Kahua Quick Reference Guide
Sustainability

Project Lifecycle Applicability

Identification/ Initiation	Planning	Execution	Closeout

About Sustainability

[Important Notes](#)
[Navigate to the Sustainability App](#)
[Create a Sustainability Record for a Building](#)
[Approvals](#)
[Upload References](#)
[Project Sustainability Fact Sheet](#)

The Kahua Sustainability app tracks each project's sustainability Scope, Performance Goals, Compliance, Narratives, and Stories.

The Project Sustainability Fact Sheet is generated using the information entered in the Sustainability app.

Important Notes

- To save the document for future edits, all *required* fields must be populated with data.
- To quickly move from section to section use the section navigator located on the right side of the document.
- Only one Sustainability record per Building may be created in a project, but the project may contain multiple buildings.
- Use the focus buttons in the bottom gray bar to adjust your form view if necessary.

Navigate to the Sustainability App

1. Open the appropriate project using **Project Finder** in the launch bar. The project name is now shown in the header.
2. Using the apps launcher, open the Sustainability app in the Sustainability section of apps.
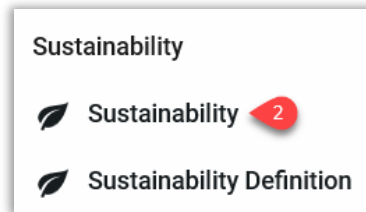
Create a New Sustainability Record for a Building

This action can be executed by the following roles: **Sustainability Administrator**, **GSA PM**, and **EXT-PM**.

1. Click **New** at the top (or middle of the page) of the page to create a new Sustainability record.
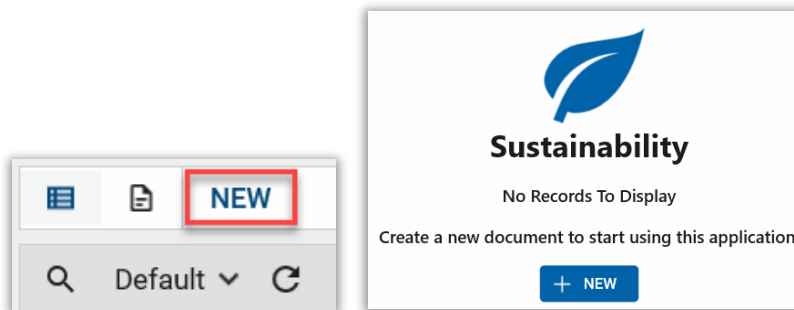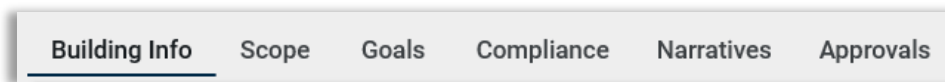

2. Select the building in the Building Info pane. The options in this list come from the properties selected in the Buildings section of the Projects app.

   Note: The Project Manager has permission to make changes to the Project record. Contact the Project Manager if additional buildings need to be added to the Projects app.

3. Click the **Save/Close** button.
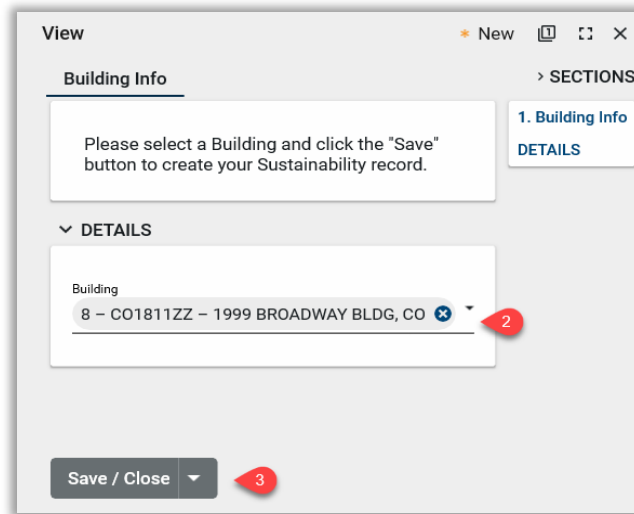
4. The six tabs for Sustainability will appear across the top of the new record.

