Kahua Quick Reference Guide
Sustainability

Project Lifecycle Applicability

About Sustainability

[Important Notes](#)
[Navigate to the Sustainability App](#)
[Create a Sustainability Record for a Building](#)
[Scope](#)
[Goals](#)
[Compliance](#)
[Narratives and Stories](#)
[Approvals](#)
[Upload References](#)
[Project Sustainability Fact Sheet](#)

The Sustainability app is used for tracking and documenting the sustainability Scope, Goals, Compliance, Narrative, and Stories for a project.

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.

Navigate to the Sustainability App

1. Open the project using Project Finder in the left navigation pane.
2. Select **Sustainability** in the Sustainability section of the App Launcher.
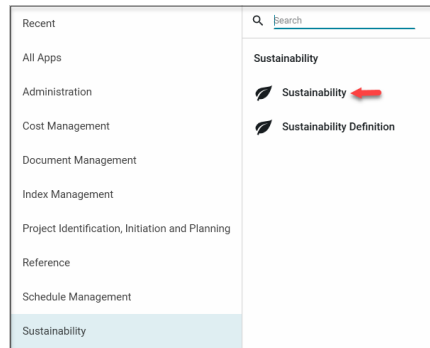
Create a Sustainability Record for a Building

Only one Sustainability record per Building may be created in a project, but the project may contain multiple buildings.
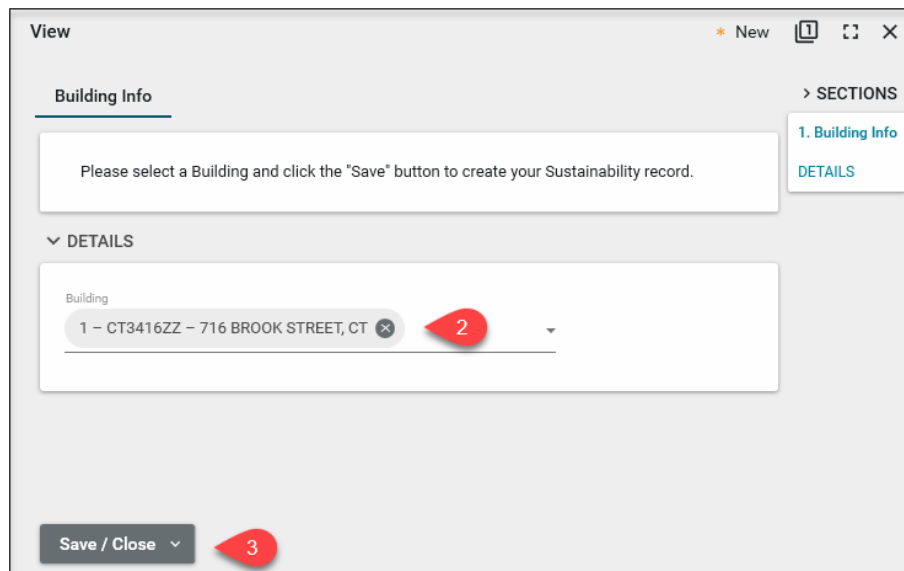
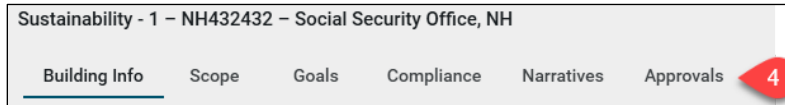1. Click **New** at the top of the page to create a new Sustainability record.
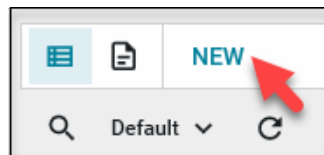
2. Select the building in the **Building Info** pane. The options in this list come from the buildings that are selected in the **Buildings** section of the Projects App.

