



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### AP 7800.1 GREEN BUILDINGS

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The purpose of this procedure is to provide guidance for implementing District policies and standards for the design and construction of green buildings and renovations.

Resource sustainability is critically important to the San Diego Community College District, the City of San Diego, and the State of California. Efficient energy use and efficiently designed buildings are central to this effort. Energy conservation in building design 1) reduces the operating costs of the District, 2) reduces the carbon footprint of the District, and 3) provides environmental education.

The Chancellor has delegated authority to the Vice Chancellor of Facilities Management for responsibility of implementation of this procedure.

#### PROCEDURE GUIDELINES

##### 1. New Buildings

- a. Energy efficiency in green buildings design is critical for the District; it is a goal for the District that all new building projects outperform the required provisions of the California Energy Code (Title 24) energy-efficiency standards by at least 20 percent. All new projects should register with San Diego Gas & Electric's (SDG&E) Savings by Design program.
- b. Architects and engineers that are selected to design the District's projects shall strive to design buildings that outperform Title 24 energy-efficiency standards by 20 percent whenever possible.
- c. At the Schematic Design review all sustainable measures and the Leadership in Energy and Environmental Design (LEED) scorecard should be submitted to the District.
- d. The District will design and build all new buildings to a minimum standard equivalent to a LEED-NC Silver rating, per the version of LEED that is current at time of Schematic Design approval.
- e. Wherever possible the District will strive to achieve a standard equivalent to a LEED-NC gold rating.
- f. The District will provide an independent third party commissioning agent to perform LEED enhanced commissioning for each new project. The project design team must allow for LEED enhanced commissioning at the Design Development stage and assist the District's consultant as required throughout the course for the project.
- g. Due to the regional scarcity of water, it is the intent of the District that new buildings will comply with the regional Low Impact Development (LID) standards, and the District design guidelines, and prevent stormwater from being used only once.
- h. Also due to water scarcity, the District will encourage the use of reusable water bottles by installing a "HydrationStation" or similar device that allows for the filling of cups or bottles. This device will be located in the lobby of each building as deemed appropriate by Facilities Management.

- i. The District requires that at least 5 percent of the total project's energy is generated on site from renewable sources.
- j. It is the intent of the District to promote creative solutions for sustainable buildings; it is the expectation that all architects and engineers hired by the District are knowledgeable in sustainable design and will strive to provide the District with sustainable design solutions and options as a basic service during the design process.

## 2. Building Renovations

- a. Significant renovation projects shall apply sustainable design principles to the systems, components, and portions of the buildings being renovated per this document. At Schematic Design approval, all renovation projects should include a listing of sustainable measures under consideration.
- b. Renovation of buildings that require 100 percent replacement of mechanical, electrical, and plumbing systems and replacement of over 50 percent of all non-shell areas (interior walls, doors, floor coverings and ceiling systems) should at a minimum comply with LEED Silver or equivalent. Subject to life cycle cost analysis, such projects should outperform Title 24 California Energy Code by at least 20 percent and register with SDG&E's Savings by Design program.
- c. Renovation projects that do not fall under Item b above should at a minimum comply with LEED-CI certified rating and register with the Savings by Design program, if eligible, or the California Community College Investor-owned Utility (CCC-IOU) energy savings incentive program through SDG&E.
- d. All renovation projects must comply with the Environmental Protection Agency (EPA) Indoor Air Quality checklist for renovation and repairs of buildings; for example, products with low-emitting volatile organic compounds testing and removal of lead-based paint and asbestos, and changing air handling unit filters after renovation.

## 3. Implementation

- a. Any proposed exception to the standards listed in the guidelines needs to be submitted during preparation of the schematic design through the District Architect for consideration and approval.
- b. Projects that cannot meet the minimum standard of LEED-NC Silver, or equivalent should strive to achieve a LEED-NC Certified rating. Projects that are unable to achieve a LEED-NC Certified rating should submit a LEED-NC scorecard and supporting documentation to the District Architect showing the credits that the project did not achieve with an explanation of why.
- c. During the design process all projects will include consideration of life-cycle cost analysis recognizing the importance of long-term operations and maintenance in the performance of District facilities. The life-cycle cost analysis shall incorporate the initial capital costs; operating costs (energy, water, sewage, recycling, and other utilities); maintenance repair and replacement costs; and other environmental or social costs/benefits (impact on transportation, solid waste, water, energy infrastructure, worker and student productivity, outdoor air emissions, etc.) to evaluate the long-term investment value of design alternatives. The lowest initial costs shall not be the sole or prevailing factor used to select a particular system or construction material.

- d. The design team shall work in an integrated manner, so that the building is designed as a whole system in lieu of a collection of stand-alone components. The integrated project team will strive to make design decisions that emphasize integration, efficiency, sustainability, and performance.
- e. Each project will achieve at least 75 percent waste diversion of construction and demolition debris.
- f. The District will perform Post-Occupancy Evaluations and Commissioning 12 to 14 months after project substantial completion to ensure that the building and its component systems meet the requirements of the occupants and conform to the design intent.

Supersedes: Procedure 7800.1 - 9/25/08