



Green Facilities Partnership PROGRAM PILOT

Green Seal was established in 1989 as a non-profit with a mission to promote the manufacture, sales and use of environmentally sustainable products and services. Since the mid-1990s, Green Seal's Institutional Greening Program has contributed to that mission by providing technical assistance to public and private organizations and governments at the federal, state and local levels to help them green their facilities management and purchasing programs.

Building on this experience, Green Seal has developed the pilot **Green Facilities Partnership**. The aims of the Partnership are to provide recognition and, if requested, technical assistance to organizations that are working to implement environmentally preferable operations and maintenance practices. The **Green Facilities Partnership** is not a standard-based certification program; rather, the partnership provides recognition based on implementation of an action plan that is specific to each partner organization's particular challenges and opportunities.

The **Green Facilities Partnership** is intended to complement established green building certification programs, in particular the US Green Building Council's LEED rating systems. In order to achieve the highest level of the partnership – Green Facilities Champion – an organization will be expected to make all reasonable efforts to achieve LEED certification for its operations and maintenance program.

Green Seal anticipates working with 15-25 organizations during the pilot phase of the **Green Facilities Partnership** program. By participating in this pilot, facility managers can help to build a strong and effective program that will result in greener facilities nationwide. The pilot phase is expected to last from 12-18 months. An organization that is considering participation or seeking additional information should e-mail partnerships@greenseal.org with contact information.

Guidelines and Requirements for Applicants

The Partnership offers three phases of recognition: Green Facilities Partner is the entry level program, Green Facilities Leader is the advanced level and Green Facilities Champion is the highest level that a facility can achieve.

Green Seal Green Facilities Partner

1. Applicant will provide Green Seal with the following information:
 - Current O&M data by category (recycling, waste minimization, janitorial services, landscaping, roofing and parking, HVAC, energy systems, lighting systems, etc)
 - Current facilities management policies, procedures, organization and staffing

2. The applicant shall develop a detailed **Green Facilities Action Plan** considered satisfactory by Green Seal and containing deadlines and benchmarks specific to the applicant. The Action Plan will be designed to enable the applicant to achieve Leadership or Championship levels within the Facilities Partnership (or the requirements of another recognized green facilities management program) according to a mutually agreed-upon timeframe. The Action Plan will be based on information provided in step 1 above and will include:
 - Effective policies, procedures, organization and staffing (or steps to establish these elements as needed)
 - Prioritization of facilities management activities by annual expenditure, environmental significance, improvement potential (or steps to develop this prioritization as needed)
 - Implementation schedule for green facilities management based on prioritization, timing of upcoming improvement opportunities, ease of implementation and/or return on investment for each O&M activity (or steps to develop this implementation schedule as needed)
 - Specifics of environmentally preferable O&M practices to be undertaken in current year of implementation schedule (or steps to develop such practices as needed)
 - Monitoring and reporting protocols adequate to document progress on green facilities management and to demonstrate readiness for advancement to Leadership or Championship levels (or steps to develop these protocols as needed).
3. Upon Green Seal's acceptance of their Green Facilities Action Plan as described above, the applicant will be officially accepted as a Green Facilities Partner and will receive the following kinds of recognition:

<ul style="list-style-type: none"> • Formal letter from Green Seal • Certificate from Green Seal • Use of Green Facilities Partner logo • Joint press release 	<ul style="list-style-type: none"> • Promotion on Green Seal website • Promotion in Green Seal newsletter • Promotion in Green Seal booth at tradeshow and expos
---	---
4. The Partner will provide brief quarterly progress updates using a form provided by Green Seal.
5. On an annual basis, Green Seal will formally review the Green Facilities Partner's progress in implementing the agreed Action Plan (Partner will make available the necessary information to facilitate this review). The Action Plan may also be updated or revised at this time as needed.
6. Continuation in the Partnership program will be contingent on implementation considered satisfactory by Green Seal of the Action Plan, including relevant deadlines and benchmarks.

At a Partner organization's request, Green Seal can provide additional in-depth technical assistance, such as for development or implementation of the Action Plan or any of its components. The cost of any additional technical assistance will be determined on a case-by-case basis.

