

Kahua Quick Reference Guide

Sustainability

Project Lifecycle Applicability



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

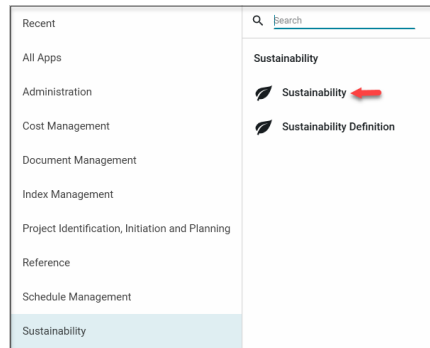
The Project Sustainability Fact Sheet is generated using the information entered in the Sustainability app.

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

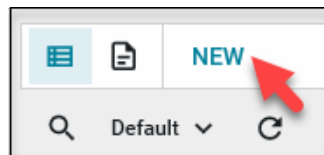
1. Open the project using Project Finder in the left navigation pane.
2. Select **Sustainability** in the Sustainability section of the App Launcher.



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.

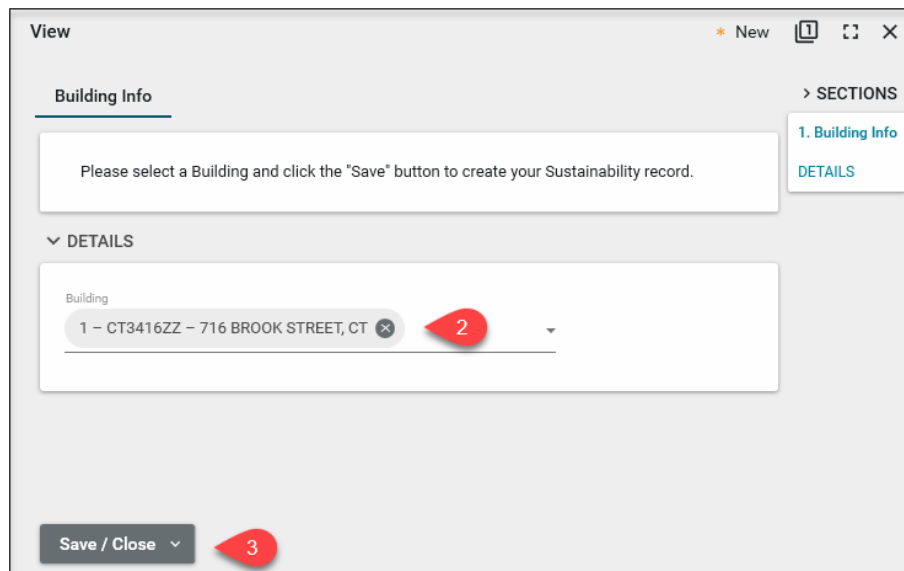
1. Click **New** at the top of the page to create a new Sustainability record.



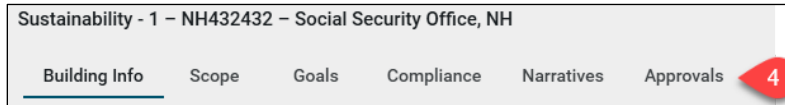
2. Select the building in the **Building Info** pane. The options in this list come from the buildings that are selected in the **Buildings** section of the Projects App.

Note: Only the Project Manager has permission to make changes to the Project record.

3. Click the **Save/Close** button.



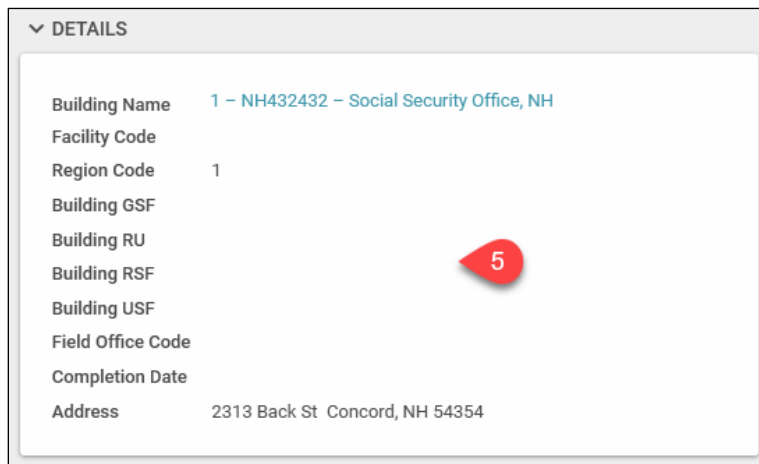
4. The six tabs for Sustainability information appear across the top of the new record.



