

DIRECTIONS FOR COMPLETING THE CHPS SCORECARD

Download the CHPS Scorecard at www.chps.net.
Click on "CHPS Schools" or "Publications and Resources."

Summary

The CHPS Criteria are a flexible yardstick that precisely defines a high performance school, addressing site planning, water efficiency, energy efficiency, materials, indoor air quality, and district resolutions. Most of these six categories include prerequisites and all have optional credits with assigned points. School districts that have adopted CHPS at a district level may have a district scorecard that specifies credits that must be included in each new school. Projects in these districts should use the district scorecard, rather than a blank one.

The Project Architect should complete the Scorecard during each phase of the design process: schematics, design development and construction documents. This will be helpful in keeping track of design decisions and their effect on the CHPS Criteria. The final Scorecard is to be completed after occupancy of the school and shall be signed by the Registered Principal Architect and submitted to CHPS.

Directions for completing the CHPS Scorecard:

1. Complete the Scorecard electronically.
2. Fill in the information requested in the top six lines of the Scorecard.
3. Use the drop down list in the "**Points Earned**" column to set the number of points for each CHPS credit that is being claimed. The Scorecard is an Excel spreadsheet that will automatically total the results. Please note that CHPS is a pass/fail rating system. To earn a "CHPS School" designation, a school must meet **all** of the prerequisites and earn **at least** 28 points (with at least two of those points being earned in the Energy category).
4. Use the "**Narrative**" column to briefly describe the approach used to earn each prerequisite or credit. Provide *specific* document references and/or calculations as required. These may be included in the box provided or on a separate sheet. (See the **CHPS Sample Scorecard**.)
5. Forward the completed CHPS Scorecard(s) in two ways:
 - Email the completed electronic scorecard to CHPS at info@chps.net.
 - Have one of the firm's Registered Principal Architects and the Project Manager sign and date the appropriate boxes under the **Verification** section of the Scorecard. Mail the original signed Scorecard to CHPS at:

CHPS, Inc.
142 Minna St., 2nd Floor
San Francisco, CA 94105
Attn: CHPS Criteria Scorecard

For more information

The CHPS Criteria may be downloaded for free at <http://www.chps.net> under the Publications and Resources section. Two of the four Best Practices Manual volumes will be of particular interest to architects: **Volume III** specifies the CHPS Criteria; **Volume II** provides detailed design recommendations.

Questions? Please contact CHPS toll-free at (877) 642-CHPS.

