



# UNIT 1

## Chapter 1

- ✓ Explain the impact climate change and organizations have on each other.
- ✓ Summarize the impact of global, regional, and local sustainability goals and regulations on facility operations.
- ✓ Explain the balance of using the triple bottom line.
- ✓ Describe the five main categories of environmental sustainability.

## Chapter 2

- ✓ Explain why SFPs should care about operating and managing sustainable facilities.
- ✓ Describe the SFP's responsibility in promoting sustainable facility management.
- ✓ Describe the impact of the five principles of sustainability.
- ✓ Compare organizational strategies and the impact on managing sustainable facilities.
- ✓ Describe how a process approach can be used to develop strategies, policies, and a sustainability initiative.
- ✓ Identify stakeholders.
- ✓ Describe how to prepare a business case.

## Chapter 3

- ✓ Define the key metrics for sustainability and the impact on the triple bottom line (TBL).
- ✓ Describe building rating systems impact on sustainability.
- ✓ Compare and contrast the sustainability balanced scorecard to the traditional balanced scorecard, including perspectives, parts, and barriers.
- ✓ Demonstrate the ability to calculate a key sustainability metric.
- ✓ Explain how to conduct an audit of a key sustainability area.
- ✓ List examples of metrics related to sustainability categories.
- ✓ List the essential elements of a strong communications strategy.
- ✓ Discuss the principles of quality reporting.

## Chapter 4

- ✓ Explain common financial concepts.
- ✓ Identify the options for procurement.
- ✓ Describe the impact of sustainability on the procurement process.
- ✓ State Finance's involvement with sustainability initiatives.
- ✓ Identify the purpose of creating a budget for the sustainability initiative.
- ✓ Discover creative financing mechanisms to reduce the initial cost of implementing sustainability initiatives.

# UNIT 2

## Chapter 5

- ✓ Describe the considerations for using sustainable energy solutions.

## Chapter 6

- ✓ Describe the considerations for using sustainable water solutions.

## Chapter 7

- ✓ Describe the considerations for using sustainable materials and consumable solutions.
- ✓ Describe the steps of building a sustainable supply chain.
- ✓ Explain how to monitor a supply chain's quality and sustainability efforts.

## Chapter 8

- ✓ Describe the considerations for using sustainable waste solutions.

## Chapter 9

- ✓ Describe the considerations for using sustainable workplace management solutions.

# UNIT 3

## Chapter 10

- ✓ Outline the process of implementing a sustainability initiative.
- ✓ Establish baseline metrics for the sustainability categories.

## Chapter 11

- ✓ Identify the elements necessary for change to take place.
- ✓ Discuss the three strategies for implementing change.
- ✓ Explain the stages of change resistance.
- ✓ Identify the types of stakeholders impacted by the initiative.
- ✓ Describe techniques that can be used to influence occupant behavior.
- ✓ Explain the aspects of an effective communication plan.
- ✓ Explain how the SFP can impact the content and quality of the communications message.
- ✓ Demonstrate how to use a communications matrix for planning.
- ✓ Discuss the three interrelated components of education.

## Chapter 12

- ✓ Explain the process and elements of evaluating a sustainability initiative.
- ✓ Discuss the process of creating a sustainability evaluation.
- ✓ Propose revisions to your organization's sustainability initiative.