

CATEGORY	NEAR TERM	LONG TERM	
DOCUMENTATION			COST
	DEVELOP CBECS AND EUI INFO PROJECTS OVER THE PAST YEAR	ALL PROJECT MANAGERS WILL INPUT INFORMATION	
		PROJECT MANAGERS WILL DEVELOP ENERGY BUDGETS ALL PROJECTS WILL STRIVE TO HAVE M&V POST OCCUPANCY EVALUATION	

CATEGORY	SHORT TERM	LONG TERM	COST
OFFICE OPERATIONS			
	RECYCLING PROGRAM INCLUDING ELECTRONICS		-
	COMPOSTING PROGRAM AT KITCHEN	ONGOING- INCLUDE PLATES, UTENSILS	\$
	LARGE PERCENTAGE OF EMPLOYEES USE PUBLIC TRANSPORTATION; SUBWAY , BUS		-
	USE GO TO MEETING AND TELECONFERENCING WHERE POSSIBLE INSTEAD OF TRAVELING TO LOCATIONS	PROVIDE ADDITIONAL CONFERENCE ROOM TELECONFERENCE CAPACITY	\$
	LIGHT SENSORS/ EFFICIENT LIGHTING TIMERS - (REVIEW CURRENT STATUS OF CONTROLS)	EMERGY MONITORING "DASHBOARD" TO GAUGE ANNUAL ENERGY USAGE WITHIN OFFICE - CONSIDER TASK LIGHTS TO LOWER W/SF	\$\$
	ELIMINATE TRASH CANS AT DESK TO REDUCE WASTE AND MAKE FIRM MEMBERS THINK ABOUT WHAT THEY DISPOSE TO TRASH		-
	GREEN COMMITTEE TO REVIEW ONGOING OPERATION AND SUGGEST STRATEGIES. ANNUAL REVIEW		-
	FOCUS ON LOCALLY GROWN OPTIONS FOR FOOD RESOURCES FOR OFFICE LUNCHESES		\$
	USE ZIP CAR AND OTHER OPTIONS THAT REDUCE COST TO FIRM AND REDUCE DRIVING TO WORK.	TRAVEL CREDITS AND CARBON OFFSETS FOR OFFICE RELATED TRAVEL	(\$)
	PAPER USAGE MONITORING		(\$)
?	PURCHASE RECYCLED PAPER		
	REMINDEES TO TURN OFF MONITORS		(\$)
	REDUCE DISPOSABLES. PURCHASE CHINA FOR THE KITCHEN. ELIMINATE PAPER CUPS IN FAVOR OF CERAMIC	CHINA FOR KITCHEN. ELIMINTE ALL DISPOSABLES	(\$)

OPERATIONS CONTINUED	PROVIDE MONTHLY UPDATES ON PROGRESS. USE ALL OFFICE MEETING TO TALK WITH OFFICE ABOUT CURRENT PROGRAMS		-
	INCREASE VOLUNTEER EFFORTS THAT FIT THE SUSTAINABILITY ISSUE (FITS WITH IDP UNITS, USGBC CREDITS)		\$\$
	SMALL STEPS WITH BOSTON PROPERTIES (BATHROOM CHANGES)	LARGE STEPS WITH BOSTON PROPERTIES (WINDOWS)	\$\$
		LOOK AT OPPORTUNITES FOR "GREENING" THE STUDIO.	?
	WORK TOWARDS GREENING OUR EXISTING OFFICE AS MUCH AS POSSIBLE	ARC TO WORK IN A NET ZERO ENERGY FACILITY	\$\$\$

CATEGORY	SHORT TERM	LONG TERM	COST
DESIGN			
	<p>PRIMARILY FOCUS ON ENERGY CONSERVATION STRATEGIES BEFORE FOCUSING ON RENEWABLES. COMMIT TO INTEGRATED DESIGN. INCLUDE ENERGY BUDGET (CBECS)</p>	<p>INTEGRATE PV, WINDPOWER, AND OTHER POTENTIALLY RENEWABLE OPTIONS (CBECS AND BEYOND)</p>	\$
EDUCATION	<p>EDUCATE STAFF BY HAVING GREEN PRESENTATIONS AND LUNCH AND LEARNS, INVITE EXPERTS IN ZERO NET ENERGY. INCLUDE POTENTIAL CONSULTANT TEAMS.</p>	<p>COMMIT TO LEED AP FOR ALL DESIGN STAFF. MAKE CERTAIN FIRM SUPPORTS AND ASSISTS IN MAINTAINENCE OF CEU. (USGBC REQUIREMENT) AIA 2030 WILL QUALIFY.</p>	\$\$
GREEN CHARRETTE	<p>EACH PROJECT BEGINS WITH A GREEN DESIGN CHARRETTE, CLARIFY PROJECT GOALS AND EDUCATE OURSELVES ON POSSIBILITIES, INCLUDE MEP TRADES AND OTHER RELEVANT CONSULTANTS.</p>	<p>ALL PROJECTS HAVE AN INTEGRATED APPROACH</p>	\$
DESIGN STRATEGIES	<p>IMPLEMENT BASIC ENVELOPE STRATEGIES AND PROVIDE A PROJECT CHECKLISTS TO INCLUDE:</p>	<p>IMPLEMENT BASIC ENVELOPE STRATEGIES AND PROVIDE A PROJECT CHECKLIST TO INCLUDE:</p>	\$
	<p>TREAT N, S, E, W ELEVATIONS WITH APPROPRIATE GLAZING SIZING AND STRATEGIES USING "RULES OF THUMB"</p>	<p>PROVIDE DETAILED ANALYSIS OF ELEVATION DESIGN AND THERMAL MEASUREMENTS</p>	-
	<p>WHERE POSSIBLE, ORIENT BUILDING WITH LONG AXIS RUNNING EAST TO WEST WHERE APPROPRIATE</p>	<p>CONTINUE</p>	-
	<p>INCREASE THERMAL MASS OF PROJECTS WALLS. FOCUS ON TIGHT ENVELOPE AND BETTER INSULATION.</p>	<p>DEVELOP KNOWLEDGE CENTER ON INTRANET FOR DOCUMENTED STRATEGIES</p>	-
	<p>EFFICIENT LIGHTING STRATEGIES COUPLED WITH EFFECTIVE NATURAL DAYLIGHTING</p>	<p>PLANNING FOR NATURAL VENTILATION STRATEGIES TO REDUCE MECHANICAL EQUIPMENT LOADS. HIGHER KNOWLEDGE AND AWARENESS OF APPROPRIATE WINDOW SIZINGS AND DAYLIGHT</p>	\$

