

October 2026

International Passive House Open Days (November 13-15) Host Checklist

1. Determine that your building is appropriate by meeting two simple requirements:
 - a. It's designed/built using the Passive House methodology, with *the goal of* meeting the criteria of one of the PHI certifications: Passive House (classic, plus, premium), Low-Energy, EnerPHit. (Your building does not need to be certified.)
 - b. There is a completed PHPP energy balance calculation.
2. Select a specific time or times for the open house over Open Days Weekend. Often, hosts select a 3-hour window that makes sense for them. Whatever you decide, please stick to it.
3. Make an Eventbrite registration page so you can see expected visitors.
4. Register your project on the [Passive House Database](#). The database collects information on Passive House buildings from around the world so we can celebrate our progress and advocate for better policies based on real-world results.
5. Fill out the [PHN Open Days Form](#) so we can publicize your open house.

Additionally

1. **Let local organizations know about your event.** PHN will advertise nationally, but letting grassroots organizations near you know about your project is the best way to make connections in your communities. Local AIAs, Habitat for Humanity Chapters, town event pages, or other sustainability groups might be especially interested in your project.
2. Be prepared to tell your Passive House story - on your own, or with project professionals. (If the project didn't meet the criteria, there is no shame in that - tell the story, what was difficult, what decisions were made, and what you would do differently. Remember: you're a trailblazer!)
3. Remember, you don't need to be an expert. If you don't know something, we only ask that you don't make stuff up. :)
4. We may also be able to put together a handout with some Passive House facts that can be tailored to your project. Fill out [this form](#) as early as possible so that we can be sure we'll have enough time to make your tailored handout. For a sample of what they'll look like, check out our [Case Study Library](#).
5. Enter your building into the [PHI building database](#), *including appropriate event information*. (**Note**, the project can be in construction, and if complete, does **not** need to be certified, to be entered into the database.) **We strongly recommend registering the building!**

6. If you have an open construction site you may want to have visitors sign a waiver. Typically on small residential properties, we don't see this, but on big commercial building sites, it is more common, if not universal. Here is [an example waiver](#) used on a past tour for reference. Typically, they are distributed and signed in person at the start of a tour. (Be sure to factor in time for this as needed.)
7. Have fun! Your building is special - a trailblazer. Show it off! Take pictures, upload them to social media with the #PHopendays, or send them to us to be included in an Open Days video compilation.

PHN Contact: Kim Ravold, kim@passivehousenetwork.org