    Note: Only the Project Manager has permission to make changes to the Project record.
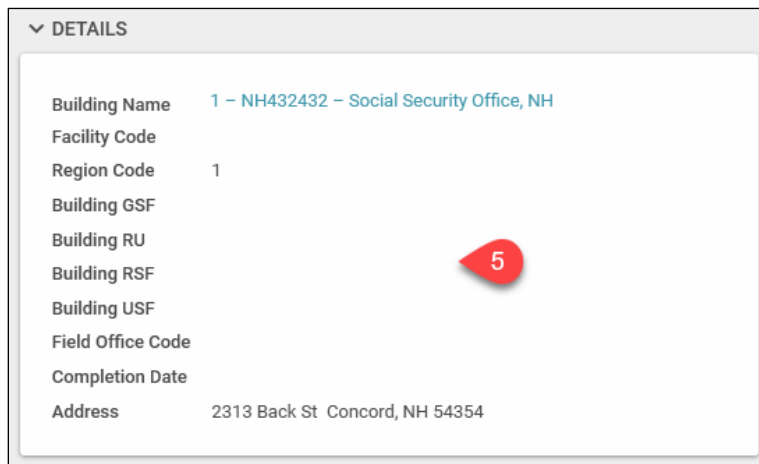
3. Click the **Save/Close** button.

4. The six tabs for Sustainability information appear across the top of the new record.

Sustainability - 1 – NH432432 – Social Security Office, NH

Building Info Scope Goals Compliance Narratives Approvals ④

Building Information

The **Building Information** tab displays the building information for this Sustainability project.

5. Review the **Details** for accuracy, and if changes need to be made, work with the Project Manager.

> ∨ DETAILS
>
> | Building Name | 1 – NH432432 – Social Security Office, NH |
> |---|---|
> | Facility Code | |
> | Region Code | 1 |
> | Building GSF | |
> | Building RU | |
> | Building RSF | ⑤ |
> | Building USF | |
> | Field Office Code | |
> | Completion Date | |
> | Address | 2313 Back St Concord, NH 54354 |

6. In the **Administration** section, enter the **Guiding Principles** information. This section is only editable by the Sustainability Administrators.
7. Any documents to be included with the record can be uploaded to the **References** section.
8. To save the record, click the **Save/Close** button.

Scope

Scope tracking enables GSA to efficiently track, analyze, and report our projects' sustainable features. Add or update all equipment or components being installed or upgraded at the selected building, including all high-performance building features.

Add Scope Items

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. To choose the **Category**, check the box in the far-left column beside each Scope Item to be included in the project's Sustainability Scope. Scope Categories are Advanced Metering, Building Envelope, Building Tune-up or Utility Improvements, HVAC, Indoor Environmental Quality, Lighting, Other, Renewable Energy, Transportation, and Water.

    Note: Choose **Transportation** to enter electric vehicle charging station information.

5. Click the **Select** button.
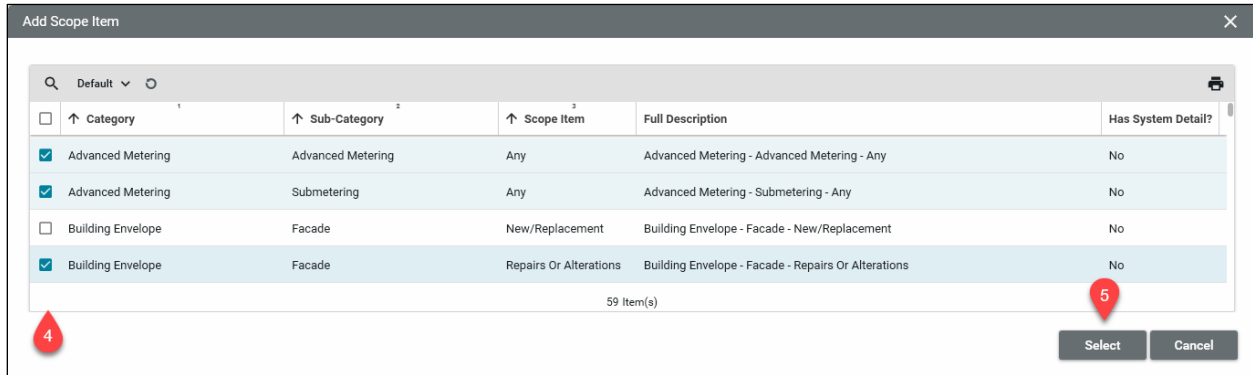
6. Click the **Save/Close** button.
    a. The **Status** of Items is listed as "Logged".
    b. **In Scope?** is "Yes".
    c. **System Count**: "N/A" in the **Scope Count** column of the Log View indicates the details include a grid for entering a breakout of multiple items such as more than one roof type.

