

# **Step by Step Instruction for the Transition from Design and Construction to Operations in the B3 Guidelines Tracking Tool**

Prepared by

**Center for Sustainable Building Research, University of Minnesota**

September 2014

The purpose of this document is to facilitate the transition from the *Construction Mode* to the *Occupancy Mode* in the B3 Guidelines Tracking Tool. The *Construction Mode* contains information relating to the planning, design and construction of a project; whereas the *Occupancy Mode* of the B3 tracking tool will be used to record annual energy usage, water usage, ongoing operations management items, and waste diversion rates for a period of 10 years from date of occupancy. This tracking is required for all state general obligation bonded construction projects. The data collected as part of the B3 and SB 2030 programs is publicly accessible.

Below is a step-by-step guide for each project that has completed the *Construction Mode* to transition into the *Occupancy Mode*. **Note:** older state-funded projects that used the previous spreadsheet-based B3 Guidelines version 2.0 or earlier will still be able to use the B3 Guidelines Tracking Tool for their annual reporting, though they will not be required to input their *Construction Mode* information. Projects using the pre-SB-2030 Energy Standard are still required to track their energy consumption information, though they are not required to meet the SB 2030 Standard annually.

### **When should you consider moving your project from Construction Mode to Occupancy Mode?**

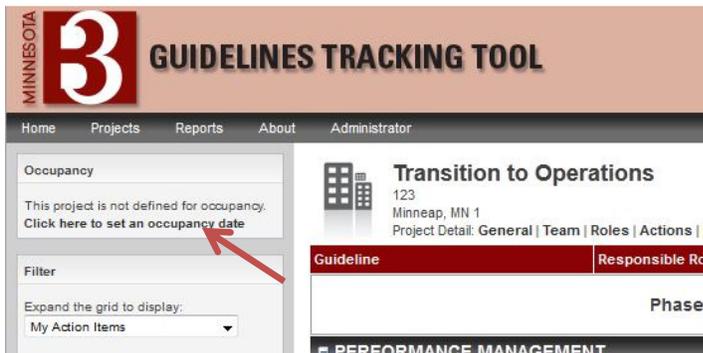
1. When the GO Bonded project has completed the Correction Period (CP) phase in the tracking tool  
  
or
2. When you are required to report operational data for your GO Bonded project. Information during occupancy can be input prior to completing the design and construction phases of the tool, though compliance with the B3 Guidelines and SB 2030 program requires completion of both the *Construction Mode* and *Occupancy Mode* of the tool for projects in version 2.1 and later.

**Step One: Verify that all the required guidelines are completed for all phases in the Construction Mode (AP thru CP phases) of the B3 Tracking tool**

This is an important step as the data in the *Construction Mode* will automatically be transferred to the relevant sections of *Occupancy Mode*. If the *Construction Mode* is not completed prior to beginning input into the *Occupancy Mode* additional data entry may be required and the accuracy of the tool compromised.

**Step Two: Verify that the project file is in *Occupancy Mode***

If you have not entered an Occupancy Date for your project you will need to do so to enable the *Occupancy Mode*. The option to establish an Occupancy Date will appear at the upper left of the project page (see below). After the Occupancy Date has been entered the tool will automatically default to *Occupancy Mode* if the project has both completed all of the design and construction phase submissions and if the current date is after the Occupancy Date.



After *Occupancy Mode* has been enabled by setting an Occupancy Date, *Occupancy Mode* and *Construction Mode* can be navigated by the links located in the upper left hand corner of the tracking tool. During *Occupancy Mode* you may wish to navigate to the *Construction Mode* to reference previously submitted information.

See below – Selecting *Occupancy Mode* after the occupancy date has been established

**MINNESOTA B3 GUIDELINES TRACKING TOOL** Logged in as Pat Smith  
My Account | Logout

Home Projects Reports About Administrator

Occupancy  
Construction Mode  
Occupancy Mode

Filter  
Expand the grid to display:  
My Action Items

Project Scorecard  
N/A  
N/A  
N/A  
N/A  
Details...

Legend  
Action Item  
Completed  
Variance  
Not applicable

**Transition to Operations** 123 Minneap, MN 1  
Project Detail: General | Team | Roles | Actions | Notes  
Current Phase: Design Development Phase  
Phase State: In Process  
You have 28 open action item(s)

Guideline	Responsible Role	Person	Action	AP	PP*	PS	SD	DD	CD	CA	CP
<b>PERFORMANCE MANAGEMENT</b>											
<b>P.0 Guideline Management</b> Read the Guideline											
P0A	Guideline Management Process	Guideline Leader	Pat Smith	Required	✓	✓	✓	✓	7%		
P0B	Variance Process	Guideline Leader	Pat Smith	Required				✓			
P0C	Share the project Story / apply for recognition	Guideline Leader	Pat Smith	Optional							
P0D	Maintain Project Archive	Guideline Leader	Pat Smith	Optional							
<b>P.1 General Project Data</b> Read the Guideline											
P1A	Building occupancy	Architectural Leader	Pat Smith	Required				✓			
P1B	Project Budget (Estimated Construction Cost)	Guideline Leader	Pat Smith	Required	✓			✓			
P1C	Property / Site Data	Architectural Leader	Pat Smith	Required				✓			
P1D	Building Data	Architectural Leader	Pat Smith	Required		✓				✓	
P1L	Schedule	Guideline Leader	Pat Smith	Required	✓	✓	✓	✓			

**Step Three: Establish a *Guideline Operations Leader* for the Project**

When you select *Occupancy Mode*: your tracking tool screen should look like this, note that the project name for this example is *Transition to Operations*

**MINNESOTA B3 GUIDELINES TRACKING TOOL** Logged in as Pat Smith  
My Account | Logout

Home Projects Reports About Administrator

Occupancy  
Construction Mode  
Occupancy Mode

Filter  
Expand the grid to display:  
All Guidelines

Legend  
Action Item  
Completed  
Variance  
Not applicable  
Current Phase  
Required  
Actual Phase

**Transition to Operations** 123 Minneap, MN 1  
Project Detail: General | Team | Roles | Actions | Notes  
Current Phase: 2014  
Phase State: In Process  
You have no open action items for this project