DESIGN CONTINUED	USE EXTERIOR ENVELOPE STRATEGIES TO REDUCE MECHANICAL EQUIPMENT SIZING. SPECIFY HEAT RECOVERY AND REDUCED FAN POWER FOR MECHANICAL SYSTEMS		-
	ALLOW FOR FUTURE INSTALLATION OF P/V WHERE NOT CURRENTLY PRACTICAL. ANALYZE OPTIMAL LOCATIONS FOR P/V ON FAÇADE AND ROOF	PROVIDE INTEGRATED SOLUTIONS FOR PV WHERE PRACTICAL. PROVIDE PAYBACK ANALYSIS	\$
	ENERGY MODELING FOR 75% OF PROJECTS. BRING CONSULTANTS IN TO BETTER UNDERSTAND DATA	ENERGY MODELING FOR ALL PROJECTS	\$\$
	REDUCE SOLAR GAIN ON GLASS AT SUMMER EXPOSURES AND/OR USE HIGH PERFORMANCE SHGC	ELIMINATE SUMMER SOLAR GAIN	-
	COMMIT A DESIGN TEAM MEMBER TO FOLLOW UP ON GREEN STRATEGIES AND KEEP PROJECT FOCUS	ONGOING	-
EARLY ENERGY MODELING	START PROJECTS WITH RUDIMENTARY ENERGY MODELING USING ECOTEK. COMMIT TO TRAINING ARCHITECTURAL STAFF AND INVOLVING MEP ENGINEERS IN EARLY ANALYSIS	DEVELOP STRATEGIES AND RESOURCES FOR EVALUATING RENEWABLE ENERGY OPTIONS AND PAYBACK ANALYSIS	\$\$
M&V	COMMIT CLIENT TO FOLLOW UP ON MEASUREMENT AND VERIFICATION	ARC TO COLLECT AND USE DATA FOR DESIGN AND MARKETING PURPOSES	\$\$
CONSULTANTS	MEET WITH CONSULTANTS TO DETERMINE THEIR STRATEGIES AND PARTNER FOR COLLABORATIVE EFFORT. INLCUDE ALL CONSULTANTS (MEP, SITE, STRUCTURAL, ETC..)	ALL CONSULTANT TEAM MUST AGREE TO MEETING REQUIREMENTS OF AIA 2030 AND PARTNER WITH ARC TO MEET THE CHALLENGE	-
NET ZERO TIMELINE	MEET AIA GOAL OF 60% CARBON REDUCTIONS CURRENTLY IN PLACE	PRODUCE ONE NET ZERO ENERGY BUILDING BY 2015	\$\$

GREEN TEAM	GREEN REVIEWS- USE OFFICE DESIGN REVIEWS TO STUDY PROJECTS ALREADY COMPLETED (ARC AND OTHER FIRMS WORK) AND SEE WHAT STRATEGIES HAVE BEEN MOST EFFECTIVE.	HAVE GREEN REVIEWS FOR ONGOING PROJECTS AS WELL AS DESIGN REVIEWS	\$
ARC LAB (RESEARCH)	DIAGRAM A SET OF EFFECTIVE STRATEGIES AS LISTED ABOVE	CREATE A RESEARCH 'LAB' TO FOCUS ON PROTOTYPES FOR PROJECTS REPRESENTING ARC CLIENT BASE PROJECT TYPES	\$\$\$
2030/LEED COORDINATOR(S)	PROVIDE A GREEN DESIGN COORDINATOR OR COMMITTEE TO PROVIDE PROJECT REVIEWS, A LIBRARY OF KNOWLEDGE, AND SHARING OF STRATEGIES AMONGST PROJECT TEAMS. WORK WITH TEAMS ON LEED DOCUMENTATION	DEVELOPMENT OF AN ON-LINE KNOWLEDGE CENTER FOR NET ZERO ENERGY DESIGN STRATEGIES. MAKE PART OF OFFICE WEB SITE. DEVELOP KNOWLEDGE BASE ON INCENTIVES AND TAX BREAKS THAT WILL ASSIST IN GREEN ENERGY PURCHASING	\$(CHARGE TO JOBS)
CLIENT ECONOMIC BENEFITS	EDUCATE CLIENTS ON BENEFITS. COLLECT KNOWLEDGE ON INCENTIVE PROGRAMS.	MORE DETAILED KNOWLEDGE OF LIFE CYCLE COST ANALYSIS. DEVELOP AND USE TOOLS THAT SUPPORT THE BENEFITS TO THE OWNER	\$\$
MARKETING	MARKET FOR ZERO NET ENERGY PROJECTS	MARKET AS A NET ZERO ENERGY SOLUTION PROVIDER ON PROVEN PROJECT(S)	\$
MAINTAIN FOCUS	NEEDS TO BECOME A PART OF MARKETING AND PRINCIPAL MEETINGS		