



Guidelines for Preparing a High Performance Buildings Conference Poster

As you prepare your poster, please keep the following in mind when you prepare the Project Description. These elements are standard items required of articles published in High Performing Buildings magazine; many elements are already covered in the template, but many are not.

Building at a Glance

Name:

Location:

Owner:

Principal Use:

- Includes:

Employees/Occupants:

Expected (Design) Occupancy:¹

- Percent Occupied²: %

Gross Square Footage:

- Conditioned Space:³

¹ Number of occupants for which the building is designed.

² Percent of design occupancy. This should be based on the approximate average occupancy for the year for which energy data is presented.

³ Optional: Use only if it provides insight into energy consumption

For new buildings:

Total Cost:⁴ \$

- Cost Per Square Foot: \$

Substantial Completion/Occupancy:

For existing buildings:

When Built:

- Major Renovation: year(s)
- Renovation Scope

Total Renovation Cost:⁵ \$

- Cost Per Square Foot: \$

Energy at a Glance

Annual Energy Use Intensity (EUI) (Site)⁶: kBtu/ft²

- Natural Gas: kBtu/ft²
- Electricity (from grid):⁷ kBtu/ft²
- Other⁸: kBtu/ft²
- Renewable Energy:⁹ kBtu/ft²

⁴ This is the cost of the new building. Do not include property cost or site work.

⁵ This is the cost of the renovation project. Do not include property cost or site work.

⁶ Includes gas plus electricity, other and on-site renewable energy. Exclude any renewable energy that is exported. Specify if the EUI does not include the entire square footage of the building and the reason for the exclusion.

⁷ Multiply kWh by 3.412 to get KBtu

⁸ Includes steam, fuel oil, district cooling and other sources

Annual Source Energy¹⁰: kBtu/ft²

Annual Energy Cost Index (ECI):¹¹ \$/ft²

Annual On-Site Renewable Energy Exported:¹² kBtu/ft²

Annual Net Energy Use Intensity¹³: kBtu/ft²

Carbon Footprint¹⁴: CO₂e/ft²

Percentage of power supplied by renewable energy credits

- Number of years contracted to purchase RECs¹⁵: %

Percentage of carbon deferred by purchasing offsets

- Number of years contracted to purchase offsets¹⁶: %

Water at a Glance

Annual Water Use: gallons

Key Sustainable Features¹⁷

⁹ This is renewable energy generated and consumed on-site

¹⁰ Sum of DOE source-site ratio of energy consumed per year. Use attached worksheet

¹¹ If available. Includes only purchased energy (gas+electricity+other)

¹² Renewable energy generated on site, but not consumed on site.

¹³ If applicable. For projects that use renewable energy generated on-site. Annual energy consumed minus annual energy produced.

¹⁴ If available. For North American projects, use the EPA's Portfolio Manager to calculate.

¹⁵ If applicable.

¹⁶ If applicable.

¹⁷ Include major features.

Indoor Air Quality:

Water Conservation:

Recycled materials:

Daylighting:

Individual controls:

Carbon Reduction Strategies¹⁸:

Transportation Mitigation Strategies¹⁹:

List any other major sustainable features:

Building Envelope

Roof

- Type:
- Overall R-value:
- Reflectivity:

Walls

- Type:
- Overall R-value:
- Glazing percentage:

Basement/Foundation²⁰

- Slab edge insulation R-value, or:
- Basement wall insulation R-value:

¹⁸ If available.

¹⁹ If available.

²⁰ Include basement/foundation information if available, and appropriate

- Basement floor or under slab insulation R-value:

Windows²¹

- Effective U-factor for Assembly²²:
- Solar Heat Gain Coefficient (SHGC):
- Visual Transmittance:

Building Team²³

Building Owner/Representative:

Architect:

General Contractor:

Mechanical Engineer:

Electrical Engineer:

Lighting Design:

LEED Consultant:

²¹ This information is available on the window labels.

²² If available; provide U-factor for whole window assembly, not just glass.

²³ Use only appropriate positions