

Good – Better – Best Practices

Smart Leasing refers to any activity that better aligns the interests of tenants and landlords to achieve high performance, healthy, and energy-efficient buildings. The program encourages all stakeholders in the leasing process to prioritize energy efficiency, sustainability, and building performance during the pre-lease and site selection process, lease negotiation and build-out, and occupancy and operations.

Smart Leasing also provides tools, training, and resources that support the adoption of best practices that align with the requirements for LEED and WELL certification to help reduce energy, water, and waste, and improve occupant health and well-being. Following these best practices might make you eligible to earn recognition from the Smart Leasing Program or the Green Lease Leaders program.

Occupancy

Criteria	Good	Better	Best
Measurements and Auditing	- Request copies of utility bills to assess cost and usage	- Submit monthly energy use to EPA’s Portfolio Manager to track usage and assess places where improvements could be made	- Complete an energy audit through Xcel’s Business Rebate Programs
Encourage Behavior Change	- Inform employees of new energy efficiency and sustainability measures	- Provide employees training resources (one-sheeters, newsletters, trainings, etc.) to further educate on energy efficiency attributes	- Host a sustainability/energy efficiency themed competition and award engaged employees with quantifiable prizes
Refining Hours of Operation	- Set up a conversation with management and other tenants about adjusting HVAC to align with operating hours	- Align HVAC with business operating hours to reduce heating and cooling unoccupied space; have HVAC after hours available upon request	- Consider first- or last- hour setbacks to reduce HVAC operating hours (e.g., reduce operations at 4pm if the building is typically unoccupied by 5pm)
Utilizing HVAC Set Points	- Have a conversation with management and/or other tenants about using programmable thermostats to set HVAC schedules based on operating hours	- Use programmable thermostats or other means to establish HVAC set points (page 8) during operating hours to avoid excessive HVAC run times	- Use programmable thermostats or other means to lower heating set point and increase cooling set point during unoccupied periods
Efficient Janitorial Standards	- Implement zone-cleaning to designate team members to a particular area or floor, to avoid the lights and HVAC on in the whole building	- Schedule janitorial work to occur during regular business hours to minimize heating, cooling, and lighting the building after hours	- Create a Green Janitor Education program to train janitorial staff on how to implement sustainability practices at work and at home

Pre-lease Site Selection & Negotiation

Criteria	Good	Better	Best
Setting Goals and Expectations with a Knowledgeable Team	<ul style="list-style-type: none"> - Establish goals for your new space related to sustainability - Select a broker with an understanding of sustainability and energy efficiency 	<ul style="list-style-type: none"> - Communicate goals to your broker and ensure they understand your preference for sustainable buildings - Open lines of communication with your prospective landlord to understand their commitment to sustainability 	<ul style="list-style-type: none"> - Make sure the building is getting benchmarked in EPA’s ENERGY STAR Portfolio Manager and ask to see a copy of a report - Include sustainability criteria in your Request for Proposal (RFP)
Building Attributes	<ul style="list-style-type: none"> - Ask about ENERGY STAR, LEED, or other green building certifications 	<ul style="list-style-type: none"> - Prioritize certified buildings - Ask landlords to disclose energy performance and building sustainability features 	<ul style="list-style-type: none"> - Consult a comprehensive energy efficiency checklist - Complete an energy audit through Xcel’s Business Rebate Programs
Communicate with your Landlord During Negotiation Process	<ul style="list-style-type: none"> - Discuss with the landlord and/or owner about collaborating on future energy performance upgrades 	<ul style="list-style-type: none"> - Ensure the Letter of Intent (LOI) includes sustainability and energy efficiency terms to be included in the lease, such as sustainability data sharing 	<ul style="list-style-type: none"> - Ensure the lease includes relevant energy efficiency and sustainability clauses that support efficient buildout and operations.

Buildout

Criteria	Good	Better	Best
Lighting	<ul style="list-style-type: none"> - Include daylighting strategies and LED lights 	<ul style="list-style-type: none"> - Have personalized lighting controls such as occupancy sensors, timers 	<ul style="list-style-type: none"> - Obtain a LEED Commercial Interiors certification
Appliances, Equipment, and Plug Load	<ul style="list-style-type: none"> - Prioritize energy-efficient equipment, including ENERGY STAR certified products 	<ul style="list-style-type: none"> - Configure device settings to turn off or engage low power mode when not in use and educate employees to turn off equipment at night 	<ul style="list-style-type: none"> - Install advanced power strips to reduce vampire power loads
Energy Modeling and Submetering	<ul style="list-style-type: none"> - Collaborate with architects, space planners, and designers to strategize possible energy efficiency measures to be installed 	<ul style="list-style-type: none"> - Model energy efficiency attributes to understand their impact and potential savings 	<ul style="list-style-type: none"> - Have a submeter installed in your space to track energy usage. Ensure that the negotiated lease includes a clause about sharing consumption information monthly between tenant and landlord