Guideline	Responsible Role	Person	Action	2014
<b>PERFORMANCE MANAGEMENT</b> 2014				
<b>P.1 General Project Data</b> Read the Guideline				
P1E	Building occupancy	Guideline Operations Leader	(Unassigned) Required	
P1F	Building Data	Guideline Operations Leader	(Unassigned) Required	
<b>P.5 Operations Commissioning</b> Read the Guideline				
P5C	Conduct Two Post-Occupancy Evaluations of the Project (for Supported Building Types)	Agency Contact	Pat Smith	Required
P5E	Perform Systems Recommissioning	Guideline Operations Leader	(Unassigned) Optional	
<b>SITE AND WATER</b> 2014				
<b>S.7 Landscape Water Efficiency</b> Read the Guideline				
S7C	Document actual irrigation water use	Guideline Operations Leader	(Unassigned) Required	

Under *Project Details*, open *Roles* and identify the roles of both *Facility Operations Manager* and *Guideline Operations Leader*.

**MINNESOTA B3 GUIDELINES TRACKING TOOL** Logged in as Pat Smith  
My Account | Logout

Home Projects Reports About Administrator

Occupancy  
Construction Mode  
Occupancy Mode

Filter  
Expand the grid to display:  
All Guidelines

Legend  
Action Item  
Completed  
Variance  
Not applicable  
Current Phase  
Required  
Actual Phase

**Transition to Operations** Current Phase: 2014  
Phase State: In Process  
You have no open action items for this project

123  
Minneapolis, MN 1  
Project Detail: [General](#) | [Team](#) | [Roles](#) | [Actions](#) | [Notes](#)

Guideline	Responsible Role	Person	Action	2014
<b>Phase Summary Reports:</b> 0%				
<b>PERFORMANCE MANAGEMENT</b> 2014				
P.1 General Project Data <a href="#">Read the Guideline</a>				
P1E Building occupancy	Guideline Operations Leader	(Unassigned)	Required	
P1F Building Data	Guideline Operations Leader	(Unassigned)	Required	
P.5 Operations Commissioning <a href="#">Read the Guideline</a>				
P5C Conduct Two Post-Occupancy Evaluations of the Project (for Supported Building Types)	Agency Contact	Pat Smith	Required	
P5E Perform Systems Recommissioning	Guideline Operations Leader	(Unassigned)	Optional	
<b>SITE AND WATER</b> 2014				
S.7 Landscape Water Efficiency <a href="#">Read the Guideline</a>				
S7C Document actual irrigation water use	Guideline Operations Leader	(Unassigned)	Required	

The *Guideline Operations Leader* is the responsible party to complete the Occupancy Mode requirements. If the role of *Guideline Operations Leader* has not been assigned, identify this person within your organization and place his/her name using the *Team* link under *Project Details*. When you open this tab your screen should look like this:

**MINNESOTA B3 GUIDELINES TRACKING TOOL** Transition to Operations

General **Team** Roles Actions Schedule Notes

Enter team members in the table below. Click the 'Add More Rows' link to add additional rows to the table. You can add an unlimited number of team members.  
Note: You must specify a valid email address for each team member. Each member will receive a welcome email along with instructions when this form is finished.  
Once a team member has been entered you are not allowed to edit their name or email address.

Email Address	First Name	Last Name	Company	Status	Last Login	
sml2059@umn.edu	Pat	Smith	CSBR	Active	10/16/2013 5:59:21 PM	Remove

**Add a Team Member**

Email Address:

First Name:

Last Name:

Company:  (Optional)

A welcome email will be sent to each team member.

If the individual who will be the *Guideline Operations Leader* is not already in this list, fill in the name and email of the *Guideline Operations Leader* below *Add a New Team Member* and click *Add*. Then clicking *Next* brings you to the *Roles* tab, where you can assign this team member to the *Guideline Operations Leader* role. Be sure to click *Finish* to save your work:

**B3 GUIDELINES TRACKING TOOL** Transition to Operations

General	Team	Roles	Actions	Schedule	Notes
		Civil Leader		Pat Smith	
		Design/Const. Commis. Leader		Pat Smith	
		Electrical Leader		Pat Smith	
		Energy Leader		Pat Smith	
		Guideline Leader		Pat Smith	
		Landscape Leader		Pat Smith	
		Mechanical Leader		Pat Smith	
		Operations Commissioning Leader		Pat Smith	
		Owner		Pat Smith	
		Planner		Pat Smith	
		Structural Leader		Pat Smith	
		Interior Design Leader		Pat Smith	
		Facilities Operations Manager		Pat Smith	
		Guideline Operations Leader		(Unspecified)	
		Agency Operations Contact		Pat Smith	
		SB 2030 Approver		Pat Smith	
		Project Observer		(Unspecified)	
		(Custom Role 1)		(Unspecified)	
		(Custom Role 2)		(Unspecified)	

Buttons: Cancel, < Prev, Next >, Finish

### Step Three: Verify the *Guideline Operations Leader* assignment

Return to the main screen and the *Guideline Operations Leader* should be in place and look like this: In this example Rich Strong has been assign the role of *Guideline Operations Leader*

MINNESOTA 3 GUIDELINES TRACKING TOOL

Logged in as Rich Strong  
My Account | Logout

Home Projects Reports About Administrator

Occupancy  
Construction Mode  
Occupancy Mode

Filter  
Expand the grid to display:  
All Guidelines

Legend  
Action Item  
Completed  
Variance  
Not applicable  
Current Phase  
Required  
Actual Phase

Transition to Operations  
123 Fake Street  
Minneapolis, MN 55455  
Project Detail: General | Team | Roles | Actions | Notes

Current Phase: 2010  
Phase State: In Process  
You have 7 open action item(s)

