



Guidance Document

CBPS 017

Published Date: 9/13/2022

Subject: Roles and Responsibilities

Intended Audience: Building owner, Authorized Representative, and General Public

Building Personnel					
A building owner can play any role* defined in the standard	Building Owner				
	Holds ultimate responsibility to ensure their building complies with the Clean Buildings Performance Standard.				
Each of these roles can overlap Building Manager	Building Manager	Building Operator	Energy Manager	Qualified Person*	Qualified Energy Auditor*

Building Manager	Building Operator	Energy Manager
<p>The person responsible for maintaining the building, its envelope, and its energy-using systems. The building manager may also be the person responsible for expending funds on capital improvements to the building.</p> <p><u>Other responsibilities:</u></p> <ul style="list-style-type: none"> • Compliance with the requirements of the operations & maintenance program and the energy management plan <p><u>Qualifications</u> No specific qualifications needed for compliance</p>	<p>The person or persons who have responsibility to inspect, operate, and maintain the building systems and components that fall within the scope of this standard.</p> <p><u>Other responsibilities:</u></p> <ul style="list-style-type: none"> • Fulfilling the objectives and goals of performance (such as minimizing equipment failures, ensuring ongoing efficient operation, and performing identified maintenance requirements) as defined in the O&M program. <p><u>Qualifications</u> No specific qualifications needed for compliance</p>	<p>The individual who has responsibility for ensuring that energy use in the building is minimized without compromising the indoor environmental quality (building indoor air quality, thermal comfort, visual acuity and comfort, sound quality).</p> <p><u>Other responsibilities:</u></p> <ul style="list-style-type: none"> • Develop and maintain the energy management plan • Verification of compliance with the target EUI • Ensure tenant improvements do not increase net energy use inconsistent with space type • Creating, maintaining and reporting Energy Star Portfolio Manager records • Conducting technical, policy-related planning related to energy efficiency • Purchasing energy for spaces under their control • Public relation matters related to energy • Implementing results of energy audits and EEMs • Evaluating energy efficiency of proposed new construction, facility expansion, remodeling, or new equipment purchases • Reviewing building O&M procedures for optimal energy management • Adhering to energy codes and standards • Reporting regularly to management and other stakeholders • Developing and implementing an energy efficiency plan according to section 9.1 • Signature on Form A

Qualified Energy Auditor*	Qualified Person*
<p>A person acting as the auditor of record having training, expertise and three years professional experience in building energy auditing and any one of the following:</p> <ul style="list-style-type: none"> • A licensed professional architect or engineer. • An energy auditor/assessor/analyst certified by ASHRAE or the Association of Energy Engineers (AEE) for all building types. <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Completion of an energy audit in accordance with Section 8 of the standard • Completion and submittal of an audit summary in accordance with Annex Z • Verify energy savings calculations of each EEM • Verify that the combined savings of multiple EEMs accounts for interactive effects • Review the commissioning report and certify that the EEMs are functioning as intended (may also be performed by the Qualified Person) • Certify that the energy savings of the package of EEMs meets or exceeds projected energy savings in accordance with Section 9 	<p>A person having training, expertise and three years professional experience in building energy-use analysis and any of the following:</p> <ul style="list-style-type: none"> • A licensed professional architect or engineer in the jurisdiction where the project is located • A person with Building Operator Certification (BOC) Level II by the Northwest Energy Efficiency Council • A certified commissioning professional • A qualified energy auditor • A certified energy manager (CEM) in current standing, certified by the Association of Energy Engineers (AEE) • An energy management professional (EMP) certified by the Energy Management Association. <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Determine whether or not the building seeking compliance has an energy use intensity target (EUI_t) • Establish the energy use intensity target (EUI_t) • Submit forms as specified in Normative Annex Z documenting compliance • State in writing on Form A that the Energy Management plan and Operations and Maintenance program requirements have been developed, implemented and maintained • Review the commissioning report and certify that the EEMs are functioning as intended (may also be performed by the Qualified Energy Auditor) • Signature on Form A