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.



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.

▼ ADMINISTRATION

Guiding Principles Compliance Status 6

Initial GP Compliance (FY of report-out)

Initial GP Compliance Path

GP-compliant square footage, if less than full building

▼ REFERENCES 7

	TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLU
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> UPLOAD ADD KAHUA DOC EDIT MARKUP UPDATE ... </div>							

Save / Close 8

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.

1

SEND EDIT VIEW DELETE HISTORY [URL](#)

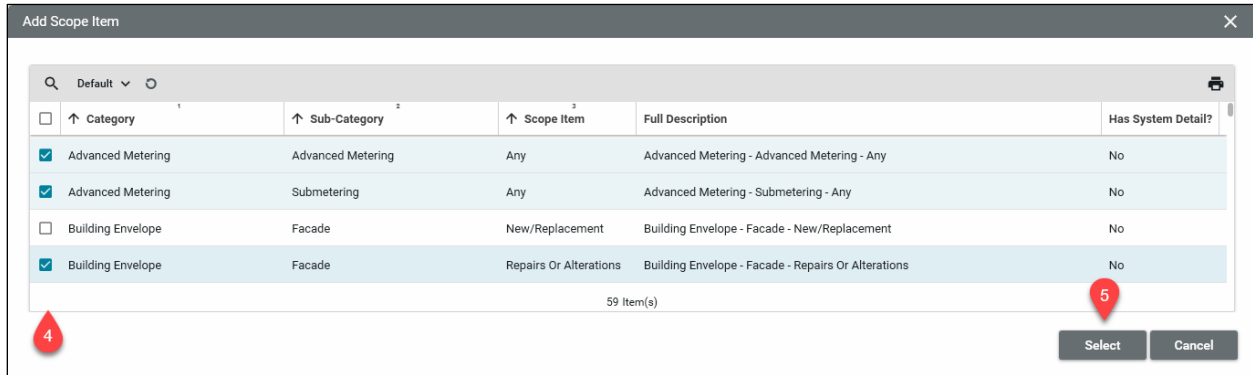
Sustainability - 1 - NI 2 432 - Social Security Office, NH

[Building Info](#)
[Scope](#)
[Goals](#)
[Compliance](#)
[Narratives](#)
[Approvals](#)

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.

