

Description	N/A	✓	Notes
1. Determine if the proposed space requirements can be satisfied by re-organization instead of renovation.			
2. Develop facility functional program to respond to building structural grid to reduce extent of demolition in the proposed renovation. Assess the capacity of the functional program to support mixed uses.			
3. Verify expected occupancy schedules and determine the extent to which they are subject to change over time. (Buildings with a high percentage of off-hours operations, with the building only partially occupied, will benefit from highly flexible HVAC systems).			
4. Determine an acceptable comfort range based on the building occupancy and facility functional program. (Dehumidification and humidification strategies can be very energy intensive).			
5. Review the functional program requirements and determine the relative complexity of building performance needed. A building utilized 24 hours per day 7 days per week (24/7) has obviously different implications to a building utilized 10/5.			
6. Review plug load assumptions. (Plug loads are often overestimated: verify usage of equipment, not just electrical capacity as noted on the equipment).			
7. Determine lighting levels for all programmed areas. Consider reducing general ambient lighting levels and utilizing task-ambient lighting to achieve minimum acceptable levels.			
8. Review budget and pay-back requirements for compatibility with performance goals.			
9. Prepare a Functional Program and Performance Goals Report.			