Green Seal Green Facilities Leader

Green Seal will conduct audits and evaluations according to the following criteria to determine if the institution has achieved the Green Facilities Leadership requirements described below:

- The institution has in place a green facilities program that specifies policies and procedures for green facilities management
 - Explicit statement of commitment from top management
 - Explicit policy statement on green O&M explaining broad goals for institution

- Evidence that green O&M has been incorporated in standard and routine facilities management procedures such as in relevant manuals or documents or in instructions to and procedures of facilities managers
- The institution has explicitly engaged its facilities management workers (including managers, staff and contractors) in the greening process through education, delineated roles and responsibilities, and rewards and incentives
 - Evidence of communication and education about green O&M, as through meetings, memos, training, etc.
 - Explicit designation of authority and responsibility for green facilities management
 - Provision of rewards or staff incentives for adherence to green O&M policies and procedures and for innovative or superlative performance in achieving green facilities management goals
- The institution is successfully implementing environmentally preferable O&M practices for at least 50% of their priority O&M activities representing at least 50% of total spending on the priority O&M activities
 - Review priority facilities management activities; determine which meet requirements for environmental preferability; calculate annual expenditure, compare to total spending on the priority O&M activities
 - Institution routinely monitors its performance by conducting an internal audit at least every six months that involves periodic collection and tracking of data on performance in green O&M, evaluation against explicit performance targets, and review by top management for improvement or realignment
- The institution has an implementation schedule for continued improvement in shifting the bulk of its O&M activities to environmentally preferable practices
 - Continuing to implement Green Facilities Action Plan to implement environmentally preferable practices for remaining priority O&M activities already identified.
 - Other major O&M activities are being reviewed to incorporate more sustainable practices and are on a schedule for doing so

Upon successful achievement of Leadership requirements, the institution shall be awarded Green Facilities Leader status, with additional recognition as follows:

- | | |
|---------------------------------------|--|
| ● Formal letter from Green Seal | ● Promotion on Green Seal website |
| ● Certificate from Green Seal | ● Promotion in Green Seal newsletter |
| ● Use of Green Facilities Leader logo | ● Promotion in Green Seal booth at tradeshow and expos |
| ● Joint press release | |

Green Seal will conduct an annual review of the Green Facilities Leader's ongoing compliance with the requirements described above (institution will make available the necessary information to facilitate this review). Continued recognition as a Leader will be contingent on compliance considered satisfactory by Green Seal.

Green Seal Green Facilities Champion

Green Seal will conduct audits and evaluations according to the following criteria to determine if the institution has achieved the Championship requirements described below:

- The institution has in place a green facilities program that specifies policies and procedures for green facilities management
 - Explicit statement of commitment from top management
 - Explicit policy statement on green O&M explaining broad goals for institution
 - Evidence that green O&M has been incorporated in standard and routine facilities management procedures such as in relevant manuals or documents or in instructions to and procedures of facilities managers

- The institution has explicitly engaged its facilities management workers (including managers, staff and contractors) in the greening process through education, delineated roles and responsibilities, and rewards and incentives
 - Evidence of communication and education about green O&M, as through meetings, memos, training, etc.
 - Explicit designation of authority and responsibility for green facilities management
 - Provision of rewards or staff incentives for adherence to green O&M policies and procedures and for innovative or superlative performance in achieving green facilities management goals

- The institution is successfully implementing environmentally preferable O&M practices for at least 80% of their priority O&M activities representing at least 80% of total spending on the priority O&M activities.
 - Review priority facilities management activities; determine which meet requirements for environmental preferability; calculate annual expenditure, compare to total spending on the priority O&M activities
 - Institution routinely monitors its performance by conducting an internal audit at least every six months that involves periodic collection and tracking of data on performance in green O&M, evaluation against explicit performance targets, and review by top management for improvement or realignment

- The institution has an implementation schedule for continued improvement in shifting the bulk of its O&M activities to environmentally preferable practices
 - Continuing to implement Green Facilities Action Plan to implement environmentally preferable practices for remaining priority O&M activities already identified.
 - Other major O&M activities are being reviewed to incorporate more sustainable practices and are on a schedule for doing so
 - Institution has registered with the US Green Building Council and is making all reasonable efforts to achieve LEED certification for their facilities

Upon successful achievement of Champion requirements, the institution shall be awarded Green Facilities Champion status, with additional recognition as follows:

- | | |
|---|--|
| • Formal letter from Green Seal | • Promotion on Green Seal website |
| • Certificate from Green Seal | • Promotion in Green Seal newsletter |
| • Use of Green Facilities Champion logo | • Promotion in Green Seal booth at tradeshow and expos |
| • Joint press release | |

Green Seal will conduct an annual review the Green Facilities Champion's ongoing compliance with the requirements described above (institution will make available the necessary information to facilitate this review). Continued recognition as a Champion will be contingent on compliance considered satisfactory by Green Seal.

