

# Executive Order 12-06 Reporting Instructions

Please fill out the attached Executive Order 12-06 (EO 12-06) Reporting Form (Word document), and the attached EO 12-06 Agency Progress Checklist (Excel document). Return by email attachment to Donna Albert, DES Energy, [donna.albert@des.wa.gov](mailto:donna.albert@des.wa.gov). Please attach all documents in pdf format. Attach the spreadsheet in both pdf and Excel format, so we can aggregate the data in Excel. If you have any questions, please call Donna at 360-489-2420.

## Agency Director’s Cover Letter

Provide a cover letter signed by the director with a short summary of agency goals for energy efficiency improvements and benchmarking activities.

## Executive Order 12-06 Reporting Form (Word document)

Provide short responses to the four questions. Expand the boxes as needed, limiting the completed document to four pages.

## EO 12-06 CAMPUS and BUILDING Agency Progress Checklists (Excel documents)

The Agency Progress Checklists include owned buildings, campuses and leased buildings over 10,000 square feet. Based on the FIS Crosswalk provided by WSU Energy, Commerce and Smart Buildings Center, only leased buildings for which agencies pay energy bills directly to utilities are included. The current benchmarking status of your buildings is shown. Based on the [July 2011 DES Evaluation of Non-Rated Building Types](#), buildings and campuses requiring preliminary audits after July 2011 are identified, as required by [RCW 19.27A.190](#).

Put an “X” in each column as needed to indicate agency progress in implementing the requirements of EO 12-06. A description for each checklist heading follows. Here’s what the checklist headings look like:

No Preliminary Audit Required
Comprehensive Preliminary Audit Requested
Comprehensive Preliminary Audit Completed
No Cost Effective Energy Conservation Measures Identified
Investment Grade Audit Initiated
Investment Grade Audit Completed
No Cost Effective Projects Identified
Cost Effective Projects Initiated
All Cost Effective Projects Completed
All Required Actions Completed and Current

### **Comprehensive Preliminary Audit Requested**

Please put an “X” in this box if you have requested a comprehensive preliminary audit from DES Energy between 2011 and 2016.

- A comprehensive preliminary audit is required for:
  - buildings and campuses with an EUI higher than the average as determined by DES Energy in the July 2011 Evaluation of Rated Building Types
  - buildings having a Portfolio Manager Energy Star score below 50
  - buildings and campuses that are not benchmarked in Portfolio Manager
- Because the July 2011 DES Evaluation of Non-Rated Building Types was based on incomplete agency benchmarking, in some cases no EUI average was available.
- Note that if a campus is identified as needing an audit, all the buildings on the campus must be included in the preliminary audit (put an “X” in this box for all the buildings on the campus).

If you have requested an audit from DES, please check this box even if DES is unable to provide an audit for a small building in a remote location. This will help identify agencies needing assistance with an alternative method of meeting the intent of EO 12-06.

***Comprehensive Preliminary Audit Completed***

Please put an “X” in this box if the comprehensive preliminary audit is completed for this building or campus. A comprehensive audit includes all energy using systems in the building or campus.

***No Cost Effective Energy Conservation Measures Identified***

Please put an “X” in this box if no potentially cost effective energy conservation measures were identified by the preliminary audit, in this building or campus.

***Investment Grade Audit Initiated***

Please put an “X” in this box if an Investment Grade Audit has been initiated that includes this building or campus.

***Investment Grade Audit Completed***

Please put an “X” in this box if the Investment Grade Audit that includes this building or campus has been completed.

***No Cost Effective Projects Identified***

Please put an “X” in this box if the Investment Grade Audit did not define a life-cycle cost effective project to improve the energy performance of this building or campus.

***Cost Effective Project Initiated***

Please put an “X” in this box if a project has been initiated to implement some of the energy conservation measures identified in the Investment Grade Audit, in this building or campus.

***All Cost Effective Projects Completed***

Please put an “X” in this box if all the energy conservation measures identified in the preliminary audit were considered in an Investment Grade Audit, and all life-cycle cost effective projects identified by an Investment Grade audit for this building or campus have been completed.

***All Required Actions Completed and Current***

Please put an "X" in this box if all actions required by EO 12-06 for this building or campus are completed.

Remember that the EO requires continued tracking and monitoring of building energy use in Portfolio Manager, and ongoing efforts to improve operational efficiency. Consider continuous building commissioning and controls tune-ups. Audits and retrofits may be cost effective again in 5 -7 years, depending on technology, the cost of energy, and available funding.

For additional information on the EO and the required benchmarking see:

- Executive Order 12-06: [http://www.governor.wa.gov/sites/default/files/exe\\_order/eo\\_12-06.pdf](http://www.governor.wa.gov/sites/default/files/exe_order/eo_12-06.pdf)
- DES Resources: <http://des.wa.gov/services/facilities-leasing/energy-program/energy-star-portfolio-manager>