Guideline	Responsible Role	Person	Action	2010	2011	2012	2013	2014	2015
Phase Summary Reports:									
PERFORMANCE MANAGEMENT									
P1 General Project Data									
P1E Building occupancy	Guideline Operations Leader	Rich Strong	Required						
P1F Building Data	Guideline Operations Leader	Rich Strong	Required						
P5 Operations Commissioning									
P5E Perform Systems Recommissioning	Guideline Operations Leader	Rich Strong	Optional						
SITE AND WATER									
S.7 Landscape Water Efficiency									
S7C Document actual irrigation water use	Guideline Operations Leader	Rich Strong	Required						
S.8 Building Water Efficiency									
S8C Document actual building water use	Guideline Operations Leader	Rich Strong	Required						
ENERGY AND ATMOSPHERE									
E.1 Energy Use									
E1E Meet SB2030 Energy Standards	Guideline Operations Leader	Rich Strong	Pursued						
E1F Document actual energy use by type	Guideline Operations Leader	Rich Strong	Required						
INDOOR ENVIRONMENTAL QUALITY									
I.5 Thermal Comfort									
ISG Maintain temperature less than 80°F and greater than 64°F (Occupied hours only)	Guideline Operations Leader	Rich Strong	Optional						
ISH Maintain relative humidity (RH) between 20% and 50% (Occupied hours only)	Guideline Operations Leader	Rich Strong	Optional						
MATERIALS AND WASTE									
M.3 Waste Reduction and Management									
M3F Document building waste diversion rates	Guideline Operations Leader	Rich Strong	Required						

### Step Four: Fill out current project information

If you are assigned as the *Guideline Operations Leader* you will be prompted to open Guideline P1E *Building Occupancy* and other guidelines with this symbol and to verify or complete the best estimates of hourly occupation of the building. If it is an office building fill the *Building employees, yearly person hours*. If it is a residential building fill in the *Building residents, yearly person hours*. Also complete the *Building visitors, yearly person hours*.

Open P1F *Building Data* and verify or complete entries on lines P1F1 and P1F2, as well as the space types below. If they are not already completed (carried forward from the *Construction Mode* by the tool) you may wish to navigate to the *Construction Mode* and reference the numbers that were entered in SP1D1 and P1D2.

This symbol will alert you that this guidelines has not been filled out. Click on and the guideline will open so you can fill in the appropriate information and click save and the information will be recorded and this will meet the requirements of the guidelines

## **Step Five: Upload Post Occupancy Evaluations and Enter Operations Commissioning Information**

The B3 Guidelines require operations commissioning – a small set of operational requirements for the project; a template for the annual report is available as Appendix P-5c at [www.b3mn.org/guidelines/documents.html](http://www.b3mn.org/guidelines/documents.html). This annual updated report is uploaded under section P5a in the tracking tool. Also navigate to P5b and indicate that operations management is being pursued during operation.

For supported building types the B3 Guidelines require two Sustainable Post Occupancy Evaluations (SPOES). Reference <http://www.b3mn.org/poe/about.html> to determine if your project type is currently supported and to contact the SPOE team who will arrange and execute the evaluation and provide SPOES report with results. When available, upload these documents into section P5C or indicate that your building type is unsupported (and therefore exempt from the SPOES requirement).

If Bird-safe guidelines (S14) were required for your project you will need to sign off that bird-safe practices in operation are being followed by answering “yes” under Guideline S14.

## **Step Six: Enter Energy Consumption Information**

We recommend setting up and inputting the Energy Consumption information prior to inputting the water information, as the process is similar. Both energy and water consumption information is entered in through the B3 Benchmarking system which is linked to the B3 Guidelines Tracking Tool file for the project. If you currently use B3 Benchmarking for this building please notify Rich Strong at [sttron081@umn.edu](mailto:sttron081@umn.edu) that you would like your project in the Benchmarking system linked to the B3 Tracking Tool. Once this is done the annual energy consumption can automatically populate E1F through the B3 Tracking Tool. (see below)

If you do not currently have this building project in the B3 Benchmarking program, please notify Rich Strong at [sttron081@umn.edu](mailto:sttron081@umn.edu) that you would like a building site created for your project. They will need to know the *Data Owner* – an individual who will ultimately be in charge of entering consumption data into B3 Benchmarking (This may be the *Guideline Operations Leader*). They may request other building information necessary to create the B3 Benchmarking file.

You will be notified once your B3 Benchmarking building site has been created and linked to your B3 Tracking Tool file. You will access and input your utility consumption information through the B3 Tracking Tool by clicking on the *Launch B3 Benchmarking* button under guideline E1F. The B3 Benchmarking program will open, allowing you to enter or edit your utility information. (see below)

**MINNESOTA 3 GUIDELINES TRACKING TOOL**

Logged in as Rich Strong  
My Account | Logout

Home Projects Reports About Administrator

Occupancy  
Construction Mode  
Occupancy Mode

Filter  
Expand the grid to display:  
All Guidelines

Legend  
Action Item  
Completed  
Variance  
Not applicable  
Current Phase  
Required  
Actual Phase

**Transition to Operations**  
123 Fake Street  
Minneapolis, MN 55455  
Project Detail: General | Team | Roles | Actions | Notes

Current Phase: 2010  
Phase State: In Process  
You have 7 open action item(s)

Guideline	Responsible Role	Person	Action	2010	2011	2012	2013	2014	2015
<b>Phase Summary Reports:</b>									
<b>PERFORMANCE MANAGEMENT</b>									
P1 General Project Data									
P1E Building occupancy	Guideline Operations Leader	Rich Strong	Required						
P1F Building Data	Guideline Operations Leader	Rich Strong	Required						
P5 Operations Commissioning									
P5E Perform Systems Recommissioning	Guideline Operations Leader	Rich Strong	Optional						
<b>SITE AND WATER</b>									
S7 Landscape Water Efficiency									
S7C Document actual irrigation water use	Guideline Operations Leader	Rich Strong	Required						
S8 Building Water Efficiency									
S8C Document actual building water use	Guideline Operations Leader	Rich Strong	Required						
<b>ENERGY AND ATMOSPHERE</b>									
E1 Energy Use									
E1E Meet SB2030 Energy Standards	Guideline Operations Leader	Rich Strong	Pursued						
E1F Document actual energy use by type	Guideline Operations Leader	Rich Strong	Required						
<b>INDOOR ENVIRONMENTAL QUALITY</b>									
L5 Thermal Comfort									
L5G Maintain temperature less than 80°F and greater than 64°F (Occupied hours only)	Guideline Operations Leader	Rich Strong	Optional						
L5H Maintain relative humidity (RH) between 20% and 50% (Occupied hours only)	Guideline Operations Leader	Rich Strong	Optional						
<b>MATERIALS AND WASTE</b>									
M3 Waste Reduction and Management									
M3F Document building waste diversion rates	Guideline Operations Leader	Rich Strong	Required						

Click on the on E1f under the year that you are inputting. Here it is YEAR 2010. Each year corresponds to one year of operation, starting on the occupancy date of the listed year.