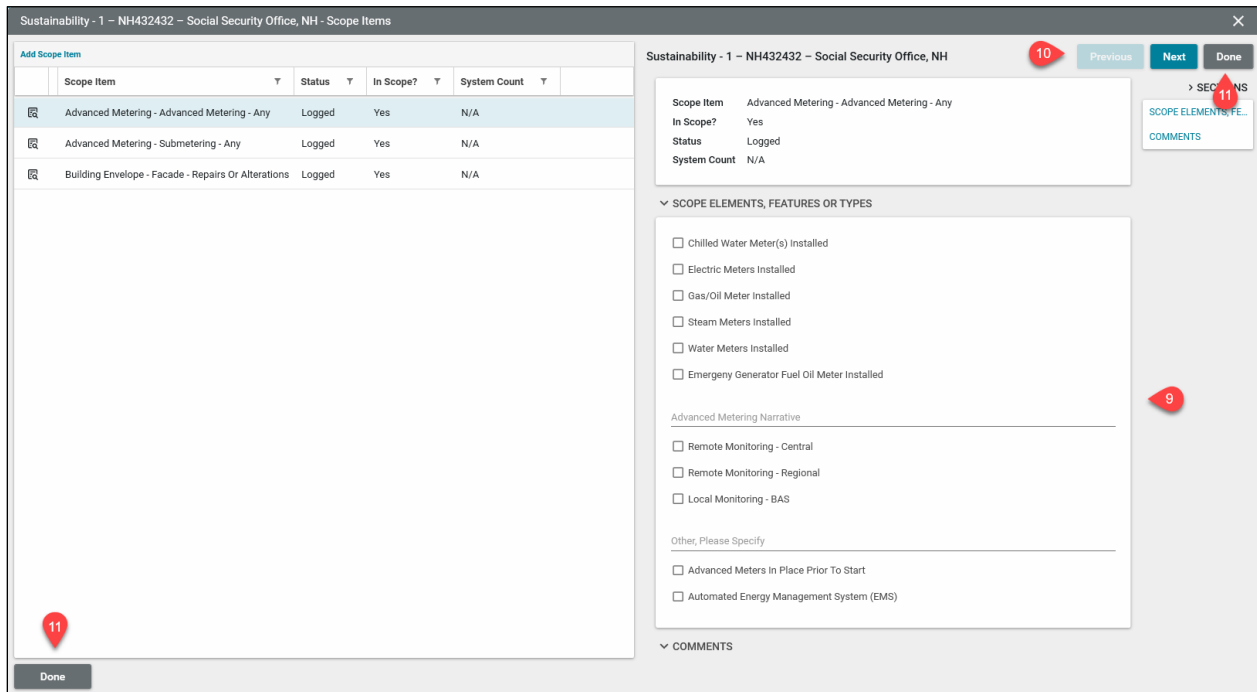


6. Click the **Save/Close** button.
 - a. The **Status** of Items is listed as “Logged”.
 - b. **In Scope?** is “Yes”.
 - c. **System Count:** “N/A” in the **Scope Count** column of the Log View indicates the details include a grid for entering a breakout of multiple items such as more than one roof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

		Scope Item	Status	In Scope?	System Count		
13	Unapprove	Descscope	Advanced Metering - Advanced Metering - Any	Approved	Yes	N/A	
13	Approve?	Descscope	14	Advanced Metering - Submetering - Any	Logged	Yes	N/A
	Rescope	14	Building Envelope - Facade - Repairs Or Alterations	Logged	No	N/A	

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**.

WASTE MANAGEMENT

Project produced 500+ pounds of non-hazardous construction and demolition waste:

	Unit	Amount	Amount (in Tons)
Diverted Waste		0	0
Total Waste		0	0

Calculated Waste Diversion Rate (%)

Waste Diversion Target (%)

Any recycled or salvaged materials used in project?

Waste Comments

Please upload any waste management plans or diversion reports here:

TYPE
 DESCRIPTION
 CONTRIBUTOR
 DATE
 SIZE
 MARKUP?
 INCLUDE ON SEND
 INCLUDE MARKUP ON SEND
 IS CURRI

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.

A screenshot of a web form section titled "ENERGY STAR" with a downward arrow icon. Below the title is a single checkbox labeled "Pursuing ENERGY STAR Certification". The checkbox and its label are enclosed in a red rectangular box.

5. **Wellness**

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

A screenshot of a web form section titled "WELLNESS" with a downward arrow icon. Below the title are four checkboxes, each followed by a question: "Pursuing Fitwel Certification?", "Pursuing Fitwel Viral Response Module Certification?", "Pursuing WELL Certification?", and "Pursuing WELL Health Safety Rating?". Below these is a text input field labeled "Occupant Health and Wellness Comments". A red rectangular box highlights the entire content area below the title.

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.

A screenshot of a web form section titled "GOALS APPROVAL" with a downward arrow icon. Below the title is a paragraph of instructions: "To update the Goals' Ready for Reporting status, please choose the new status, enter an optional comment and save the record. The status history will appear on the Tracking tab." Below the instructions are two input fields: a dropdown menu currently showing "Approved for Reporting" and a text input field labeled "Goals Status Comment". Both input fields are enclosed in red rectangular boxes.

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.

