

Supplemental Checklist – Construction of Utility Buildings

1. The applicant must clearly articulate why the new utility building is needed.
2. Identify how much of the existing building and proposed building (by % and square feet) is used by the water utility, and how much by other municipal departments. Describe how the project cost is shared between other municipal departments accordingly.
3. Provide a cost comparison analysis of alternatives (e.g. renting commercial space, hiring out services like vehicle maintenance).
4. How would a new building increase the efficiency of your utility's service (e.g. location, age, size, new technology needed, consolidation of staff, centralization of storage/maintenance operations)?
5. Justify any increase in the building size based on population projections, demand projections, or new capabilities needed over the next 20 years.
6. Include information on energy efficiency, or conservation features, including:
 - The whole building heat loss in Btu/square foot of the building envelope.
 - The type and R-value of insulating material used for walls, ceilings, roofs, doors, and windows.
 - The type of heating and cooling system selected and the annual end-use energy estimate in Btu/square foot/year for space heating, space cooling, and any process use.
 - The type and source of fuel or fuels selected.
 - The type of lighting system selected and the annual end-use energy estimate for lighting.