



Project Lead Frequently Asked Questions

What is a GreenCheck?

GreenCheck is a process for reviewing a project’s compliance with energy and environmental goals and regulations, in particular those dealing with energy and water efficiency and conservation, materials, wastes, indoor environmental quality, and other sustainability-related provisions. Key regulatory drivers include the Energy Policy Act of 2005 (EPAAct), the Energy Independence and Security Act of 2007 (EISA), Executive Order (EO) 13423, and the January 2006 Federal Memorandum of Understanding (MOU) on High-Performance Buildings.

Why should I implement a GreenCheck?

To ensure sustainable practices and design features are considered through every step of a project and implemented wherever possible. GreenCheck is a mandatory process for all new Buildings and Facilities (B&F) projects and new or renewal leases.

How do I complete the GreenCheck form?

Every project must answer all questions highlighted in gold in Section I of the GreenCheck form.

16) Will the total area affected be greater than 20,000 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 34 below.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
20) <i>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.</i>	

If the answers to questions 16-19 are all “No,” the form is complete. If the answer to any of questions 16-19 is “Yes,” then the project is over the threshold, and must answer the questions highlighted in gold in Sections II-VIII of the GreenCheck (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
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Once the gold questions are completed, all applicable questions highlighted in green should also be answered (example below).

27) Is ENERGY STAR or FEMP-designated equipment (e.g., HVAC, chillers, boilers, appliances, lighting, motors, etc.) being specified for energy-consuming products? <i>Required by §104 of EPAAct 2005.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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If a question does not seem to apply to my project (and there is no N/A check box), how should I address that?

As a best practice, read through all the questions to ensure knowledge of the requirements. A follow-up on incomplete questions should be done as soon as possible; as the design evolves, you may need to answer additional questions. The GreenCheck should be continued to be updated until the project is completed.

When do I complete the GreenCheck form?

The GreenCheck form should be completed once the project appears on the B&F Operating Plan or the lease comes up for renewal. For out-of-cycle projects that require rapid approvals, please consult your Branch Chief (i.e., SFPB or AEAMB Branch Chiefs).



Who do I submit the GreenCheck form to?

The initial GreenCheck, as well as any follow-ups are sent to the SFPB Branch Chief for review. Once the form is reviewed and returned, it must be placed in the project file along with the NEPA form.

How will I know if my GreenCheck has been approved?

You will receive a copy of your completed GreenCheck form from the GreenCheck Coordinator with initials from the SFPB Branch Chief and the AEAMB Branch Chief.

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

Who can I contact with any other questions?

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