The screenshot shows the 'Sustainability - 1 - CT3416ZZ - 716 BROOK STREET, CT > Details' page. On the left is a table of criteria items. On the right is a detailed view of item #3, 'Energy Efficient Buildings'. Red callout numbers 2, 3, 4, and 5 point to specific UI elements: 2 points to the 'Comment Type' dropdown, 3 points to the 'Current Status' dropdown, 4 points to the 'Latest Comments' text area, and 5 points to the 'Done' button in the top right corner of the detailed view.

#	Criteria Name	Current Status	Design Review Status	Updated By	Updated Date
1	LEED				
2	Energy Efficient Products				
3	Energy Efficient Buildings				
4	Energy Metering				
5	Renewable Energy				
6	Cooling Towers				
7	Stormwater Management				
8	Material Content				
9	Resilience				

Sustainability - 1 - CT3416ZZ - 716 BROOK STREET, CT

3

Criteria Name Energy Efficient Buildings

Requirements

(a) Earn at least fifteen (15) points within optional LEED v4 credit Eac2 Optimize Energy Performance (which is 30% more efficient than ASHRAE 90.1-2013); OR
 (b) ensure that the project's energy performance target is at least 30% more efficient than the latest version of ASHRAE 90.1 approved by the U.S. Secretary of Energy as of the design start date; OR
 (c) the project's energy performance target meets the latest version of ASHRAE 90.1 approved by the U.S. Secretary of Energy as of the design start date, AND is the most efficient energy usage intensity target that is life cycle cost-effective.

(Per EPAct 2005 § 109 [42 U.S.C. § 6834(a)(2-3)] and P100 § 1.8 Energy Use Targets)

Reference:
 - GSA Energy Use Target Guidance: gsa.gov/sustainabledesign

Enter Status Update

Comment Type

SDC Status 2

Current Status

Planned but not started 3

Latest Comments 4

Most Recent

Current Status

Latest Comments

Design Review Status

Design Review Comments

Item History

Comment Type	Status	Comments	Updated By	Updated Date

UPLOAD ADD KAHUA DOC EDIT MARKUP UPDATE REMOVE DOWNLOAD ...

TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARI

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.

Is building electric only?

Is building primarily, but not exclusively electric? (e.g. natural gas heating is backup)

Project Targets 20% or greater reduction in embodied carbon compared to a baseline building?

Embodied carbon reduction percentage compared to a baseline building

Embodied Carbon Reduction Narrative

Electrification/Fossil Fuel Reduction Narrative

Envelope Narrative

HVAC Narrative

Lighting Narrative

Renewable Energy Narrative

Water Narrative

Were GPG technologies evaluated?

Implementing technology tested by GPG?

Innovative/GPG Technology Narrative

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

- Click on the column header of the desired column.
- Click on the arrow that appears on the left side of the header name.
- Click on the arrow again to change the direction of the sort to ascending (arrow up) or descending (arrow down).

2. Filter

- Click on the filter icon on the right side of the desired column.
- Select the data to be included in the filter.
- Click out of the filter window to close it.

Type	Contact	Approval Date	Scope Item	Comment	Status
Goals	Tim McGinnis - GSA	12/16/2021 8:06 PM			Approved for Reporting
Scope	Tim McGinnis - GSA	12/16/2021 7:00 PM	Building Envelope - Facade - Repairs Or Alterations	Back in scope	Rescoped
Scope	Tim McGinnis - GSA	12/16/2021 6:51 PM	Advanced Metering - Advanced Metering - Any		Approved

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.

Sustainability - 1 - NH432432 - Social Security Office, NH

Building Info | Scope | Goals | Compliance | Narratives | Approvals

Guiding Principles Compliance Status

Initial GP Compliance (FY of report-out)