When you have click on E1F you should see this screen:

**MINNESOTA 3 GUIDELINES TRACKING TOOL**

Ongoing Occupancy 2010 Phase  
Responsible Role: Guideline Operations Leader (Rich Strong)

2010 2011 2012 2013 2014 2015

**E.1 Energy Use**  
E1F. Document actual energy use by type

REQUIRED  
Read The Guideline

Annual Summary Monthly Consumption

**Transition to Operations**

kBtu/SF/year

Average Building SB 2030 Standard SB 2030 Design Target Year 1 Year 2 Year 3

If you made changes to B3 consumption or target data, click here to refresh.

Launch the SB 2030 Energy Standards Tool  
Enter the B3/SB 2030 Design Target  
Launch B3 Benchmarking

Click the 'Check for Compliance' button and continue to step 2. Check for Compliance Cancel

If the project has an active link to a B3 Benchmarking file the links (buttons) to the SB 2030 Energy Standard and the B3/SB 2030 Design Target should have appeared like this (above). If not then you will have to refresh the page (by clicking on the link to the left of the B3 buttons, where it says “click here”). If you still don’t see the buttons above please contact [sttron081@umn.edu](mailto:sttron081@umn.edu) for assistance.



To enter your utility data click like this:

and you will get a screen that should look

3 BENCHMARKING

QA, Quality Assurance 1  
Transition to Operations  
1313 Mockingbird Lane  
Quality Assurance 1, MN 55555

City Hall  
10,000 SF

SUMMARY BENCHMARK PEER COMPARISON ENERGY STAR BASELINE REPORTS IMPROVEMENTS

**B3 Benchmark**  
This site has insufficient data to provide an accurate B3 Benchmark.

**B3 Peer Rating**  
Site must be benchmark complete to compare against peers.

**ENERGY STAR Score**  
This site is not eligible to receive an ENERGY STAR score.

**Baseline**  
This site has insufficient information to calculate a proper baseline.

Meter Data Current To ..... 5/20/2013  
Contiguous Months ..... 0

Buildings (This site contains one building)

City Hall  
1313 Mockingbird Lane  
Quality Assurance 1, MN 55555

City Hall  
10,000 SF  
Occupied 1/1/1960

Meters (4 meters)

Meter Name	Status	Type	Utility Company	Meter #	Account #	First Rdg	Last Rdg
Electric	⚠	Electric	Alliant Energy - IPL	EM1	EM1	1/1/2006	5/20/2013
natural gas	✓	Natural Gas	Alliant Energy - IPL			1/10/2014	2/10/2014
Natural Gas	✓	Natural Gas	Alliant Energy - IPL			1/10/2014	2/10/2014
new wood meter	✓	Wood	(Unknown)			12/27/2006	10/31/2008

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In this case the meters are already set up in your file. If you need to add meters to your property please follow the instructions below:

A building meter is added by clicking *Add*. Note that below the file is in the B3 Benchmarking *Energy Mode*, we will use the *Water Mode* later.

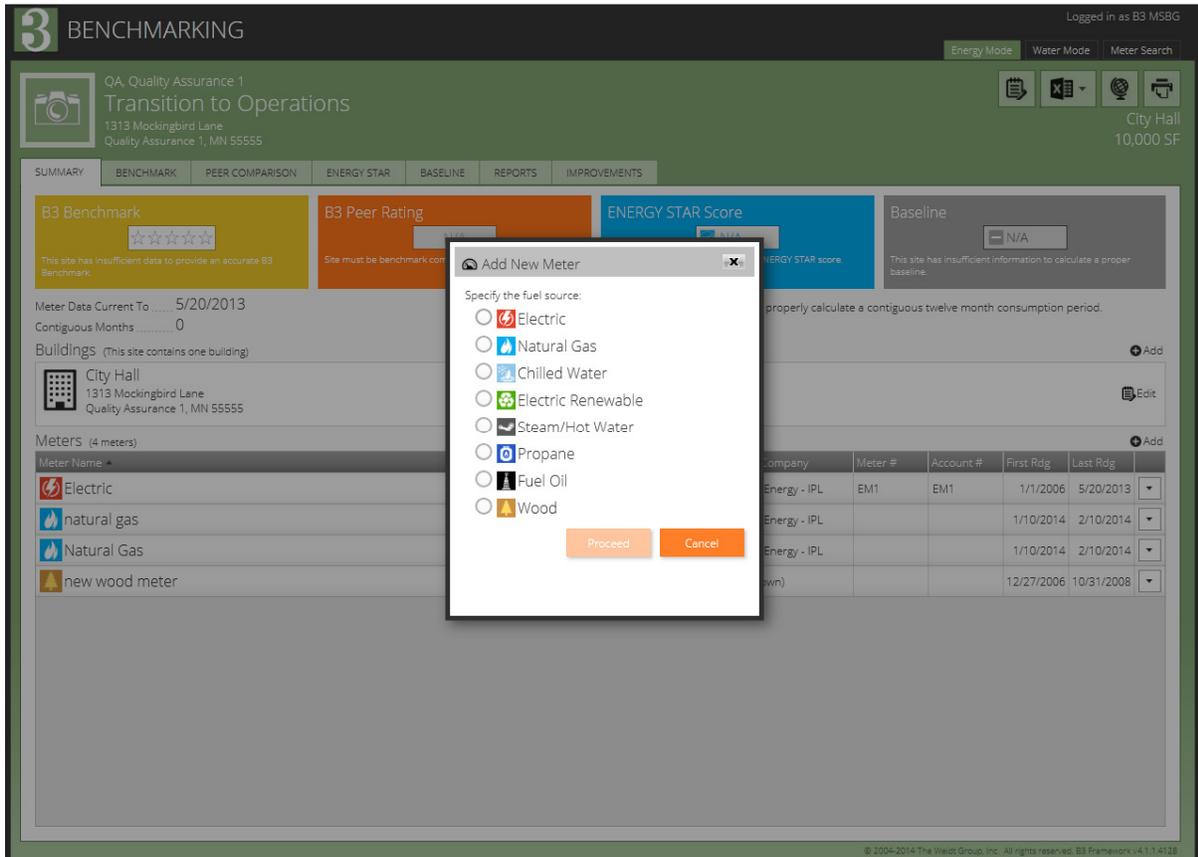
The screenshot shows the B3 Benchmarking software interface. At the top, the 'Energy Mode' tab is selected, with 'Water Mode' and 'Meter Search' also visible. The main content area is divided into several sections:

- Summary:** Includes tabs for SUMMARY, BENCHMARK, PEER COMPARISON, ENERGY STAR, BASELINE, REPORTS, and IMPROVEMENTS.
- Performance Metrics:**
  - B3 Benchmark:** Shows a star rating and a note: "This site has insufficient data to provide an accurate B3 Benchmark."
  - B3 Peer Rating:** Shows "N/A" with the note: "Site must be benchmark complete to compare against peers."
  - ENERGY STAR Score:** Shows "N/A" with the note: "This site is not eligible to receive an ENERGY STAR score."
  - Baseline:** Shows "N/A" with the note: "This site has insufficient information to calculate a proper baseline."
- Meter Data:** Current To: 5/20/2013, Contiguous Months: 0. A warning icon indicates: "Site has insufficient data to properly calculate a contiguous twelve month consumption period."
- Buildings:** Lists "City Hall" (1313 Mockingbird Lane, Quality Assurance 1, MN 55555) with 10,000 SF and occupied since 1/1/1960. An "Add" button is visible.
- Meters (4 meters):** A table listing meters for the building.
 

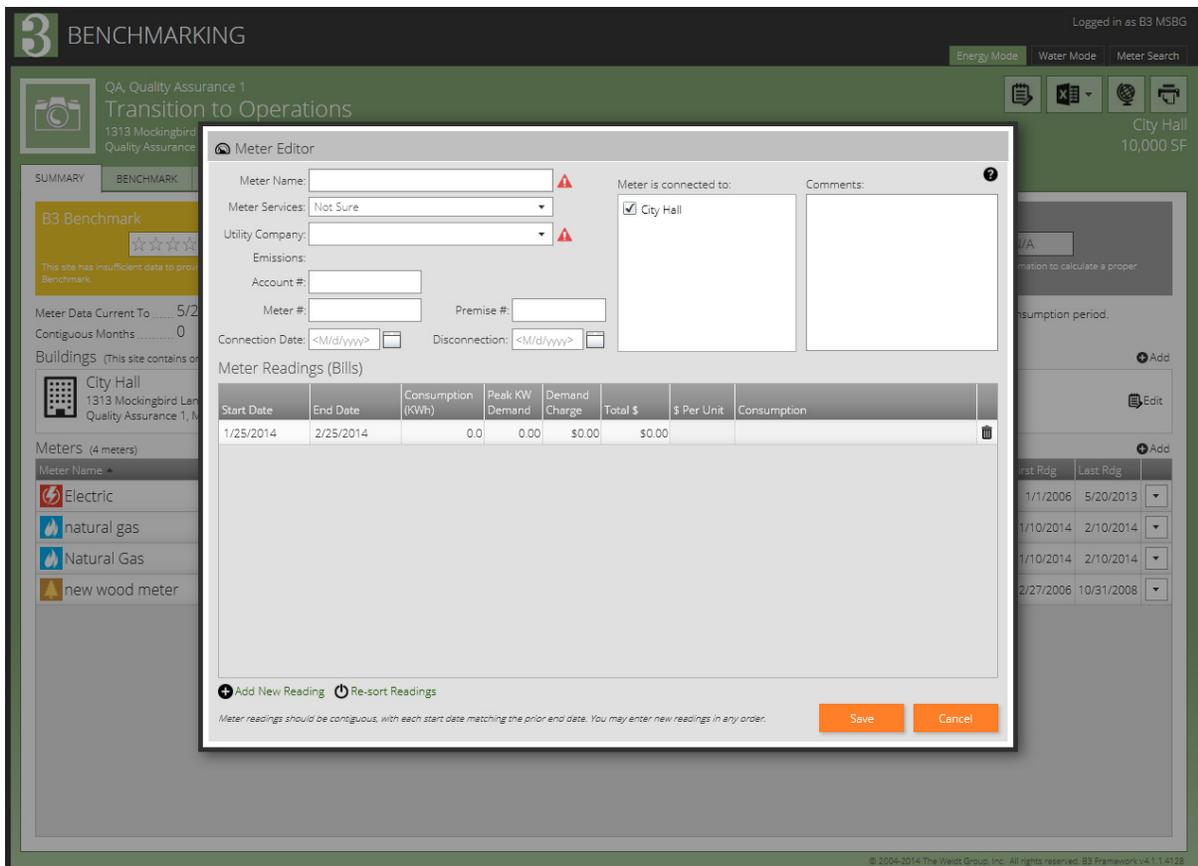
Meter Name	Status	Type	Utility Company	Meter #	Account #	First Rdg	Last	Add a New Meter
Electric	⚠	Electric	Alliant Energy - IPL	EM1	EM1	1/1/2006	5/20/2013	▼
natural gas	✓	Natural Gas	Alliant Energy - IPL			1/10/2014	2/10/2014	▼
Natural Gas	✓	Natural Gas	Alliant Energy - IPL			1/10/2014	2/10/2014	▼
new wood meter	✓	Wood	(Unknown)			12/27/2006	10/31/2008	▼

Red arrows in the image point to the 'Energy Mode' tab and the 'Add' button in the meters table.

The following screen should appear:



Select the meter type and click on Proceed the screen should look like this:



Enter the following Information: Meter Name, Meter Services, Utility Company (pull down menu). Account #, Meter # etc. Make sure that in the box labeled Meter is connected to: your building is listed there.

Input the usage associated with this meter, including start and end dates, consumption and associated charges.

