

**State of Vermont**  
**Agency of Administration**  
**Department of Buildings & General Services**  
**Facilities Operations & Property Management Divisions**

**Title:** Operational procedures for the use of energy efficiency measures, thermal energy conservation measures, and renewable energy resources in leased space

**Effective Date:** August 1, 2014

**PURPOSE**

In accordance with Act 178 of 2014, Section 40, Energy Efficiency; State Leases, the Commissioner of Buildings and General Services shall develop a set of criteria and guidelines to evaluate and, where appropriate, incorporate the use of energy efficiency measures, thermal energy conservation measures, and renewable energy resources in buildings and facilities leased by the State.

**DEFINITIONS**

Energy efficiency improvement shall mean a set of measures aimed at reducing the energy used by specific end-use devices and systems to provide light, heat, cooling, or other services without affecting the level of service provided. An energy efficiency project may also include energy conservation measures; that is, a reduction in energy consumption that corresponds with a reduction in service demand.

Renewable energy means energy produced using a technology that relies on a resource that is being consumed at a harvest rate at or below its natural regeneration rate.

**PROCEDURES**

**Existing Leases:**

BGS Property Management will maintain an inventory of energy usage data for full service lease agreements where BGS pays the utility bill, the leased space is greater than 5,000 square feet and the total term of the lease is five years or greater.

BGS Property Management will request the energy usage data or utility bills from the landlord for non-full service leases where BGS does not pay the utility bills directly, the leased space is greater than 5,000 square feet and the total term of the lease is five years or greater.

**New Leases:**

The State shall consider buildings with LEED Certification, Energy Star Certification or Efficiency Vermont's High Performance Building designation when entering into a new lease space that is greater than 5,000 square feet and the total term of the lease is five or more. The leasing agent must consider these criteria unless there is no space available that will meet these criteria and the program needs of the agency including, emergency relocation and

geographical requirements. If the needs of the tenant require a space that does not meet these energy standards, the lease agreement will include an arrangement between the landlord and BGS to create an implementation plan for energy efficiency and energy conservation measures and consider renewable energy usage and generation to improve the overall efficiency of the building.

When entering into a new lease agreement or amending an existing lease agreement in which BGS will not be responsible for paying the utility bills, the lease agreement will reflect the landlord's responsibility to make all energy usage data available to BGS for the term of the lease. BGS will reserve the right to sub-meter in multi-tenant spaces to obtain State only energy usage data if it is beneficial to the State.

**New build to suit leases:**

All new construction projects for build to suit lease agreements must follow the BGS Design Guidelines.

**All Leased Space:**

If a landlord is unwilling to fund energy efficiency and conservation measures, BGS will consider funding energy efficiency and conservation measures in leased spaces if the measure is cost-effective to the State over the lifetime of the lease.

**Benchmarking and Energy Upgrades:**

Property Management will use Energy Star Portfolio Manager generated templates to gather energy usage data. The BGS energy engineer will upload the energy usage data into the Energy Star Portfolio Manager. Any building with an Energy Star score below 75 will be identified for potential energy upgrades. Buildings with the lowest scores will be prioritized first. Property Management will reach out to landlords to see if they are willing to complete energy upgrades. If landlords are willing to complete improvements, the BGS Energy Engineer will work with Efficiency Vermont and the landlord to establish a specific scope of work for the upgrades.