



Project Lead Frequently Asked Questions

What is GreenCheck?

GreenCheck is a process for reviewing a project’s compliance with energy and environmental goals and regulations, in particular, those dealing with energy efficiency, water efficiency, materials, waste management, indoor environmental quality, and other sustainability-related provisions. Projects subject to GreenCheck include any construction, renovation, or leasing actions. Key regulatory drivers include the Energy Policy Act of 2005 (EPAct), the Energy Independence and Security Act of 2007 (EISA), Executive Order (EO) 13423, EO 13514, and the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding (MOU), signed January 2006. A GreenCheck review consists of a short form, which must be completed prior to initiation of final design, construction, or lease requirements documents.

Why am I required to complete a GreenCheck Form?

Completing a GreenCheck Form helps the Agency ensure and track compliance with sustainability requirements. Additionally, completing the Form ensures that you consider and, as appropriate, given project parameters, incorporate sustainable practices and design features. Use of the Form requires you to evaluate application of the proposed industry best practices, which you should consider through every step of a project and implement, wherever possible. GreenCheck is a mandatory process for any new construction, major renovation, major equipment replacement, repair and improvement projects, or leasing action at facilities owned or occupied by EPA and entirely or partly financed by EPA’s Architecture, Engineering, and Asset Management Branch (AEAMB), Sustainable Facilities Practices Branch (SFPB), or Security Management Division (SMD). Individual Regions and Program Offices should use the GreenCheck Form for major construction and renovation projects which are financed within their own organizations.

How do I complete the GreenCheck Form?

For all projects assigned to you, you must answer all questions in Section I of the Form. Questions 16-19 are GreenCheck threshold questions that determine if a full GreenCheck review (Sections II – VIII of the Form) is required:

16) Will the total area affected be greater than 5,000 GSF or RSF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17) Will the total estimated B&F project cost exceed \$85,000?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18) Will the project increase the impervious area of the site by (or redevelop) more than 5,000 GSF?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19) Is the project/facility new construction or major renovation and (1) has a GSA prospectus and/or (2) has total project cost greater than \$2.5 million, adjusted annually for inflation? <i>This determines whether fossil fuel usage reduction targets apply, see Question 36 below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
20) If “Yes” is checked to any of the above, the project exceeds the thresholds, continue on to Section II. If “No” is checked for all of the above, please sign, date, and forward to the SFPB Branch Chief.	

If your answers to questions 16-19 are “No”, the form is complete and you don’t have to complete additional sections of the Form. If your answer to any of questions 16-19 is “Yes” your project exceeds GreenCheck thresholds, and the full Form is applicable. For these projects, you must complete all green-highlighted questions in Sections II-VIII (at a minimum).



Your responses to green-highlighted questions in Sections III-VIII dictate whether the associated Section must be completed. If a green-highlighted question is checked “Yes”, you must complete the blue-highlighted questions of the associated section, as indicated on the Form (see example below).

25) Will the project affect energy consumption at the facility? <i>If “No”, skip to Section IV, Water Consumption.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
26) Will the project contribute towards reducing the facility’s energy consumption by 30% or more below the ASHRAE 90.1-2007 energy consumption baseline for new construction or 20% below the FY 2003 facility baseline for major renovations? <i>Required by §109 of EPAAct 2005, EO 13514 §2(g), and EO 13423 §2(f) (Guiding Principle II).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

When do I complete the GreenCheck Form?

You should review the GreenCheck Form upon project inception to ensure all applicable sustainability considerations are incorporated into the project scope as early as possible. For example, you should complete the GreenCheck Form as your project enters the design phase. For leasing actions, you should complete the GreenCheck Form approximately one year prior to the lease expiration, or earlier if indicated by the AEAMB or SFPB Branch Chiefs. You do not have to complete the entire GreenCheck Form all at once; you may find it necessary to update throughout design and construction phases. For out-of-cycle projects that require rapid turnaround times, you should complete the GreenCheck Form as soon as possible.

Who can I contact for help with completing a GreenCheck Form?

For assistance with completing a GreenCheck Form, please contact Matt Sawatzki (Booz Allen Hamilton) at sawatzki_matthew@bah.com.

Who do I submit the GreenCheck Form to?

Send the draft GreenCheck Form, as well as any subsequent versions, to the GreenCheck Coordinator, who will review the Form with the GreenCheck Team. Once the Form has been reviewed and returned, you must attach it to the project file within the Facilities Management System (FMS) database.

How will I know if a GreenCheck has been approved?

You will receive a copy of your completed GreenCheck Form from the GreenCheck Team with initials from the SFPB Branch Chief and the AEAMB Branch Chief, indicating their endorsement.

Approval (Please Initial)	SFPB	Date:	SFPB	Date:	SFPB	Date:
	AEAMB	Date:	AEAMB	Date:	AEAMB	Date:

What is a GreenCheck Summary Report (GSR)?

A GSR is a simplified list of all sustainability requirements that are applicable to a specific project. The GreenCheck Team reviews each project’s GreenCheck Form and provides you with a GSR. The GSR contains language that can easily be transferred to project or lease specifications to ensure compliance with the applicable requirements. Additionally, you can use the GSR to track project requirements across design, construction, and occupancy phases, and ensure that full compliance is met. You should attach the GSR to the project file within the FMS database, along with the GreenCheck Form.

Who can I contact with any other questions?

You can contact the GreenCheck Coordinator, Angie Tenner, at (202) 564-2807 or tenner.angie@epa.gov.