Building Info

The Building Info tab displays REXUS-sourced building details for reference.

5. Review the building details for accuracy.
6. The **Administration** section is only editable by the Sustainability Administrators.
7. In the **Building Level Strategic Outcomes** section, select the appropriate choices for building attributes.
8. Any documents to be included with the record can be uploaded to the **References** section.
9. To save the record, click the **Save/Close** button.

Scope

The Scope tab allows for additions and updates of all equipment or components being installed or upgraded at the selected building, including all high-performance building features.

Scope tracking enables GSA to efficiently track, analyze, and report the projects' sustainable features.

Add a Scope Item

1. If not already in the edit screen, click **Edit** at the top of the record.
2. Select the **Scope** tab.
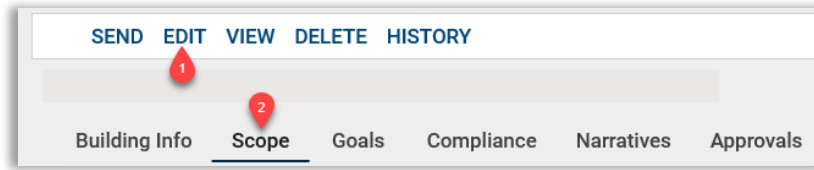
3. Click **Add Scope** Item.
4. Check the box in the far left column beside each scope item to be included in the project's Sustainability scope.
5. Click the **Select** button.
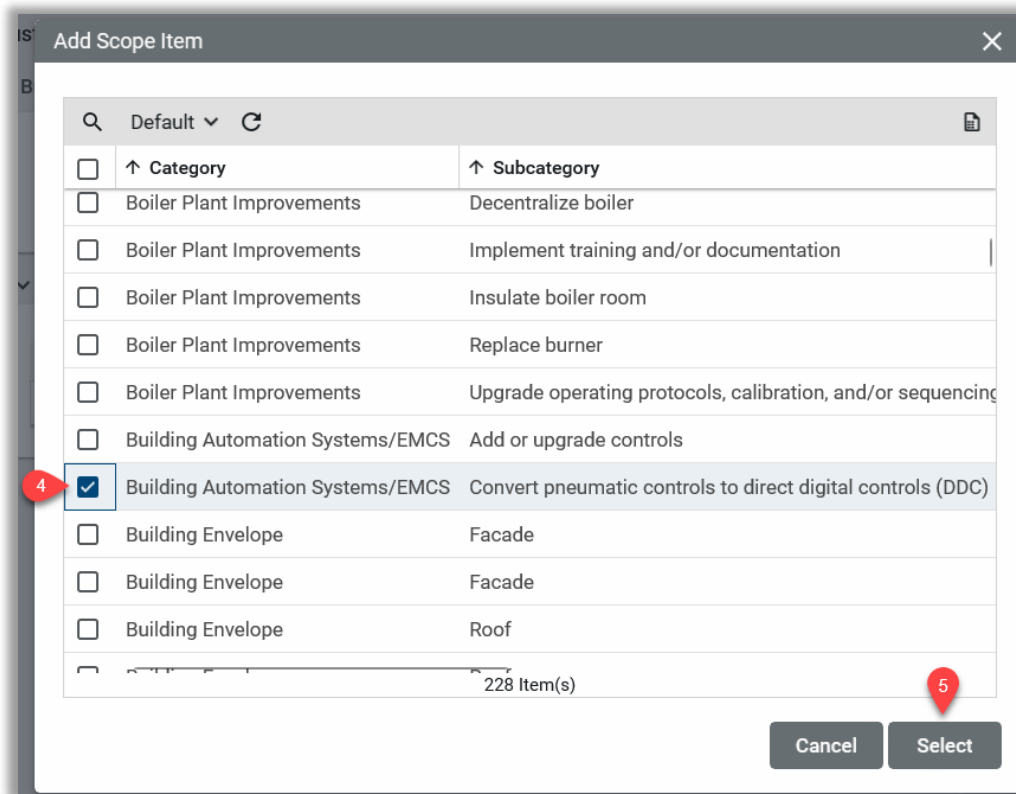
6. Click the **Save/Close** button.