Edit Scope Item Details

Each Scope item has its own set of details. Open the More Details window to enter the applicable information for each item.

7. If not already in the edit screen, click on **Edit** at the top of the record.
8. Click the flyout icon to the left of the first Scope item.
9. Enter the applicable details, including the **System Count** grids.
10. Use the **Next/Previous** buttons at the top right-hand side of the window to move through the list of Scope items.
11. Click **Done** in the top right corner to close the item pane or **Done** in the bottom left corner to close the window.
12. Click the **Save/Close** button to save the changes to the Sustainability Record.
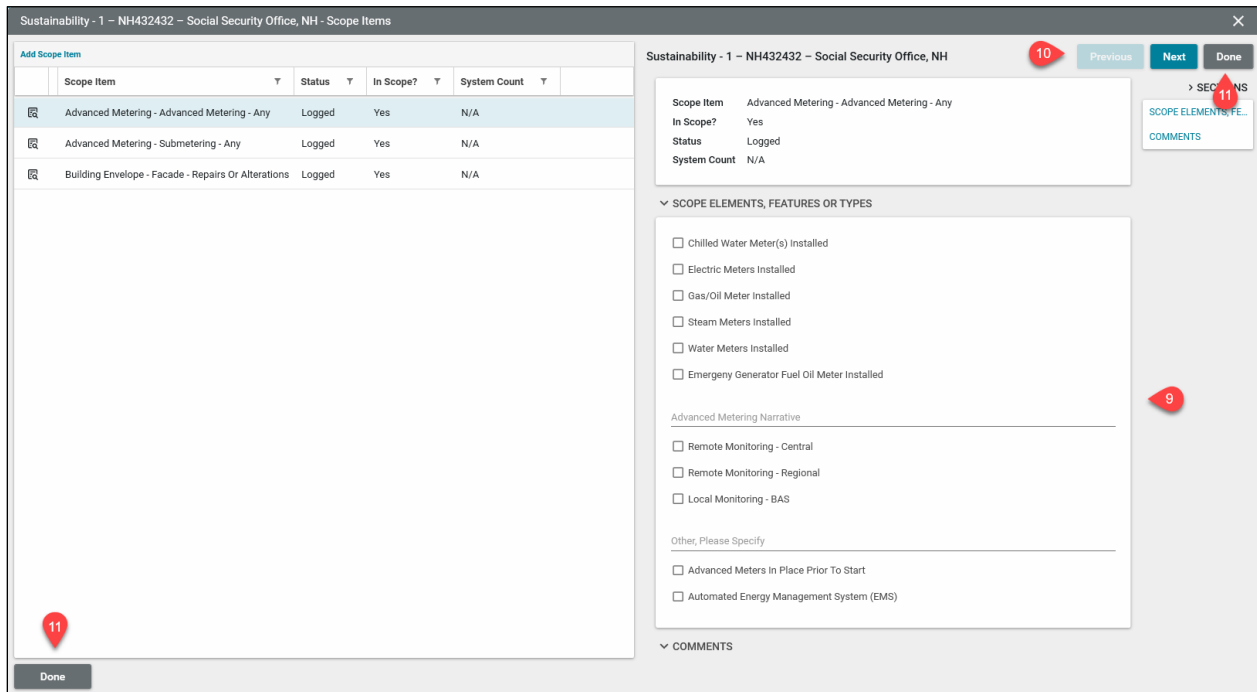
Manage Scope Items

There are two options for managing Scope Items: Approve/Unapprove or Descope/Rescope.

