

Audit and Design: Feature List Template

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About: This template is designed to help project teams collaboratively identify and prioritize design features for a Clean Energy Community Resilience Hub or similar community facility. It supports structured decision-making during the planning, audit, and design phases by capturing essential, strategic, and desirable building features, assigning clear priority levels (1–5) based on project goals and documenting rationale.

Usage Description: This template can be followed to create a Feature List to guide the design and audit stage of a CCRH (Clean Energy Community Resilience Hub) project.



Feature List Template

Objective:

This template is designed to help project teams collaboratively identify and prioritize design features for a Clean Energy Community Resilience Hub or similar community facility. It supports structured decision-making during the planning, audit, and design phases by capturing essential, strategic, and desirable building features, assigning clear priority levels (1–5) based on project goals and documenting rationale.

Priority Scale:

- 1: Must be included in Phase 1
- 2: Critical to Phase 1 (e.g., to meet funding or policy goals)
- 3: Ideally in Phase 1, but first to move to Phase 2 if budget requires
- 4: Slated for Phase 2, but may move up to Phase 1
- 5: Important for long-term resiliency but assumed for Phase 2

Instructions:

Use the table below to organize and evaluate potential features for your community facility project. For each feature:

1. **Select a feature** relevant to your project scope (ex: full kitchen, solar panels, community library).
2. **Assign a priority level (1–5)** using the Priority Scale provided above.
3. **Provide notes or justification** for the priority, such as community demand, compliance requirements, or budget considerations.

You may refer to design documents, community engagement feedback, or project goals to inform your prioritization. This tool is intended to guide internal discussions, align stakeholders, and support phasing decisions for implementation.

Example:

Feature	Priority (1–5)	Notes / Justification
Full Kitchen	1	Designed for cooking education with space for 2 cooks; fully accessible.