

## BEEP Program Curriculum

This highly successful series is being offered via webinar, with support materials delivered over the Internet in real time. Seminar times are 11:00 a.m. - 1:00 p.m., PDT. Each seminar costs \$99/site for BOMA members and \$125/site for non-members. A site is defined as an internet connection with audio speaker capability.

**Earn Credit!** The *live* courses qualify for continuing professional development credits for the renewal of industry designations—including RPA, FMA, CPM, ARM, SIOR, SMA/SMT.

### **Seminar 1: Introduction to Energy Performance**

This important course reviews the concepts of energy management, provides an update on deregulation, discusses why energy performance is important to building operators, quantifies the financial and environmental impact of energy management in commercial real estate, offers of no- and low-cost tips for operational adjustments, and identifies way to use energy performance as a competitive advantage in your market.

- Provide an overview of the BOMA Energy Efficiency Program
- Read and understand an energy bill
- Explain how generation and transmission systems operate
- Create an energy management policy and plan
- Identify financial and environmental impacts of improved energy performance
- Explain the benchmarking process and its usefulness in improving the energy performance of office buildings

### **Seminar 2: How to Benchmark Energy Performance**

In this intensive course, learn how to benchmark commercial real estate using the EPA energy performance rating system. Manual and automated data input alternatives for benchmarking are reviewed and lessons learned from building operators are presented to facilitate fast, effective and accurate benchmarking results.

***Upon successfully completing this seminar, you'll be able to...***

- Benchmark the energy performance of an office building
- Evaluate the data for accuracy
- Describe manual and automated data input methods
- Identify methods to improve the energy performance ratings
- Describe where to find answers to benchmarking questions

### **Seminar 3: Energy Efficient Audit Concepts and Economic Benefits**

This comprehensive class reviews energy audit practices and describes the benefits for energy management. Your training focuses on how to inventory equipment, sequence equipment for optimal performance, and provides tips for record management and measurement and verification.

***Upon successfully completing this seminar, you'll be able to...***

- Identify key aspects of an energy audit
- Describe benefits of energy management and upfront analysis to make the most of your audit
- Create an inventory of your equipment and determine the best sequence of operations to maximize energy efficiency
- Manage your records to ensure fast access to building drawings, equipment specifications, and user manuals
- Identify the largest building energy consumers and create a staged approach to sequencing energy management improvements
- Verify energy performance and describe tips for measurement and verification

#### **Seminar 4: No- and Low-Cost Operational Adjustments to Improve Energy Performance**

This beneficial class presents best practices for operations and maintenance measures to improve the energy efficiency of commercial real estate without capital expenditures. It also focuses on the financial impact of no- and low-cost adjustments and reviews how to use tools such as data loggers and metering to identify and verify improvement opportunities.

*Upon successfully completing this seminar, you'll be able to...*

- Identify no- and low-cost operational adjustments
- Quantify the financial returns of operations and maintenance measures
- Identify how and when to use metering and data loggers
- Describe how to make the most of your energy management and building automation systems
- Explain why and when to commission existing buildings

#### **Seminar 5: Valuing Energy Enhancement Projects and Financial Returns**

In this critical class, examine the use of financial metrics and tools to calculate and sell enhancement projects to owners, asset managers and tenants by highlighting the positive financial and environmental impacts of improved energy performance. Learn how to put energy efficiency in the context of "what's important" to financial decision-makers.

*Upon successfully completing this seminar, you'll be able to...*

- Build compelling arguments to sell the financial benefits to senior decision-makers
- Calculate the financial benefits of improvements such as NPV, IRR, ROI, payback, NOI and asset value
- Calculate the environmental benefits of improvements
- Describe how energy performance improvements benefit tenants, improve comfort, and extend equipment life cycles

#### **Seminar 6: Building an Energy Performance Awareness Program**

This essential course presents the key components of an energy awareness program for tenants, owners, brokers and asset managers. The training focuses on how to create an effective awareness program, communicate accomplishments and benefits to key stakeholders, and provides samples and templates for attendees to easily customize.

*Upon successfully completing this seminar, attendees will be able to...*

- Create an energy awareness program and maximize communications efforts
- Create a compelling case study and success stories
- Educate owners, tenants, brokers, leasing, and sales staff about the benefits of improved energy performance