Edit Scope Items Details

Each Scope Item has its own set of details.

7. If not already in edit mode, click **Edit** at the top of the record.
8. Click the fly-out icon to the left of the first Scope item.
9. Click the caret to open the **Scope Elements**, **Features or Types** section, and enter values as necessary. The fields in this section will differ based on the selected Scope Item.
10. Click the caret to open the **Comments** section, and enter comments as needed.

11. Click the caret to open the **ECM/WCM Costs** section, and enter the appropriate values.

12. Click the caret to open the **ECM/WCM Installation Information & Outcomes – For Savings Fields, Enter a Negative Number If There Will Be a Fuel or Water Increase** section.
    b. Click the **Insert** link to add a new row.
    c. In the **Milestone** field, open the drop-down list to view a list of Milestones from the project's Milestones app.
    d. Select a **Primary Building Cooling Fuel**.
    e. Select a **Primary Building Heating Fuel**.
    f. Select a value in the **Refrigerant Involved in ECM?** field.
    g. Select a **Refrigerant Type**.
    h. Enter the **Refrigerant Capacity (lbs)**.
    i. Enter the **ECM/Equipment Design Lifetime (Years)**.
    j. Enter the **ECM Implementation Cost ($)**.
    k. Enter the **Estimated Initial Savings Associated with ECM Installation (ESPC Estimated Year One Savings)($)**.
    l. Enter the **Annual O&M Cost ($/year) (Enter Cost If O&M Contracts Will**

        Change Due to ECM Implementation.

    m. Enter the **Electric Savings (kWh/year)**.

    n. Enter the **Natural Gas Savings (scf/year)**.

    o. Enter the **Fuel Oil Savings (gallons/year)**.

    p. Enter the **Steam Savings (mmbtu/year)**.

    q. Enter the **Chilled Water Savings (mmbtu/year)**.

    r. Enter the **Other Fuel Savings (mmbtu/year)**.

    s. Enter the **Water Savings (gallons/year)**.

    t. Enter **Additional Notes About ECM**, as needed.

    u. Select a value in the **CxP/CMa Team Only: Certify Technology Is Installed and Working** field.

    v. Enter an email address in the **CxP/CMa Team: Email of Certifier** field.

    w. The name in the **Milestone Added By** field defaults to the email address for the current user who is entering the information.

    x. Click the Insert link to add another row, if needed. Any data from previous row is copied forward, and any previous rows are now read-only.

13. Use the up/down arrows at the top right-hand side of the window to move through the list of Scope Items as needed.

14. Click **Done** in the top right corner to close the window.

15. Select an **IRIS Work Item** for each scope item in the grid, if applicable.

    a. Only IRIS Work Items that have been entered in the Projects app are available for selection. See the [Editing a Project QRG](#) for more details.

    b. You can edit the IRIS Work Item at any time in the Edit view.

    c. If you selected an IRIS Work Item, validation will occur upon Save to ensure that the Work Item selected is only associated with 1 scope item.

    Note: You can have multiple Scope Items in the Sustainability record, but you can only have one IRIS Work Item per Scope Item.

16. Click the **Save/Close** button to commit the changes to the Sustainability record.

Manage Scope Items

Note: The scope items options below will not appear if the Sustainability record is in edit mode.

17. Each item must be approved before it appears on the Approvals tab.

    a. Click **Approve** to approve a Scope Item and add it to the Approvals tab. Two options are available:

        i. **Ready for Reporting**, which changes the Status to Approved

        ii. **Not Ready for Reporting**, which changes the **Status** to Logged and requires that a comment is entered in the **Comment** field.

    b. Click **Unapprove** to unapprove a Scope Item. This requires a Comment to be entered, which appears on the Approvals tab. Unapproving also change the **Status** to Unapproved. Once unapproved, you will have the option to Approve again.

18. Each item may be Descoped and Rescoped to change the status on the Approvals tab. A Comment must be entered with each change. Descoping changes the **Status** to Descoped. Rescoping changes the **Status** to Rescoped.

