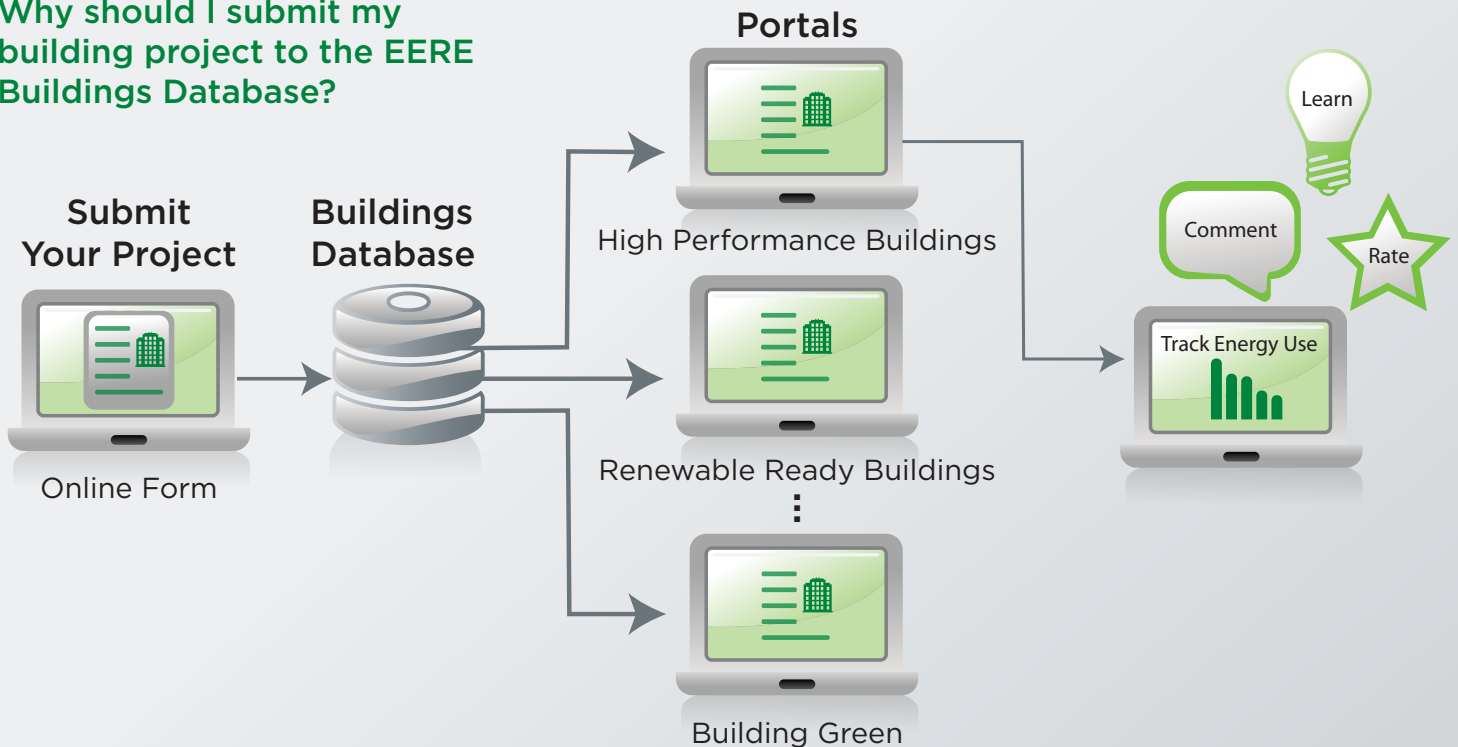


Buildings Database—Submitting a Project

Why should I submit my building project to the EERE Buildings Database?



How do I use the submit form?

- 1 The online form has only 3 required fields and they are all under the general information category:
 - Short project name
 - Long project name
 - Units of measurement
- 2 Adding more information will increase the number of portals that will display your project and allow you to track your project's performance over time.
- 3 Once you are done, submit your project for publication. Your project will be reviewed and published so it can be included on portals.

Blue navigation indicates you have viewed that section and entered some information

A check mark on the green shows that you have completed that section

White navigation indicates that the section is not complete or that you have no information to enter for that section



Active categories are shown with a green arrow

Add images, collaborators, and additional information

Save and continue to next input form

Save and preview

Submit for publication approval

What topics does the form cover?

The online forum has 12 major sections, each divided into several subsections. The sections and subsections are listed below.



General Information

- General Information
- Location
- Climate
- Occupancy
- Visits & Tours
- Ratings, Awards, & Publications



Building Details

- Scope
- Completion
- Architectural Details



Types & Spaces

- Building Types
- Indoor Spaces
- Outdoor Spaces



Indoor Environment

- Quality & Satisfaction
- Strategies



Design

- Design Process
- Software Tools
- Lessons Learned



Finances

- General Finance Information
- Project Costs
- Finance Details
- Operating Costs (Annual)
- Maintenance Costs (Annual)
- Purchasing Costs (Annual)

TYPES & SPACES

BUILDING TYPES
If you do not want to enter a... then click

If you do not have any information to enter for a section, you can disable it

Select all that apply -- any "mixed use":

- Education
- Food Sales
- Food Service
- Health Care (Inpatient)
- Health Care (Outpatient)
- Lodging
- Mercantile (Enclosed and Strip Malls)
- Mercantile (Retail Other Than Mall)
- Office
- Public Assembly
- Public Order and Safety
- Religious Worship
- Service
- Warehouse and Storage
- Other
- Vacant

List your project's other building types which are not listed above.

FINANCES

GENERAL INFORMATION
If you do not want to enter any data for the Finances section, then click

Finances Description:

Total Project Cost:
\$ (U.S. Dollars.)



Energy

- General Energy Information
- Energy Balance
- Energy Strategies
- Energy Monthly Utility Data
- Energy Annual Data



People

- Project Team
- Contacts



Site

- General Site Information
- Land Use
- Site Strategies



Water

- General Water Information
- Water Dataset
- Water Strategies



Transportation

- General Transportation Information
- Fleet Vehicles
- Business Travel



Waste

- General Waste Information

ENERGY

ENERGY BALANCE
If you do not want to enter any data for the Energy section, then click

Disable This Section

Select which aspects of the project were included in balance calculations:

- Heating
- Cooling
- Lights
- Plug Loads
- Other

Energy Generation Sources:

- Generate renewable energy within its footprint (e.g. solar PV on the roof)?
- Generate renewable energy on-site but not on the building (e.g. wind turbine in the parking lot)?
- Import renewable energy resources (e.g. biofuels) and use them on-site?
- Import clean energy from off-site (e.g. utility wind power) or buy renewable energy certificates (RECs)?

If renewable energy generation is a part of this project, please select all energy generation source locations that apply.

SITE

SITE STRATEGIES
If you do not want to enter any data for the Site section, then click

Disable This Section

Site Selection

- **Siting Analysis**
- **Sites with Excessive Impacts**
- ▾ **Low-Impact Siting**

- Site development carefully to protect significant ecosystems
- Site buildings where lowest biodiversity is present
- Avoid building in flood-prone areas
- Choose building site to minimize impact of on-site wastewater system
- Locate the building(s) on the most degraded part of the site

How do I get my project published?

