1. General Project Description
   a. Project Purpose
   b. Project Name, Location, Owner
   c. Project Budget and Area
   d. Type and Use Pattern
   e. Construction Schedule Target
   f. Applicable codes and standards

2. Benchmarks & Targets
   a. Whole Building Energy Consumption
   b. LEED Certification Target
   c. Integrative Process (LEED Credit)
   d. Energy Star or EUI Target
   e. Net Zero & Site Energy Generation
   f. Life Cycle Cost Parameters
   g. Other:______________

3. Facility and System Performance Expectations
   a. Site
      i. Pedestrian Circulation
      ii. Alternative Transportation
      iii. Vehicular Transportation
      iv. Habitat
         1. Lighting
         2. Landscape
         3. Food
      v. Outdoor water usage
      vi. Stormwater Management
      vii. Rainwater Diversion
   b. Building Systems Performance
      i. Envelope
      ii. Space Conditioning
         1. Equipment Requirements
         2. Fuel Metering
      iii. Lighting, Daylighting, & Lighting Controls
      iv. Water
         1. Water Metering
         2. Domestic Hot Water
         3. Process water
      v. Emergency or Backup Power
      vi. Telecommunications and A/V Systems
c. Indoor Environmental Quality
   i. Ventilation
   ii. Waste Stream Design
      1. Pre Construction
      2. Construction
      3. Occupancy
   iii. Hazardous Materials
      1. Cleaning
      2. Pests
      3. Storage
      4. Disposal
      5. Purchasing
   iv. Controllability
      1. Ventilation
      2. Luminous Environment
      3. Thermal Environment
   v. Furnishings
      1. Social Layout
      2. Ergonomics
   vi. Active Design
   vii. Acoustics
      1. Privacy
      2. Speech Intelligibility
      3. Vibration Isolation

d. Other:________________

4. Operations and Maintenance Expectations
   a. Operational Parameters
   b. Systems Training and Resources
   c. Systems Maintainability
   d. Occupant Engagement and Controls
   e. Other:_______________

5. Additional Considerations
   a. Expansion/Contraction Options
   b. Community Relations
   c. Building Integrated Learning
   d. Other:_______________