

21-17.3 SUSTAINABILITY GUIDELINES FOR EXISTING FACILITIES

Table of Contents

A. Purpose	1
B. Scope	1
C. Guidelines	1
D. Procedures	3
E. Assessment Goals	3
F. Reporting	4
G. Responsibilities	4
Table 1 Table of Actions.....	2
Table 2 Cumulative Assessment Goals.....	3
Exhibit 1 Sample Assessment and Implementation Plan.....	6

A. Purpose

This section establishes guidelines for sustainability assessments and activities for existing Indian Health Service (IHS) facilities including staff quarters to meet requirements of laws, regulations, executive orders, and policy governing the implementation of sustainable building requirements. Following the guidelines and procedures in this section will help bring existing facilities into compliance with sustainability requirements.

B. Scope

The guidelines in this section apply to all existing IHS-owned facilities including staff quarters, regardless of who operates them. Sustainability for new construction, major renovations, and additions is addressed in Section 21-17.2 *Sustainability Guidelines for New Facility Construction, Build-To-Lease and Major Renovation*. Sustainability for leased facilities is addressed in Section 17.4 *Sustainability Guidelines for Leased Facilities*.

C. Guidelines

Below is specific guidance to comply with the aforementioned requirements:

- Assessments -
 - In accordance with the SBIP, the IHS must assess all existing buildings by 2015. Assessment includes completion and scoring of the Assessment Tool for each building.
 - Areas shall determine the schedule on which assessments will be completed in a manner that ensures that each facility is assessed at least once every 4 years. The methodology in Exhibit 1, "Sample Assessment and Implementation Plan," may be used to help determine the assessment schedule.
 - Buildings 4645 square meters or greater shall have an on-site assessment by a multi-disciplinary assessment team. Note: As of October 1, 2009, there are 66 buildings that meet this threshold.

- Buildings less than 4645 square meters are permitted to use a desktop assessment in lieu of an on-site assessment.
- Multiple buildings of a like type, construction, use, and age that are co-located at an Installation, e.g., staff quarters, may be grouped together under one assessment and included on one Assessment Tool. However, an itemized listing of all buildings included in the assessment must accompany the completed Assessment Tool. Note: Buildings larger than 4645 gsm and/or dissimilar buildings may not be grouped, e.g., a hospital and a detached ambulance garage may not be grouped regardless of their size.
- Staff completing the Assessment Tool shall update applicable fields in the Health Facilities Data System (HFDS).
- The Guiding Principles must be incorporated into at least 15 percent of the building inventory by 2015.
- Buildings 4645 square meters or greater require re/retro-commissioning. However, re/retro-commissioning may be performed on any building where it is cost effective.
- IHS facilities designed and constructed after the issuance date of this section will incorporate sustainability principles and practices from project inception through operation (see Technical Handbook Chapter 21-17.2 *Sustainability Guidelines for New Facility Construction, Build to Lease, and Major Renovation*). These facilities will not require assessments but will require re-commissioning every four years.

Table 1, "Table of Actions," displays the summarized requirements:

Table 1 Table of Actions

Building	Table of Actions			
	Assessment ¹	Grouping Allowed ²	Re/Retro-Commissioning Required	HFDS Update Required
≥ 4645 GSM ³	On-site required	No	Yes	Yes
< 4645 GSM	May use desktop	Yes	No	Yes
Quarters	May use desktop	Yes	No	Yes

¹All existing buildings must be assessed by 2015.

²Buildings may only be grouped if they meet the grouping requirements specified above.

³As of October 1, 2009, there are 66 buildings that meet this threshold.

D. Procedures

- Buildings shall be assessed using either a desktop assessment or an on-site assessment according to criteria specified in the Guidelines section above.
- The assessment includes completion and scoring of the Assessment Tool. The facility is deemed to be in compliance with the requirements if the score achieved is at or above the passing score specified for the Assessment Tool used.
- Based on the assessment, determine which buildings have the highest potential to be brought into compliance and develop a plan to do so, subject to funding limitations and cost effectiveness. Exhibit 1, "Sample Assessment and Implementation Plan," contains a sample assessment and implementation plan.
- Regardless of whether a building can be brought into compliance, all low/no cost items shall be implemented and the score adjusted accordingly.
- Resources should be focused on the most cost-effective items with the greatest payback and highest rate of return to achieve these and other mandates, e.g., solar, renewable power, etc. Certain opportunities will have a greater likelihood of bringing the facility into compliance than others. [Appendix 2](#) contains strategies that may be used to bring buildings into compliance.
- Update applicable fields in the HFDS. This includes, but is not limited to, date of last and next assessments and entering of all appropriate Facilities Engineering Deficiency System (FEDS) items.

