

DIRECTIONS FOR COMPLETING THE CHPS CRITERIA SCORECARD

Download the CHPS Criteria 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 areas such as energy efficiency, water efficiency, site planning, materials, and indoor air quality. Each area contains prerequisites and optional credits, with points assigned to each.

The CHPS Criteria Scorecard was developed by the Los Angeles Unified School District under a grant from the California Energy Commission and U.S. Department of Energy Rebuild America Program. The scorecard has been adopted by CHPS for use in all California school districts.

Directions for completing the CHPS Scorecard:

1. Complete the Scorecard electronically. It is an Excel spreadsheet that will automatically total the results.
2. Fill in the information requested in the top four lines of the Scorecard.
3. Fill in the "**Your School**" and "**Document Reference**" shaded columns for each CHPS credit that is being claimed, indicating the number of points earned. Please note the following:
 - 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).
 - The "**Baseline**" column just to the left of the "**Your School**" column can be used by districts to indicate credits they feel a new district school should qualify for based on pre-existing design resolutions and requirements set by the district. The "Discussion" Column on the far right can be used to describe these credits.
4. 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 sign and date the appropriate boxes at the top 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/](http://www.chps.net) under the Publications and Resources section. Two of the three 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.