Once the utility data is saved in the B3 Benchmarking site, you can close the B3 Benchmarking Program and navigate back to the B3 Tracking Tool. The information should be automatically input into E1F (though you may need to refresh the page). Verify the information is correct and click on *Check for Compliance*.

### **Step Seven: Run the Energy Standard Tool**

Open *E1E Meet SB 2030 Energy Standards*; you will need to click on *Launch the SB 2030 Standards Tool* to re-run the Energy Standard for the building and generate relevant entries for the tracking tool.

**E.1 Energy Use**

**E1E. Meet SB2030 Energy Standards**

**REQUIRED**

[Read The Guideline](#)

Step 1. Fill out the form below. *Fields in yellow are editable, fields in blue are calculated, fields in gray are not applicable.*

 If the project is pursuing SB2030, then compliance check looks for complete entries, and actual energy use per square foot less than or equal to identified 2030 Energy Standard.

E1E1. Is the project required (or volunteering) to follow SB2030? .....

Requirements defined under Minnesota Sustainable Building 2030. See the SB 2030 website for more details: [www.b3mn.org/2030energystandard/](http://www.b3mn.org/2030energystandard/)

E1E3B. Which method are you using to calculate your Energy Standard? .....  ▾



E1E5. Calculated building composite Energy Standard .....  kBtu/s. f.yr. 

E1E5K. SB2030 Energy Standard .....  kBtu/s. f.yr.

Note: Design Energy and Design Carbon Emissions values are referenced from consumption information collected in E.1f. Please provide consumption data before attempting compliance with E.1E.

E1E6. Design Energy Use per Square Foot .....  kBtu/s. f.yr.

Click the "Check for Compliance" button and continue to step 2.

Verify that the information in the standard tool is accurate; the inputs should have carried through from the previous phase. If needed, make any changes in occupancy, schedule, or use of the building, click *Next* to run your SB2030 Energy Standard. Click *Finish* to import your calculated results back to the B3 Guidelines Tracking Tool.

**ENERGY STANDARDS TOOL**

**Step 2: Project Characteristics**

Project Name \*

Project Organization \*

Project City \*

Building Area Types  1  2  3

Building Area Type

Gross Floor Area \*

Number of Floors \*

Construction

Heating  non-District  District

Cooling  non-District  District

Space Types [Edit Space Types...](#)

INFORMATION

Verify the *Design Energy Use per Square Foot* and the *Design Carbon Emissions per Square Foot* from your design model. The Actual Energy Use will be automatically imported from E1EF. Clicking *Check for Compliance* verifies that the building is operating within the SB2030 Standard for that year of operation.

You may wish to also input your projects estimated energy consumption from the simulation into the Benchmarking program, which allows monthly utility data to be evaluated. Consider inputting your project’s utility consumption monthly to allow a better response to any problems that may arise and more fully uses the Benchmarking program to evaluate your project’s performance. You can copy the monthly consumption estimates from the B3 Tracking Tool and input it into the B3 Benchmarking program, under “Targets.”

### **Step Eight: Enter Water Information**

Tracking water consumption is also done through the B3 Tracking Tool using the Benchmarking Program; the process is similar to inputting energy consumption information. The inputs will vary based on whether irrigation is metered separately from indoor water consumption. Separate irrigation consumption tracking is required for tracking of B3 Guidelines requirements, though mixed consumption tracking is supported but non-compliant.

Even if the project does not have any irrigation consumption it will be necessary to open S7C for each year of reporting.

Open *S7C Document Actual Irrigation Water Use* and input values, verify or complete entries for SC71 and SC72. You may wish to navigate to the *Construction Mode* and reference the numbers that were entered in S7A1A and S7A1B. If you do not have water information already entered into B3 Benchmarking launch the program by clicking on *Launch B3 Benchmarking*.



## GUIDELINES TRACKING TOOL

**Ongoing Occupancy 2010 Phase**  
Responsible Role: Guideline Operations Leader (Rich Strong)

2010
2011
2012
2013
2014
2015

### S.7 Landscape Water Efficiency

#### S7C. Document actual irrigation water use

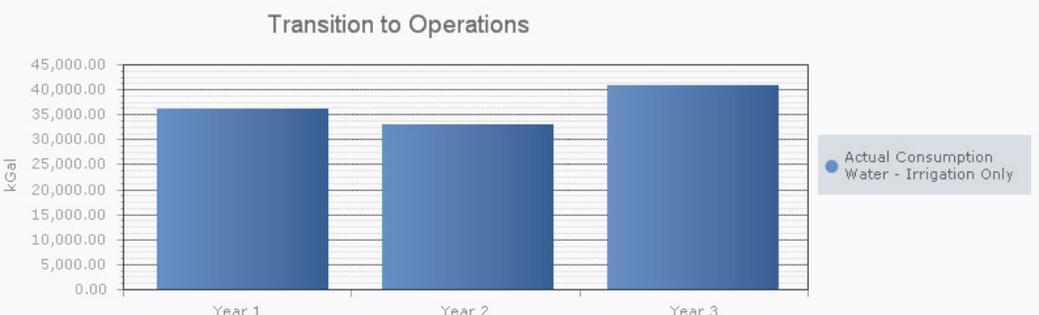
REQUIRED

[Read The Guideline](#)

**Warning. This guideline is assigned to Rich Strong. Click the checkbox to enable for editing.**

Annual Summary
 Monthly Consumption

#### Transition to Operations



If you made changes to B3 consumption or target data, [click here](#) to refresh.