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

13. Each item must be approved before it appears on the Tracking tab.
    a. To **Approve** an item:
        i. Click the **Approve?** button to the left of the scope item.
        ii. Enter a **Comment** to appear in the Tracking list.
        iii. Select an **Approval Choice**:
            1. Ready for Reporting.
            2. Not Ready. The **Status** changes to Logged.
        iv. Click the **Continue** button. The Status changes to Approved.

    b. To **Unapprove** an approved item:
        i. Click the **Unapprove** button.
        ii. Enter a **Comment** to appear in the Tracking list.
        iii. Click the **Continue** button.
        iv. Once unapproved, you will have the option to Approve again. The **Status** changes to Logged.

14. Each item may be Descoped and Rescoped to change the status in the **Tracking** list.

    a. To **Descope** an item:
        i. Click the **Descope** button to the left of the scope item.
        ii. Enter a **Comment** to appear in the Tracking list.

        iii.   Click the **Continue** button. The Status changes to Descoped.

    b. To **Rescope** a Descoped item:
        i.   Click the **Descope** button to the left of the scope item.
        ii.   Enter a **Comment** to appear in the Tracking list.
        iii.   Click the **Continue** button. The Status changes to Rescoped.

Goals

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

Add the Project's Sustainability Goals

1. **Waste Management**
   a. Select "Yes" in the **Project produced 500+ pounds of non-hazardous construction and demolition waste** box, if applicable.
   b. Enter the **Total Waste** and **Diverted Waste Units** and **Amounts**.

2. **Performance Projections**
   a. Indicate whether **EUAS represents accurate baseline performance of the building/facility prior to project start**.
   b. Choose the **Baseline: Model Type**.

c. Add comments about the baseline.
d. Add **Baseline** information.
    i. When the **Post Project Projections** are entered, the **Calculated Change %** (read-only) is calculated.
e. Calculations (read-only):
    i. **Total Energy (MMBTH)** = SUM (All Entered Values multiplied by Conversion Amount)
    ii. **EUI** = (Total Energy / GSF) divided by 1000
    iii. **Calculated Water Intensity** = Post Project Projection Water (Gallons) divided by Post Project Projection GSF

∨ PERFORMANCE PROJECTIONS

Is this project anticipated to measurably affect the building's energy performance? ○ Yes ○ No ● TDB

Building Baseline and Anticipated Performance

Baseline: Model Type ▼

Baseline Comments

	Building GSF	Total Energy (MMBtu)	EUI (kBtu/ GSF/year)	Chilled Water (Ton-Hr)	Electric (kWH)	Gas (CubicFt)	Oil (Gallon)	Steam (Mlb)	Water (Gallon)
Baseline									
Post Project Projections									
Calculated Change (%)									

Manually-entered EUI Goal (kBTU/GSF/Year)

Calculated Water Intensity

Anticipated GHG reduction - manually-entered (MTCO2e) per year

Anticipated GHG reduction - calculated (MTCO2e) per year

Energy Consumption/Savings Comments

Gross Square Footage

GSF Change Comments

3. **LEED/SITES/Green Globes**
    a. Enter the information for each applicable program.

4. **Energy Star**
    a. If pursuing **Energy Star Certification**, check the box at the top.
    b. Enter the applicable information.

5. **Wellness**
    a. Check the applicable box(es).
    b. Enter applicable **Occupant Health and Wellness Comments**.