Goals

The Goals tab gathers the project's key design performance targets and goals, particularly in terms of energy and water consumption. You can track Performance Projections, LEED/SITES/Green Globes, Energy Star, and Waste Management data. To add the project's Sustainability Goals:

Waste Management

1. Use the drop-down to select Yes or No in the **Project produced 500+ pounds of non-hazardous construction and demolition waste** field, if applicable.
2. Enter the **Total Waste** and **Diverted Waste Units** and **Amounts**.

3. Calculations
   a. **Amount (in Tons)** = Amount multiplied by Unit Conversion Factor
   b. **Calculated Waste Diversion Rate** = Diverted Amount in Tons divided by Total Amount in Tons (as a percentage)
4. Enter the **Waste Diversion Target (%)**.
5. Enter **Waste Comments**, as needed.

Performance Projections

6. Indicate whether **EUAS represents accurate baseline performance of the building/facility prior to project start**.
7. Choose the **Baseline: Model Type**.
8. Add **Baseline Comments**.
9. Add **Baseline** and **Post Project Projection** information in the table.
   a. When the **Post Project Projections** are entered, values in the **Calculated Change (%)** row are calculated.
10. Calculations (read-only):
    a. **Total Energy (MMBTH)** = SUM (All Entered Values multiplied by Conversion Amount)
    b. **EUI** = (Total Energy / GSF) divided by 1000
    c. **Calculated Water Intensity** = Post Project Projection Water (Gallons) divided by Post Project Projection GSF
11. Enter the **Manually-Entered EUI Goal (kBTU/GSF/Year)**.
12. Enter the **Anticipated GHG Reduction – manually-entered (MTCO2e) Per Year**.
13. Enter **Energy Consumption/Savings Comments**, as needed.
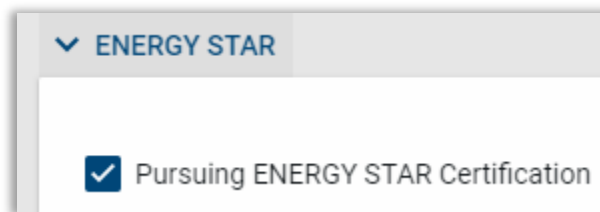14. Enter **GSF Change Comments**.

LEED/SITES/Green Globes

15. Enter information for the LEED program.
    a. Select the **Anticipated LEED Certification Level**.
    b. Enter the **LEED Exemption Number/P100 Waiver Number**.
    c. Enter the **Exemption Date**.
    d. Select the **LEED Rating System**.
    e. Enter the **LEED Version Number**.
    f. Put a check mark in the **Registered with USGBC** box if applicable.
    g. Enter the **LEED Registration Number**.
    h. Enter the **LEED Registration Date**.
    i. Put a check mark in the **LEED Certification Obtained** box if applicable.
    j. Enter **LEED Comments** as needed.
16. Enter information for the SITES program.
    a. Put a check mark in the **Pursuing SITES Certification** box if applicable.
    b. Select the **Anticipated SITES Certification Level**.
    c. Enter the **SITES Version Number**.
    d. Enter the **SITES Registration Number**.
    e. Select the **Actual SITES Certification Level Obtained**.
    f. Enter the **SITES Certification Date**.
    g. Enter **SITES Comments** as needed.
17. Enter information for the Green Globes program.
    a. Put a check mark in the **Green Globes Certification?** box if applicable.

   b. Select the **Anticipated Green Globes Rating Level**.
   c. Enter the **Green Globes Certification Date**.
   d. Enter the **Green Globes Certification Number**.
   e. Select the **Green Globes Rating Type**.
   f. Select the **Actual Green Globes Rating Level**.
18. Enter information for the Certified Area.
   a. Put a check mark in the **For third-party certification (e.g. LEED or Green Globes), was whole building certified?** box if applicable.
   b. Enter the **Third-party certified GSF, if less than full building**.
   c. Enter a value in the **If only part of building was third-party certified, please specify which part** field.