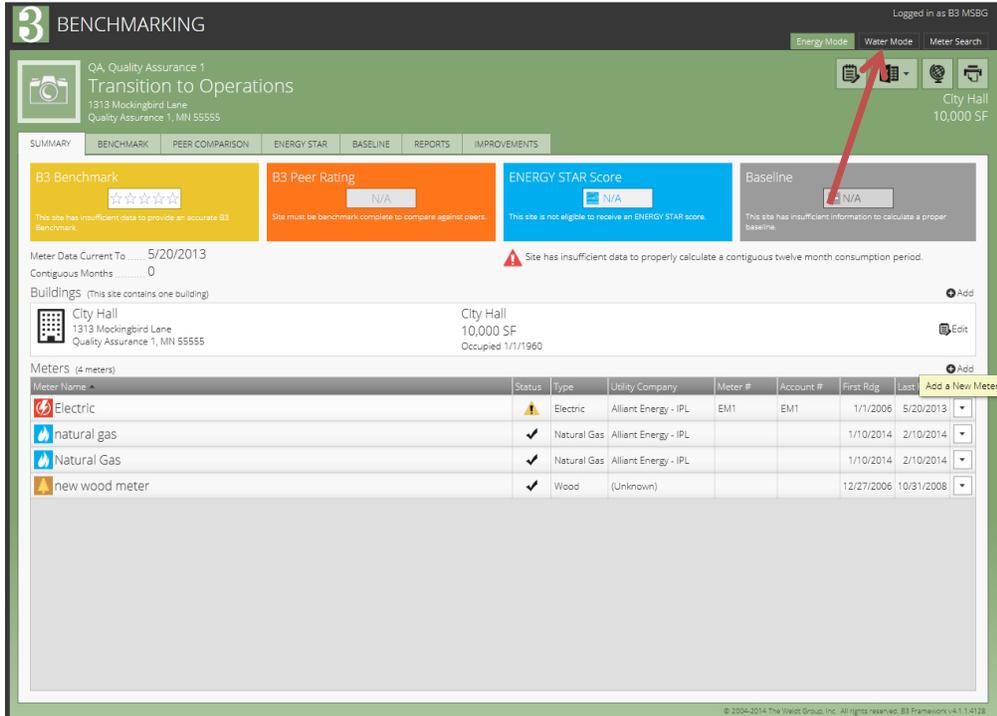
Launch  
**B3**  
 Benchmarking

S7C1. Total irrigation water consumption, base case (after establishment period) .....	<input style="width: 90%;" type="text" value=""/>	gallons/year	
S7C1F. Annual irrigation water consumption requirement .....	<input style="width: 90%;" type="text" value="0"/>	gallons/year	=[S7C1] * 0.5
S7C2. Calculated predicted municipal water and harvested groundwater used for irrigation .....	<input style="width: 90%;" type="text" value=""/>	gallons/year	
S7C3. Total actual irrigation water consumption (municipal and harvested groundwater) .....	<input style="width: 90%;" type="text" value=""/>	gallons/year	
S7C4. Percent difference from base case .....	<input style="width: 90%;" type="text" value="NaN"/>	%	

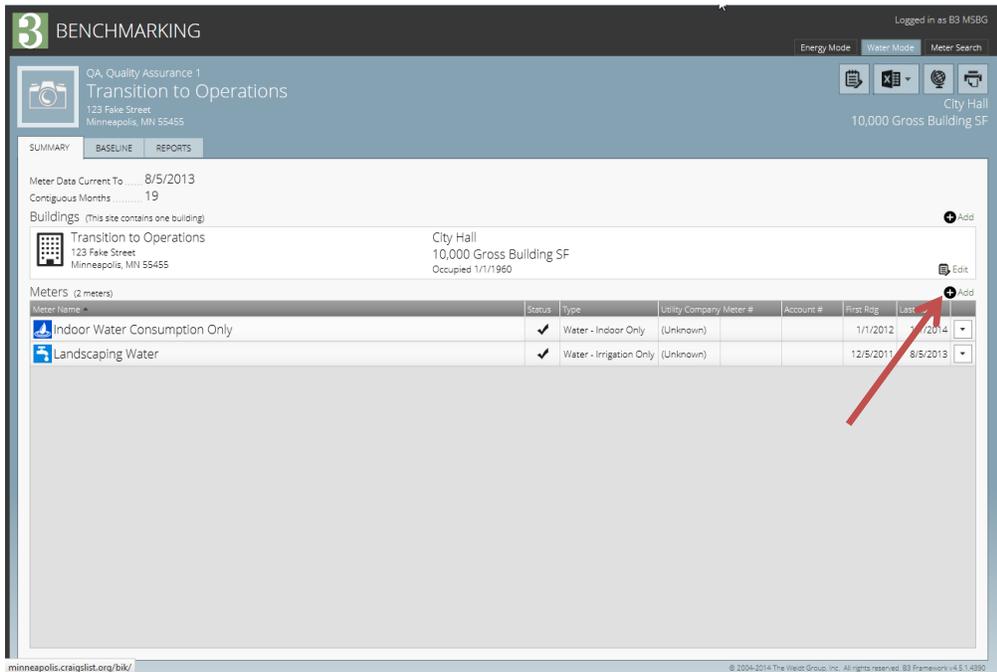
**Notes** (Optional - specify notes about methods used, key resources, or other information)

**Strategies** (Optional - specify strategies employed to meet compliance)

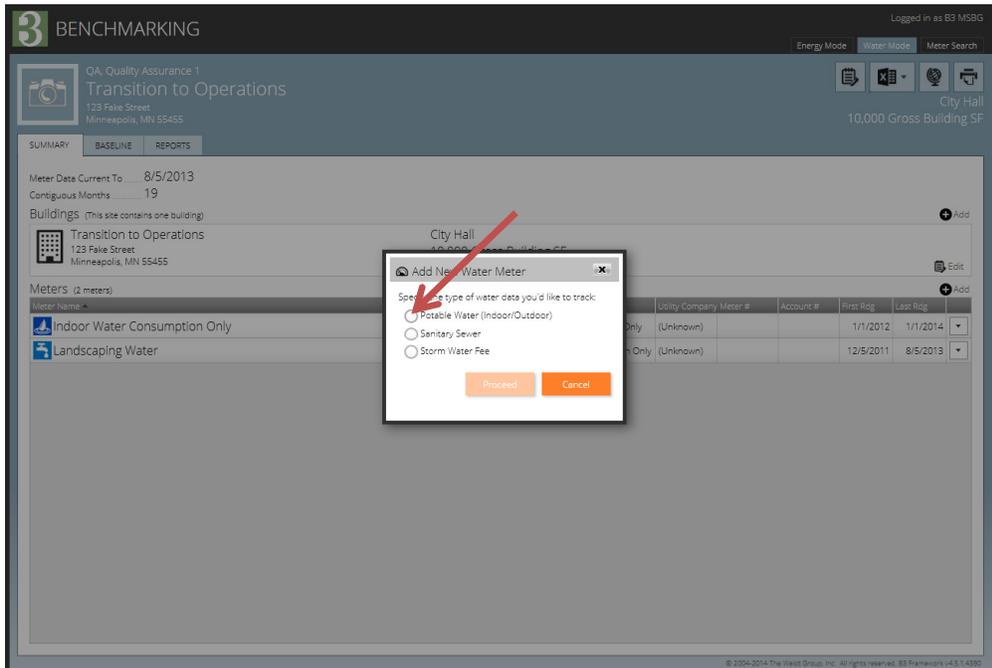
In B3 Benchmarking navigate to the water mode:



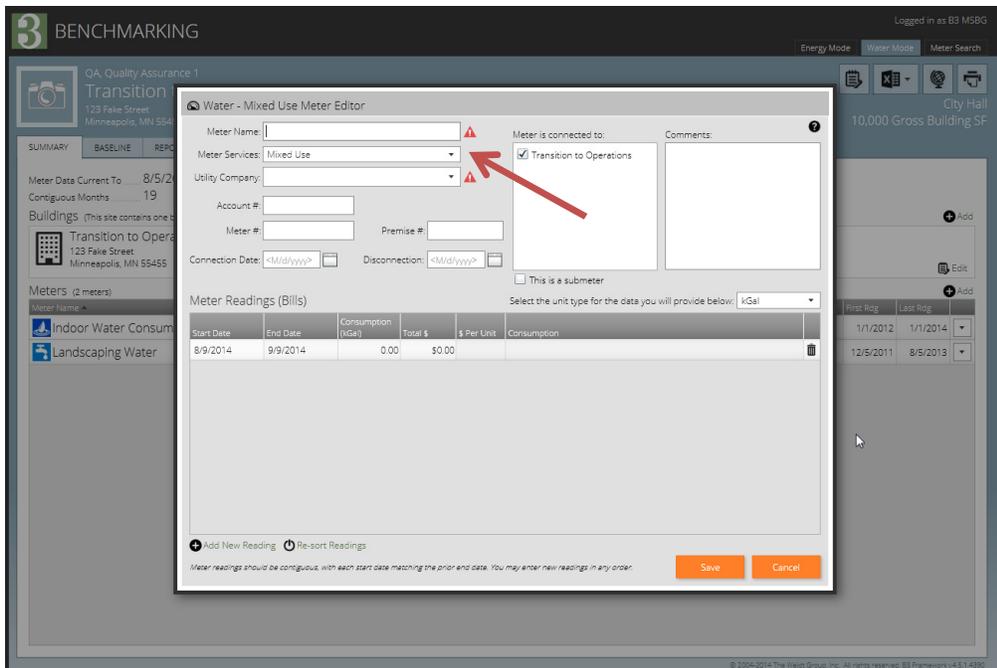
In the water you will need to establish meters, here we have both indoor and outdoor water meters established:



Similar to the process to add an energy meter you can add water meters by clicking add, you will get this dialog box:



Clicking on “Potable Water” allows you to establish the Meter Name, Utility Company, account number, meter number and other criteria. Note that it is essential that you indicate whether this meter serves indoor or outdoor water consumption under “Meter Services” as the tracking tool relies on this information to determine compliance with S7C and S8C. After S7C1 and S7C2 have been input you will also see the B3 requirement and the design estimates for irrigation consumption graphed on the annual view. If you do not have sub-metered irrigation you can indicate that the meter services mixed indoor and outdoor consumption:



After all water information (indoor and irrigation consumption) has been saved you can close the Benchmarking program and return to the B3 Tracking Tool and refresh the page. S7C4 will calculate the percentage difference and determine compliance, and the tool will graph the consumption related to the B3 requirement and the design estimate.

Open S8C Document Actual Building Water Use and verify or complete entries for lines S8C1 and S8C2. You may wish to navigate to the *Construction Mode* and reference the numbers that were entered in S8A1A and S781B if values are not present. The total amount of water of actual annual building water consumption from your water will be imported from the B3 Benchmarking program, and S8C4 will calculate the percentage difference and determine compliance:

**MINNESOTA B3 GUIDELINES TRACKING TOOL**

Ongoing Occupancy 2010 Phase  
Responsible Role: Guideline Operations Leader (Rich Strong)

2010 2011 2012 2013 2014 2015

**S.8 Building Water Efficiency**  
**S8C. Document actual building water use**

**Warning. This guideline is assigned to Rich Strong. Click the checkbox to enable for editing.**

Annual Summary Monthly Consumption

Transition to Operations

kCal

Year 1 Year 2 Year 3

Actual Consumption Water - Irrigation Only

Launch B3 Benchmarking

If you made changes to B3 consumption or target data, [click here](#) to refresh.

S8C1. Total building water consumption for regulated fixtures, base case ..... gallons/year

S8C1F. Annual indoor water consumption requirement (30% reduction from base case, note that this also includes irrigation for earlier projects without separately metered irrigation) ..... 0 gallons/year

S8C2. Calculated predicted municipal water used for regulated fixtures ..... gallons/year

S8C3. Total actual water consumption (including irrigation for earlier projects without irrigation sub-metering) ..... gallons/year

S8C4. Percent difference from base case ..... NaN %

Notes (Optional - specify notes about methods used, key resources, or other information)

Strategies (Optional - specify strategies employed to meet compliance)

Note that if you have mixed indoor and outdoor water consumption, the combined values (and the combined B3 requirement) will be tracked in S8C. Also – after S8C1 and S8C2 are input the B3 requirement and the estimated consumption will show up on the annual graphs.

### **Step Nine: Enter Waste Information**

Open M3F *Waste Reduction and Management*; fill in M3F1, M3F2 and M3F3. In M3F2, enter the total amount of solid waste that was generated during the operation of the project for that year. In M3F3, enter the total amount of operational waste that was recycled or otherwise diverted from a landfill for that year of operation. M3F4 will calculate the percentage recycled and determine compliance. If waste tracking is not available based on your waste tracking service indicate this in M3F1.

**Step Ten: Ongoing Operations Compliance**

Repeat steps four through nine every year for ten years. Change team members as necessary to complete required tracking.