Initial GP Compliance Path

GP-compliant square footage, if less than full building

REFERENCES

UPLOAD | ADD KAHUA DOC | EDIT | MARKUP | UPDATE | REMOVE | DOWNLOAD | ADD COMPOSITE

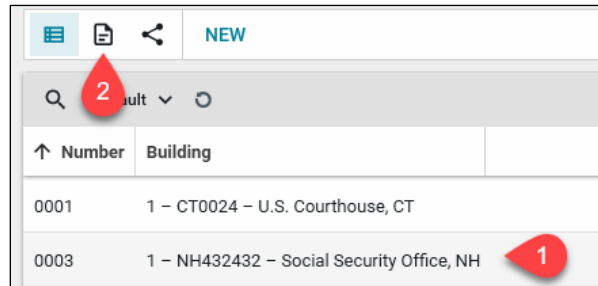
TYPE	DESCRIPTION	CONTRIBUTOR	DATE	SIZE	MARKUP?	INCLUDE ON SEND	INCLUDE MARKUP ON
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Save / Close

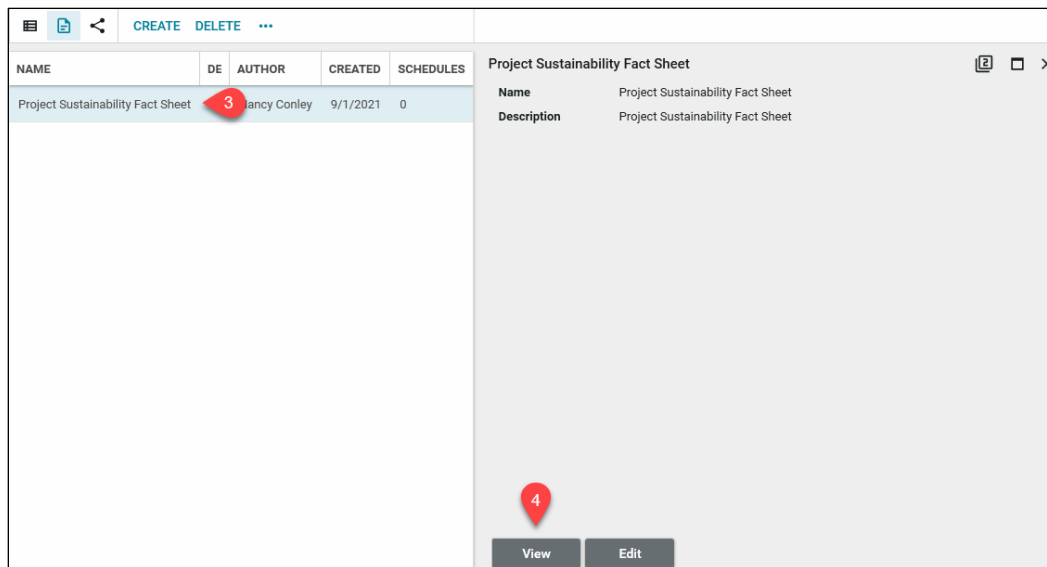
Project Sustainability Fact Sheet

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.

Project Sustainability Fact Sheet
0290 - Sustainability LIAT Handoff Demo Project

Location and Building
GSA Region: 1
Location: New Haven, CT
Building ID: CT0004
Building Name: U.S. Courthouse

General Information
Project ID: 0290
Project Type: Owned/Above/Prospectus
Project Manager: Nancy Conley
Building GSF: 100000
Year Constructed:
Scope Narrative: The General Services Administration proposes a prospective project for the design and construction of a new U.S. Courthouse (CT) in Billings, Montana. The proposed new courthouse will provide approximately 148,741 gross square feet and 40 inside parking spaces to meet the needs of the U.S. District Court and court related agencies.

Project Highlights
Baseline EUI (kBtU/GSF/Yr): 2.505
Anticipated EUI (kBtU/GSF/Yr): 2.280
Calculated EUI Reduction (%): 0
Total C&D Waste Diverted (tons): 0.00
Total C&D Waste Generated (tons): 0.00
Waste Diversion Rate: 0.00
Energy Star Target Rating:
LEED Goal:
LEED Certification Level:
SITES Goal:
SITES Certification Level:

Scope Details
Comments for scope details for adv metering

Sustainable Design Criteria #	Status	Comments
1- LEED	Implementation complete	my final comments
2- Energy Efficient Buildings		
4- Energy Metering		
5- Renewable Energy		

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On 16 December 2021 8:52 PM EST By Tim McGinnis - GSA Page 1 of 4

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](#)