

Appendix 2: Facility Audit Spreadsheet

Introduction

Thank you in advance for taking the time to answer our questions. This spreadsheet is organized by tabs (see below), each containing a set of questions.

To answer the questions on this page, please select one campus and one manufacturing building within this campus. This building should be one used to assemble Deckers' brands.

Campus

Please provide the name of the campus.	
How many buildings are on the campus?	

	Building 1	Building 2	Building 3	Building 4	Building 5	Building 6
What is the square footage of each building?						
Please describe the use of each building?						

If the campus contains more than six buildings, please add additional columns to answer the questions.

Manufacturing Building

Please provide a name or number for this facility.	
What brands are made in this manufacturing facility?	
How many hours per day is the facility in use?	
One average, how many people are working in the facility at any one time, while the facility is in use.	

	Quantity	Description of Use
How many floors are there in this facility?		
How many rooms are in the facility?		

	Floor 1	Floor 2	Floor 3
What is the square footage of each floor?			

If the building contains more than three floors, please add additional columns to answer the question.

For the remainder of the questions on the next four tabs, please answer for this manufacturing building alone.

Policies and Plans

The question on this page addresses any policies or plans in place to govern the operations and maintenance of the building.

1. For the following list of **policies/plans**, please indicate whether you have any in place by selecting yes or no. If you do have a policy or plan in place, please provide a general description and include any available documentation about the policy/plan as a separate email attachment.

	In Place?	General Description	Documentation Attached?	Comments
Operating plan for building				
Indoor air quality policy				
Pest management plan/Pesticide use plan				
Sustainable purchasing policy (covering food, durable goods, office supplies, etc.)				
Policy on the use of sustainable/eco-friendly cleaners, paints, sealants, chemicals, etc.				
Cleaning policy				
Site waste management policy				
Erosion control/storm water plan				
Other				
Other				

Energy

The questions on this page address the energy use of the selected manufacturing building. Please answer these questions as accurately as possible.

1. Describe the HVAC system in use for the building. Please include information on the equipment types, refrigerants, and hours in use per day, if applicable.

	Type	Make	Model	Refrigerant	Hours in Use per Day	Comments
Air Conditioner						
Heating						
Refrigeration						

2. For all lighting fixtures in the facility, please include the type, make, model, quantity, and hours in use per day. If more than five types are in use, please insert additional rows.

	Type	Make	Model	Quantity	Hours in Use per Day	Comments
Lighting Fixture Type 1						
Lighting Fixture Type 2						
Lighting Fixture Type 3						
Lighting Fixture Type 4						
Lighting Fixture Type 5						

3. For any other powered equipment used in the facility, please indicate the type of equipment, the quantity, the hours in use per day, and the approximate energy use per hour for a single piece of equipment. Please add additional rows if there are more than five equipment types.

	Equipment Type	Quantity	Hours in Use per Day	Approximate Energy Use	Comments
Equipment Type 1					
Equipment Type 2					
Equipment Type 3					
Equipment Type 4					
Equipment Type 5					

4. What type, make, and model of fire-suppression system is used in the building and what is the fire suppressant contained in this system?

	Type	Make	Model	Fire Suppressant	Comments
Fire-Suppression System					

5. Does the facility have a power backup system? If so, what type of system is it and what type of fuel powers the system? On average, how many times per month is this system used, and how long does the system run per use?

	In Place?	Type	Fuel	Use per Month	Run Time per Use	Comments
Power Backup System						

6. Does the building have a computer-based automation system in place that monitors and controls key building systems? If so, which systems are monitored/controlled by the automated system?	In Place?	Systems Monitored/ Controlled	Comments
Computer-based Automation System			

7. Does the building use any energy-saving techniques or technologies to reduce the building's energy use? If so, please describe the technique/technology and provide the approximate energy savings achieved by its use.	In Place?	Description	Energy Savings	Comments
Energy-saving techniques				
Energy-efficient equipment				
Renewable energy systems (on-site or off-site)				

8. In addition to the specific questions above, please provide the following information in a separate email attachment if available.	Documentation Attached?	Comments
Results of an energy audit of the building		
Monthly energy use data for the building for the previous year		
Breakdown, by equipment type, of energy use for the building		

Water

The questions on this page address the water use of the selected manufacturing building. Please answer these questions as accurately as possible.

