fitted to luminaires?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Are there controllable internal or external blinds and do light fixtures prevent glare at Visual Display Terminals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Do lighting levels meet IES guidelines of 50-75 footcandles (500-800 lux) for office space?	<input checked="" type="radio"/> Yes	5	

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- No
- Unknown

Is individually controlled task lighting provided?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Does the floor plan of the building potentially allow for 80% of a typical working area to have access to day-lighting or are approximately 40% of workstations within 22 ft. from the windows?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Are there good lighting controls (One control for no more than 4 workstations)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	0	
5.9 Lighting Management		7	
Is there a planned schedule of cleaning light fixtures?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Is there a group-relamping program?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	

Question	Answer	Applicable	Scored
5.10 Noise		10	
Is it easy, in open office areas, to engage in a conversation using a normal voice, understand a phone conversation, and have a private conversation using lowered voices?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is there sufficient acoustic privacy?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	

6.0 ENVIRONMENTAL MANAGEMENT SYSTEM

Applicable

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Question	Answer	Applicable	Scored
6.1 Environmental Management System (EMS) Documentation		30	
Does building management have a written environmental policy?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	
Are there stated goals and targets documented in the policy manual with respect to each of the following:			
	<input checked="" type="checkbox"/>	Energy conservation?	2
	<input checked="" type="checkbox"/>	Water conservation?	1
	<input checked="" type="checkbox"/>	Waste reduction and recycling?	2
	<input checked="" type="checkbox"/>	Environmental purchasing?	1
	<input checked="" type="checkbox"/>	Reduction in use and proper handling of hazardous products?	2
	<input checked="" type="checkbox"/>	Training and education?	2
Are there action plans to improve the environmental and energy performance of the building?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	

Question	Answer	Applicable	Scored
6.2 Environmental Purchasing		25	
Does building management have a written environmental-purchasing plan?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	
Is there a list of preferred products used in housekeeping and building maintenance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	7	

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Does the purchasing policy include the requirement for purchasing energy saving equipment?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	
Are MSDSs reviewed by staff who purchase hazardous products?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	

Question	Answer	Applicable	Scored
6.3 Emergency Response		20	
Are procedures documented and staff trained to deal with and obtain prompt assistance for emergencies such as fire, spills, power failures and illness?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Do the emergency plans refer to all applicable legislation regarding emergency procedures, reporting and record-keeping?	<input checked="" type="radio"/> Yes <input type="radio"/> No	5	
Is there equipment on-site to deal with environmental emergencies?	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	
Are there contingency plans for both short-term and long-term power failures?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Is there a site map showing the location of environmentally significant features?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	

Question	Answer	Applicable	Scored
6.4 Tenant Awareness		25	
Is there a communications strategy with tenants regarding environmental initiatives and practices in their building and to respond to tenant concerns?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	
Are there communications to tenants on the environmental measures that they can implement in the building to contribute to:			
• Energy conservation?	<input checked="" type="radio"/> Yes	3	

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	<input type="radio"/> No		
• Waste reduction and recycling?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
• Proper handling, storage and disposal of toxic products?	<input checked="" type="radio"/> Yes <input type="radio"/> No	3	
Has a tenant satisfaction survey been completed in the last 3 years?	<input checked="" type="radio"/> Yes <input type="radio"/> No	6	