

Description	N/A	✓	Notes
1. Develop concept plan to optimize functionality and minimize area and volume.			
2. Organize configuration and floor plate depth to balance daylighting and thermal performance. If there is a large floorplate, can effective daylighting and ventilation strategies be created through the addition of new openings, an atrium, or skylights?			
3. List all the opportunities to reduce energy usage in the building.			
4. If perimeter heating is utilized, is it either desirable or possible to enhance the building enclosure thermal properties (walls and windows) to eliminate the need for the perimeter heating?			
5. Consider ways to integrate the potential for future photovoltaic as an energy source into the re-design of the building electrical system.			
6. Explore feasibility of mixed mode or elimination of mechanical ventilation and replacing it with natural ventilation if the functional program, form, and location permit.			
7. If appropriate, consider utilizing an underfloor access distribution for considerable energy savings.			
8. Consider using the structure as a finish material.			
9. Does the existing building structure and building form allow for a green roof?			
10. Review the floor-to-floor height for flexibility to accommodate future uses.			
11. Consider replacing fenestration on each building facade if the return on investment (ROI) warrants this approach to optimize solar heating/ cooling, daylighting benefits.			
12. Optimize the daylighting and thermal performance of fenestration. Minimize locating fixed partitions along the perimeter that will affect daylight penetration into interior spaces.			
13. Consider integrating exterior solar controls and interior light shelves into the retrofit concept if appropriate.			
14. Optimize the envelope thermal performance using performance simulations.			
15. Review: Does the design of this system complement or compromise any other system?			
16. Evaluate all energy and water saving systems as a team. Carry out whole building energy simulations.			
17. Prepare the Concept Design Report.			