

1. LOCATION

		“Yes”	NA	AC	Score
1.1	Walk Score® of 50 or above	3.33			3.33
1.2	Walk Score® of 70 or above	5.00			5.00
1.3	Walk Score® of 90 or above	5.00			
1.4	Public transit stop located within 1/2 mile or 800 meters of the main building entrance	4.00			4.00

2. BUILDING ACCESS

		“Yes”	NA	AC	Score
2.1	Provide a direct, accessible pedestrian route between the main building entrance and public transit	1.33			1.33
2.2	Conduct an annual occupant commuter survey	0.33			0.33
2.3	Provide secure and covered bicycle parking within 100 feet or 30 meters of a building entrance for a minimum of 5% of regular occupants or exceed demand as dictated by occupant survey by 1%	1.33			0.33
2.4	Provide showers with lockers for regular occupants	1.33			
2.5	If parking is provided, charge fair market value for parking utilization	2.00	2.00		
2.6	If parking is provided, assign a minimum of 5% priority parking spaces or exceed demand by at least 1% as dictated by the occupant commuter survey for carpools and vanpools, whichever is greater	0.33	0.33		

3. OUTDOOR SPACES

		“Yes”	NA	AC	Score
3.1	Provide an outdoor space amenity accessible from a building entrance to all regular occupants	1.00		1.00	1.00
3.2	Provide a walking trail of at least 1/4 mile or 400 meters on the building site/campus accessible to all regular occupants	1.33		1.33	1.33
3.3	Provide permanent fitness equipment in outdoor spaces accessible to all regular occupants	1.00		1.00	1.00
3.4	Provide a restorative garden amenity accessible to all regular occupants	1.67		1.67	1.67
3.5	Offer on-site weekly sale of produce or establish a farmers market in a location accessible to all regular occupants	1.67		1.67	1.67
3.6	Support an on-site fruit and vegetable garden that is at least 1 square foot or .09 square meters per regular occupant, accessible to all regular occupants, and maintained weekly	1.00			1.00
3.7	Establish and adopt an Integrated Pest Management (IPM) Plan	2.66			2.66
3.8	Provide context-appropriate lighting at all pathways and parking areas	2.66	2.66		2.66
3.9	Adopt a tobacco-free policy for all outdoor spaces	1.33	1.33		1.33

4. ENTRANCES & GROUND FLOOR

		“Yes”	NA	AC	Score
4.1	Provide permanent signage at all building and/or campus entrances publicizing a tobacco-free building and site	0.67			0.67
4.2	Provide at least one additional building entrance, other than the main entrance, oriented towards an outdoor pedestrian route	1.33			1.33
4.3	Locate the main entrance oriented towards an outdoor pedestrian route	1.33			1.33
4.4	Provide context-appropriate lighting at all building entrances	2.33			2.33
4.5	Provide at least one publicly accessible use on the ground floor	2.33			
4.6	Provide a permanent dedicated display in a location accessible to all regular occupants advertising amenities within a 1/2 mile or 800 meter walking distance of the building	1.00			1.00
4.7	Employ entryway systems that are maintained weekly at building entrances	1.00			1.00

5. STAIRWELLS

		“Yes”	NA	AC	Score
5.1	Provide at least one stairwell accessible to regular occupants that connects relevant building floors	4.33		2.17	4.33
5.2	Locate an accessible stairwell equally or more visible than any elevators and/or escalators from the main building entrance	4.33			4.33
5.3	Implement active design strategies in stairwell design	3.00			3.00
5.4	Place permanent point-of-decision signs promoting stair use at elevator call areas	1.67		0.84	
5.5	Make the accessible stairwell clearly visible with code-compliant glass	2.66			2.66

6. INDOOR ENVIRONMENTS

		“Yes”	NA	AC	Score
6.1	Adopt and implement a tobacco-free building policy	3.00			3.00
6.2	Certify that all asbestos has been properly abated throughout the building	4.66	4.66		4.66
6.3	Adopt and implement an Indoor Air Quality (IAQ) Policy	4.66			4.66
6.4	Adopt and implement a Green Purchasing Policy	0.33			0.33
6.5	Provide separate ventilation in all areas with chemical use or storage	2.00			2.00

7. WORKSPACES

		“Yes”	NA	AC	Score
7.1	Provide natural daylight in a majority of the workplace	2.66			2.66
7.2	Provide views of nature from a majority of workspaces	3.33		3.33	3.33
7.3	Provide operable shading in all regularly occupied workplaces	0.33			0.33
7.4	Provide access to sufficient active workstations	1.67		0.84	1.67

8. SHARED SPACES

		“Yes”	NA	AC	Score
8.1	Adopt a regular cleaning schedule for bathrooms	1.67			1.67
8.2	Provide permanent educational signs promoting hand-washing in bathrooms	0.33			0.33
8.3	Provide common break areas accessible to all regular occupants that can accommodate lunch-time activity	2.66			2.66
8.4	Adopt regular cleaning schedule for the interiors of refrigerators and freezers in break areas	0.33			0.33
8.5	Provide a dedicated quiet room accessible to all regular occupants that can be used in private	0.67			0.67
8.6	Provide a sufficient number of dedicated lactation rooms or stations accessible to all regular occupants	5.66		5.66	5.66
8.7	Provide a multi-purpose room that can be scheduled for wellness activities or on-site exercise by all regular occupants	2.33			
8.8	Provide a dedicated exercise room accessible free of charge to all regular occupants	2.00			
8.9	Provide a dedicated, staffed fitness facility with subsidized or below market rate membership fees for all regular occupants	2.33			

9. WATER SUPPLY

		“Yes”	NA	AC	Score
9.1	Provide at least one ADA compliant water supply on relevant floors	3.00			3.00
9.2	Provide water bottle refilling ability at a minimum of one water supply on every floor and at all water outlets within the workplace	1.33			1.33

10. FOOD SERVICES

		“Yes”	NA	AC	Score
10.1	Require a healthy food and beverage standard at least as rigorous as the applicable Food Service Guidelines for Federal Facilities in leasing agreements with food service providers	5.00		2.50	2.50
10.2	Incentivize healthy food selection with choice architecture practices	5.00		2.50	2.50
10.3	Encourage healthy food choices through pricing incentives	4.00	2.00		2.00
10.4	Provide access to free water in cafeteria and prepared food retail areas	4.00	2.00		2.00

11. VENDING MACHINES + SNACK BARS

		“Yes”	NA	AC	Score
11.1	Require a healthy food and beverage standard at least as rigorous as the applicable Food Service Guidelines for Federal Facilities in all vending machines and snack bars	2.00	2.00		2.00
11.2	Incentivize healthy food selection with choice architecture practices	2.00	2.00		2.00
11.3	Encourage healthy food choices through pricing incentives	2.00	2.00		2.00
11.4	Provide access to free water near vending machines and snack bars	1.67	1.67		1.67

12. EMERGENCY PROCEDURES

		“Yes”	NA	AC	Score
12.1	Create and maintain a database of building emergency equipment and supplies	0.67			0.67
12.2	Install an Automated External Defibrillator (AED) on each floor and adopt a regular testing schedule	2.66			
12.3	Ensure that there is one certified first responder (CFR) per 100 regular occupants present during work hours	1.00			
12.4	Provide an emergency address notification system in building	4.33			