Energy Star

19. If **Pursuing Energy Star Certification**, put a check mark in the box at the top.

20. Enter the applicable information.
   a. Enter the **Target Rating**.
   b. Select a value in the **Energy Star Label Actually Achieved** field.
   c. Enter the **Energy Star Score Achieved**.
   d. Enter the **Date That Energy Star Label Was Achieved**.
   e. Enter the **Year of Energy Star Label**.

Wellness

21. Check the applicable box(es).
22. Enter the applicable **Occupant Health and Wellness Comments**.

Goals Approval

23. To update the **Goals Status**, choose the new status from the drop-down list.
24. Click the **Save/Close** button.
25. The status history will appear on the Approvals tab.

Compliance

The Compliance tab applies to all New Construction and Major Modernization projects. These project types must meet the Guiding Principles for Sustainability Federal Buildings. To track Compliance Criteria:

1. Click on the More Details flyout to the left of one of the criteria items.
2. Select the **Comment Type**.
3. Select the **Current Status**.
4. Enter the **Latest Comments**.
5. The **Item History** grid saves each update, oldest to newest.
6. Use up/down arrows to move through each Criteria item to enter **Status** and **Comments**.

7. Click **Done**.
8. Click the **Save/Close** button (or **Save**) to commit the changes.

   Note: The current status appears in the Most Recent section of the Criteria Item and in the Current Status column of the Compliance window.

Narratives

The Narratives tab collects information on high-impact areas of the design intent.

Enter the Project's Sustainable Narratives

1. Click the **Narratives** tab.
2. Click the **Edit** button in the options bar at the top of the window.
3. Put a check mark in the **Is building electric only?** box, if applicable.
4. Put a check mark in the **Is building primarily, but not exclusively electric?** box, if applicable.
5. Put a check mark in the **Project Targets 20% or greater reduction in embodied compared to a baseline building?** box, if applicable.
6. Enter the **embodied carbon reduction percentage compared to a baseline building** field.
7. Enter narratives for any of the applicable high-impact areas of design intent.
8. Put a check mark in the **Were GPG technologies evaluated?** box if applicable.
9. Put a check mark in the **Implementing technology tested by GPG?** box if applicable.
10. Enter an **Innovative/GPG Technology** narrative.
11. Enter a **Lessons Learned** narrative.

Enter the Project's Stories

12. Use the Stories fields to document any **Project Success Stories** or **Human Impact Stories** accomplished by the project.
13. To save the record, click the **Save/Close** button.

Approvals

Data from the Scope and Goals tabs is listed in the **Approvals** tab. No edits are made in this tab.

- The history of each **Scope** item is tracked in the **Approvals** tab once it has been Approved.

- **Goals** are tracked in the **Approvals** tab when **Approved for Reporting** or **Not Approved for Reporting** is selected as the **Goals Status** in the **Goals Approval** section.

Manage the Approvals View

Columns in the Approvals tab can be Sorted or Filtered to show the information necessary in the desired order.

1. Sort
   a. Click on the column header of the column to sort by.
   b. Click on the arrow that appears on the left side of the header name.
   c. Click on the arrow again to change the direction of the sort to ascending (arrow up) or descending (arrow down).