6. **Goals Approval**
    a. To update the **Goals Ready for Reporting** status, choose the new status.
    b. Enter an optional comment.
    c. Click the **Save/Close** button.
    d. The status history appears on the **Tracking** 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.

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 **Latest Comments**.
   a. The **Item History** grid saves each update, oldest to newest.
5. Use the **arrows** to move through each Criteria item to enter **Status** and **Comments**.
6. Click **Done**.
7. 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.

   Note: Compliance items are not included in the **Tracking** tab.

Narratives and Stories

The Narratives tab collects information on high-impact areas of 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. Check a box at the top regarding building electricity, if applicable.
4. Enter narratives for any of the applicable high-impact areas of design intent.
5. Check the applicable boxes regarding GPG Technologies.
6. Enter a **Lessons Learned** narrative.

Enter the Project's Stories

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

Approvals

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

- 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 desired column.
   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 desired column.
   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 on **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 **Log View** in the **Sustainability** app.
2. Click on the **Reports** icon in the bar just under the project name.
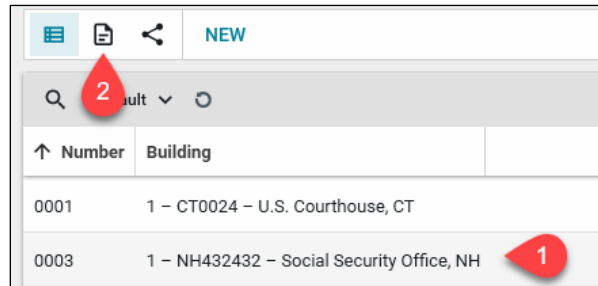
3. Select the **Project Sustainability Fact Sheet**.
4. Click **View**.
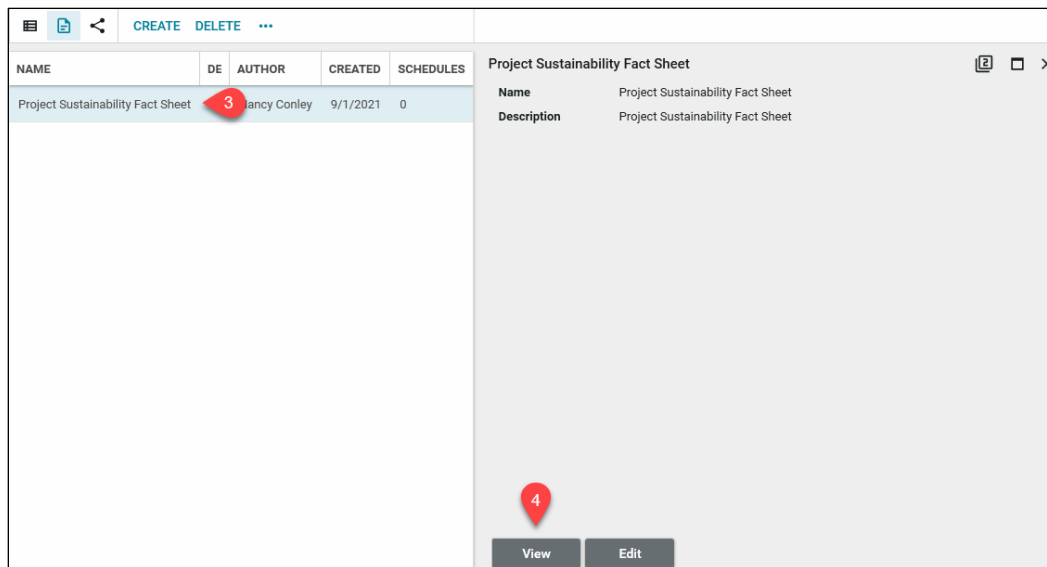
5. Use the Kahua report functions to send, save, print, or download the report.
6. Close the View using the **X** in the top right-hand corner of the pane.

Resources

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

Related QRGs

App References Sections