Green Facilities Partnership
PROGRAM PILOT
Fee Schedule

FEES

Initial Partnership fees: Fees cover Green Seal's costs to review and approve the Green Facilities Action Plan. Site audit required.

Less than 50,000 sq. ft.: \$3200 plus travel expenses

Between 50,000 and 500,000 sq. ft.: \$6,400 plus travel expenses

Greater than 500,000 sq ft.: Case by case, highly dependent on size and nature of facility.

Fees to recognize as Leader or Champion: Fees cover Green Seal's costs to review achievements and verify attainment of Leadership or Championship level. Applicants are encouraged to schedule Leadership or Championship review concurrently with annual monitoring – applicants will receive a 25% discount on the Leadership or Championship review when it is done concurrently with the annual monitoring review. Applicant is responsible for providing adequate, well-organized data for Green Seal's review. Site audit required.

Less than 50,000 sq. ft.: \$4200 plus travel expenses

Between 50,000 and 500,000 sq. ft.: \$7,800 plus travel expenses

Greater than 500,000 sq ft.: Case by case

Annual monitoring fees (applies to all program levels): Fees cover Green Seal's costs to review and approve ongoing compliance with the Green Facilities Action Plan, Leadership requirements (for Leaders), Championship requirements (for Champions). Desk audit at end of year 1, site audit at end of year 2, then alternating year by year.

Less than 50,000 sq. ft.: \$2000 plus travel expenses

Between 50,000 and 500,000 sq. ft.: \$3800 plus travel expenses

Greater than 500,000 sq ft.: case by case

Technical Assistance Fees: The cost of any additional technical assistance, such as for development or implementation of the Action Plan or any of its components, will be determined on a case-by-case basis. Fees will depend on the level of effort required by Green Seal.

Program requirements including fees listed in this document are subject to change. For more information, please call (202) 872-6400, or email us at partnerships@greenseal.org

About Green Seal

Green Seal, the premier ecolabeling organization in the US, is an independent, third-party, non-profit certifier of environmentally preferable products and services. Green Seal takes a scientific, life-cycle approach to evaluating a broad range of products and services, and its methodology is consistent with relevant standards and criteria of the U.S. Environmental Protection Agency, Global Ecolabeling Network, and International Organization for Standardization (ISO). Green Seal has produced environmental standards for 30 major product and service categories, dozens of product reports with brand recommendations for institutional purchasers (the *Choose Green Reports*), and several purchasing manuals for various commercial sectors. Over 2400 products and services have been certified to meet Green Seal's stringent environmental leadership standards.

Green Seal's Institutional Greening Programs provide technical assistance to public and private organizations and governments at all levels in their procurement, operations, and facilities management. The program's green purchasing clients have included the States of California, Georgia, Maryland and Colorado; the Commonwealths of Massachusetts and Virginia; the National Park Service; the US Army; the County of Los Angeles; the City of Philadelphia; the World Bank; and the Inter-American Development Bank.

To promote a more sustainable built environment, Green Seal has conducted a number of environmental facilities audits of large institutions, including The Pentagon, US Department of Defense; the World Bank Headquarters and Inter-American Development Bank Headquarters in Washington, D.C.; Navy Federal Credit Union Headquarters in Vienna, Virginia (custodial only); and University of Miami (main campus in Coral Gables, Florida; medical campus in Miami; and marine campus on Virginia Key). In addition, Green Seal produced the extensive ***Pennsylvania Green Building Maintenance Manual*** for the Commonwealth of Pennsylvania.

Green Seal, Inc.
1001 Connecticut Ave. NW
Suite 827
Washington, DC 20036

P (202) 872-6400
F (202) 872-4324

www.greenseal.org