2. Filter
   a. Click on the filter icon on the right side of the column header to filter by.
   b. Select the data to be included in the filter.
   c. Click out of the filter window to close it.
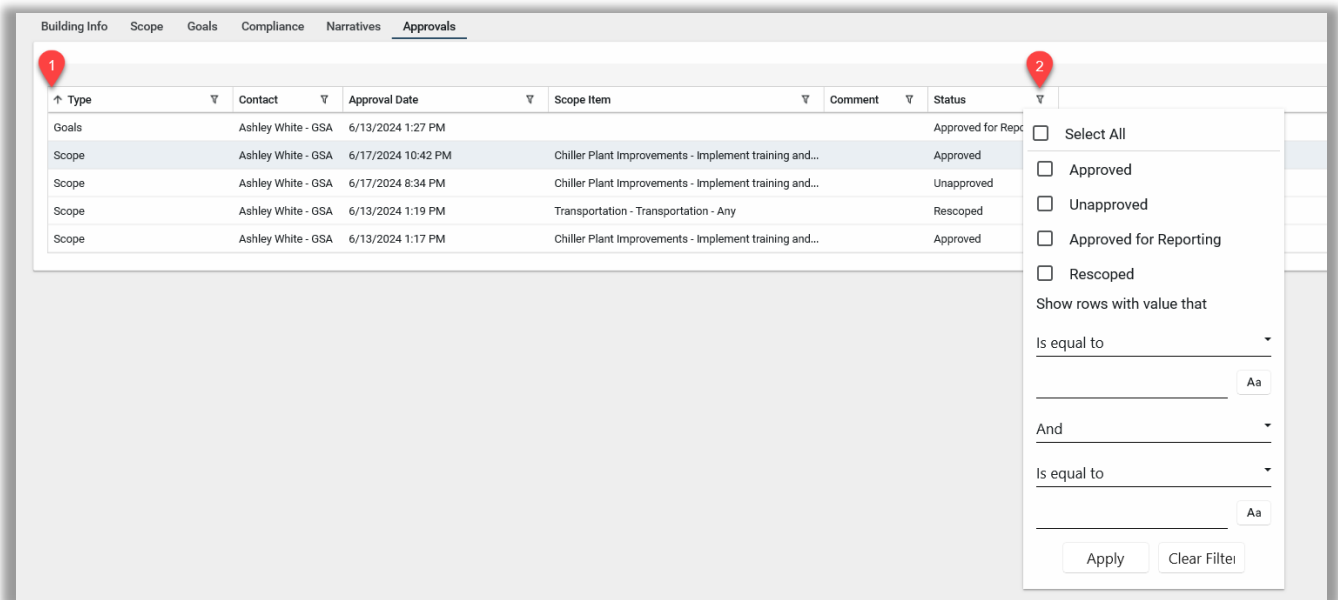
Upload References

Any documents or photos to be included with the record can be uploaded to the References section.

1. Click **References** in the Sections list.
2. Click **Edit**.
3. Click **Upload**.
4. Follow the prompts to upload the document or photo.
5. To save the record, click the **Save/Close** button.
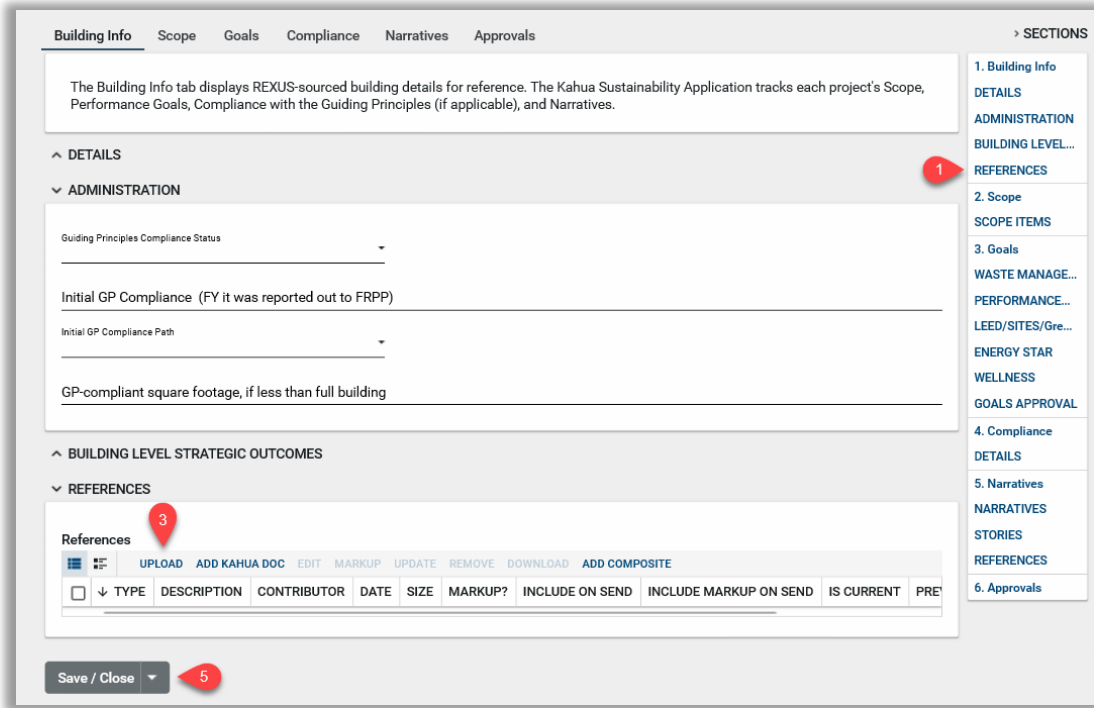
Project Sustainability Fact Sheet

