



CASE STUDY TEMPLATE

The BOMA Foundation has developed an innovative new operational excellence program called the BOMA Energy Efficiency Program (BEEP). BEEP teaches property owners, managers, and operators important strategies for optimizing their equipment, people, and practices.

By completing this form, your organization's experience can serve as a case study for other organizations aiming to improve their energy performance.

Organization	
Building Name	
Building Address	
Total Gross Square Footage	
Contact Name	
Contact e-mail address	
Contact Address	
Contact Phone #	

Building Details

Please describe your building. Please include construction date, unique characteristics, major renovation, etc. (For example, "Sample Building, a high-rise in downtown Chicago, was constructed in 1985 with a variable air volume HVAC system, single pane windows, and two 450 ton chillers. All systems and equipment are original.)

What is the primary building type? (Please check the appropriate box)

- Office
 Retail
 Industrial
 Mixed Use

What class is the building? (Please check the appropriate box)

- Class A
 Class B
 Class C

What is your relationship to the building (Please check all appropriate boxes) **Optional**

- Own the Building
 Manage the Building
 Occupy the Building

Has this building won any awards? If so, which awards and in what categories?

Energy Management Practices

Do you have an energy management plan? (Please Circle Answer) Yes No

Do you have an energy manager or energy team? (Please Circle Answer) Yes No

How does your organization approach energy management?

Do you track your energy performance? If so, how?

Operational Practices & Technologies

What is your approach to operational practices and programs, as they relate to energy management, and what practices help make your facility more efficient? (Examples: janitorial procedures, preventative maintenance, staff training, educating tenants on tips to reduce energy, etc.)

Explain technical system or equipment upgrades to improve efficiency and tenant comfort. Provide cost, projected savings in dollars and kWh or kBtus.

What drove your decision to instigate these projects? (Examples: tenant or owner demand, remaining competitive on operating cost, differentiation of property or firm, etc.)

Communications and Recognitions

Do you communicate/share your successes with your shareholders, employees, tenants, management, or community? If so, please explain your communication methods.

Sharing Your Profile/Results

- Please share my profile with other organizations.

- Please **do not** share my profile with other organizations, rather use the information anonymously.