1. For all water fixtures/fittings, please provide the maximum flow rate and/or make and model, along with the number of units installed in the building.

Maximum Flow Rate (Liter per Minute)

Make

Model

Quantity

Comments

	Maximum Flow Rate (Liter per Minute)	Make	Model	Quantity	Comments
Water closets/flush toilets					
Urinals					
Showerheads					
Faucets					
Faucet-replacement aerators					
Metering faucets					

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2. Does the building have any water-saving systems, fixtures, or technologies in place for the building or grounds? If so, please describe the system/fixture/technology and provide the approximate water savings achieved by its use.

In Place?

Description

Energy Savings

Comments

	In Place?	Description	Energy Savings	Comments
Systems				
Fixtures/fittings				
Technologies				
Water recycling and reuse				

3. Are any water metering systems currently in place for the building, specific equipment, and/or the grounds?

In Place?

Comments

	In Place?	Comments
Building		
Grounds		
Specific Equipment		

4. What is your estimate for average potable water use and water discharge per day for a typical footwear manufacturing building similar to this building.

Liters per Day

Comments

	Liters per Day	Comments
Typical Potable Water Use		
Typical Water Discharge		

5. For all landscaping surrounding the building, please describe the irrigation technologies used and provide information on the amount of water used to irrigate these areas per week.

	Description	Liters per Week	Comments
Landscape Irrigation Technology 1			
Landscape Irrigation Technology 2			

6. Does the building have a cooling tower? If so, is a metering system in place to measure the amount of water used by the tower.

	Cooling Tower?	Metering System?	Comments
Cooling Tower			

7. Are there any quality controls or filtering on the water discharged from the building? If so, please describe these systems.

	In Place?	Description	Comments
Water Discharge Control			

8. In addition to the specific questions above, please provide the following information in a separate email attachment if available.

	Documentation Attached?	Comments
Water-use data for the past year, broken down by day, week, or month		
Water-discharge data for the past year, broken down by day, week, or month		

Indoor Air Quality, Materials and Resources, and Building Site

The questions on this page address issues related to indoor air quality, materials and resources, and the building site. Please answer these questions as accurately as possible.

1. Please describe the ventilation system used in the building. Does the building have filtration media installed at all outside air intakes and inside air recirculation returns?

Description	Filtration Installed?	Comments
Ventilation		

2. Do you have any measures in place to reduce the heat-island effects of your property? (For example, providing shade for impervious surfaces on the property to block mid-day sun or using high reflectance paints/coatings on building exteriors and roofs)

In Place	Description	Comments
Reduction in Heat-Island Effects		

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3. Does the building utilize any natural light sources? If so, please indicate the type of sources (windows, sky lights, etc.).

In Place	Description	Comments
Natural Lighting		

4. Do you use any sustainable cleaning products such as paper products, trash bags, and degreasers? For concentrated chemical cleaning products, do you use them with appropriate dilution systems?

Yes or No	Comments
Sustainable Cleaning Products	
Dilute Concentrated Chemical Products	

5. Do you have any entryway systems (grilles, grates, mats) in place to reduce the amount of particles entering the building at public entryways?

Yes or No	Comments
Entryway Systems	

6. What types of chemicals are used for pest management in the building?

Chemical 1	Chemical 2	Chemical 3	Chemical 4	Comments
Pest Management Chemicals				

7. Please approximate the amount of waste produced from building operations (per month or year). Approximately how much of that waste is reused or recycled?

	Amount	Percentage Reused or Recycled	Comments
Solid Waste			

8. Do you have landscaping at your facility? If so, please provide the size of the landscaped area and describe the type of pesticides and fertilizers used. Additionally, please indicate the approximate percentage of native plants used in then landscaped area.

	Area	Pesticides	Fertilizers	Native Plant Percentage	Comments
Landscaping					

9. Please indicate the percentage of employees that work in the building who bike, walk, take public transposition, drive a car, or drive a moped/motorcycle to work.

	Walk	Bike	Public Transportation	Drive	Motorbike	Comments
Transportation						