The Project Sustainability Fact Sheet is populated with information gathered from each of the tabs in the Sustainability app. This report can be Sent, Saved to Kahua's File Manager, Printed, or Downloaded from the report view.
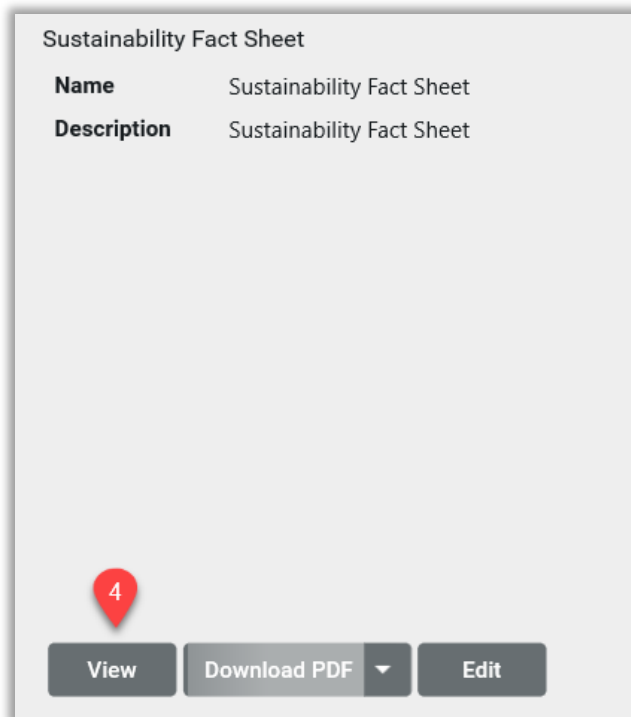
1. Open the **List View** of the Sustainability app.
2. Click the **Reports** icon in the bar just under the project name.
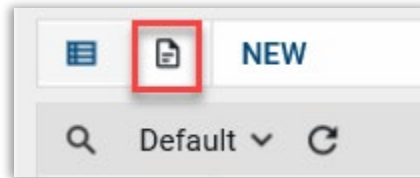
3. Select the **Project Sustainability Fact Sheet**.
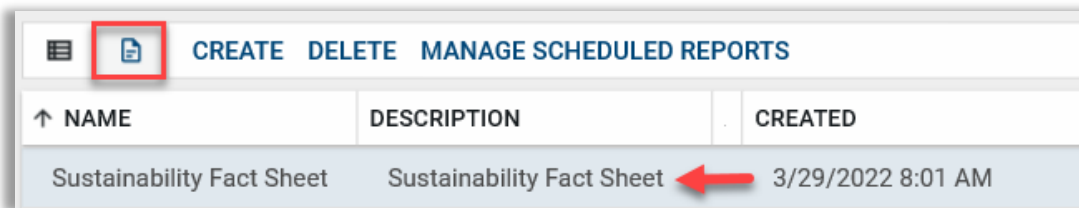
4. Click **View**.

5. Use the Kahua report functions to send, save, print or download the report.
6. Close the view using the X in the top right corner of the pane.

Resources

For additional help with Kahua applications, you can access the instructor-led training calendar, self-paced videos, and Quick Reference Guides (QRGs) from this link: Training: Project Management tool | GSA

Related QRGs

Editing a Project
Milestones
References section within applications