E. Assessment Goals

Assessment of existing buildings must meet the cumulative percentages indicated in Table 2, "Cumulative Assessment Goals," below.

Table 2 Cumulative Assessment Goals

FY	Cumulative Assessment Goals			
	By Building Count		By Area (GSM)	
	Number	Percent	GSM	Percent
2010	50	2.0 %	37,161	3.4 %
2011	250	10.3 %	139,355	12.7 %
2012	700	28.8 %	371,612	33.9 %
2013	1500	61.6 %	603,870	55.0 %
2014	2000	82.1 %	929,030	84.6 %
2015	2435	100.0 %	1,097,611	100.0 %

Table 2, "Cumulative Assessment Goals," indicates the existing building sustainability assessment goals that the IHS is required to meet or exceed. Area-wide assessment percentage should mirror, but not be less than, the IHS's overall targets shown in Table 2.

F. Reporting

- The Division of Facilities Operations (DFO) submits reports to DHHS regarding progress toward achieving goals and requirements of the SBIP. Data for these reports are drawn from the HFDS. Table 2 shall be updated and included in the reports to DHHS.
- All required information shall be entered into the HFDS as part of the assessment process.
- Completed assessments and activities, e.g., re/retro-commissioning, shall be listed and described in the HFDS energy report forms and will be included in the Annual Energy Report.

G. Responsibilities

1. Installation

Each Installation is responsible for the following for each building as applicable:

- Participating in sustainability assessment and provide support to the assessment team;
- Ensuring that the Assessment Tool is completed and scored for each building in accordance with the Guidelines section above;
- Re- or retro-commissioning all buildings of 4,645 square meters and greater;
- Entering all applicable data into the appropriate areas of the HFDS; and
- Implementing all low/no cost items and adjusting the Assessment Tool score accordingly.

2. Area Office

Each Area Office is responsible for:

- Assisting Installations in their responsibilities;
- Establishing a schedule for performing required assessments on all IHS owned Installations;
- Ensuring all required assessments are performed by 2015;
- Ensuring Area-wide assessment totals mirror the IHS's overall targets shown in Assessment Goals section above;
- Ensuring that the Assessment Tool is completed and scored for each building in accordance with the Guidelines section above;
- Based on the assessments, determining which facilities have the highest potential to be brought into compliance and, subject to funding limitations, developing a plan to do so;
- Focusing resources on the most cost-effective items with the greatest payback and highest rate of return to achieve these and other mandates, e.g., solar, renewable power, etc;
- Reporting the results of sustainability assessments to IHS Headquarters;
- Ensuring all applicable data are entered into the appropriate areas of the HFDS; and
- Providing data as necessary to meet requirements and requests.

3. IHS Headquarters Division of Facilities Operations
DFO is responsible for:
- Modifying data systems as needed to incorporate data needs;
 - Submitting semi-annual progress reports to DHHS; and
 - Reporting information as required to meet other requirements and requests.

Exhibit 1 Sample Assessment and Implementation Plan

Following is one method that can be used to complete the required assessments:

- List buildings and categorize them by attributes such as age, type, use, function, etc.
- Place in groups according to how they will be assessed, e.g., in-house or by a contractor, on-site or desktop assessment, individual building or grouped multiple buildings, etc.
- Schedule assessments such that each facility is assessed at least once every 4 years and all facilities are assessed by 2015.
- Complete the assessment and record the results on the Assessment Tool.
- Prepare a list of projects, with associated costs, to bring each element up to its highest realistically achievable score. For example, the maximum possible score for an element is 20 points but a particular building may never be able to achieve a score more than 10 points. Therefore, 10 points is the highest realistically achievable score.
- Enter all deficiencies/projects into the FEDS area of the HFDS.
- If the assessment is performed by a contractor, the contractor should provide the list of projects and cost estimates for work required to improve the scores to the highest realistically achievable score.
- Identify buildings with the highest likelihood of meeting the Guiding Principles. Resources should be focused on the most cost-effective items with the greatest payback and highest rate of return to achieve these and other mandates, e.g., solar, renewable power, etc. The evaluation of cost-effectiveness of renewable energy technologies shall include estimation of total avoided costs such as carbon dioxide and other green house gas emissions minimized by their implementation.
- Implement all low/no cost items and adjust the score accordingly.
- Incorporate these projects into the FEPP.
- Update applicable fields in the HFDS. These include, but are not limited to, date of last and next assessments and entering of all appropriate FEDS items.