

LEED Construction Phase Tracking Guidelines

2011 Edition, Published July 15, 2011; Revision Date: November 15, 2011

I. General

- a. Tracking, documentation and proper approval processes for materials on a project are mandatory procedures required in order to have a successful LEED Project. The following LEED Project organizational structure is intended to enhance and simplify the communication paths and documentation processes necessary to attain success. The following key LEED individuals are designated as the primary contacts for all LEED related responsibilities: **[Note: It is assumed in this document that the A/E is also the LEED Administrator.]**
 - i. **[A/E]: (Name)**
 - ii. **[CM] (Construction Manager or Lead Contractor): (Name)**
- b. All documentation described below will be distributed via the following channels:
 - i. **[CM]** will provide **[A/E]** with all documentation listed below to distribute.
 - ii. **[A/E]** will distribute the appropriate documents to any others required. All review comments will be returned to **[A/E]** for final review and approval. **[A/E]** will then transmit these to **[CM]** for distribution to the construction team.

II. LEED Material Submittals – Establish Acceptance and Formal Submittal Approvals

- a. The following is a recommended procedural path for the LEED Submittal Process:
 - i. ALL LEED Submittals shall be identified as “separate from and in addition to other submittals”; that is, the LEED submittals shall be a **separate file** within the standard product submittal.
 - ii. The LEED Submittals should contain ONLY the data that backs up the LEED qualification. [NOTE: This is necessary because of how these items are saved and submitted for GBCI review.]
 - iii. The Project Manual shall contain the “**Material Content Form**” and the “**IAQ (Indoor Air Quality) Verification Forms**”, established by **[A/E]**, and shall be used as the “**cover sheets**” for the LEED portions of the submittals.
 - iv. **[CM] will distribute all Submittals.** The following is a preliminary list of “minimum” distribution participants:
 1. **[A/E]** will review **all** product submittals. **[A/E]** shall be responsible for distribution of these product submittals to the Design Team and the OSU as follows:
 - a. **[A/E]** will review **LEED** submittals for meeting the specifications.

- b. **[A/E]** will review LEED submittals for completeness and accuracy of supporting data
- v. **LEED Material Submittals** shall appear on the **[CM] Submittal Schedule**
 1. Discuss options for this item but they need to appear on the master RFI/ Submittal Log that **OSU Project Manager** reviews weekly.

iii. LEED Action Plan

- a. In order to avoid confusion regarding what is required for the LEED Action Plan, we propose the following to meet the intent of attaining a successful LEED Project as efficiently as possible. Provide the following to meet the requirements for the LEED Action Plan:

i. LEED Schedule of Values

1. A LEED Schedule of Values (SOV) is required: **It is imperative that [CM] supplies this information using budget values to the [A/E]** so that the **[A/E]** and OSU have an idea of where the materials points stand. If it does not happen until after construction is completed, anything needed to adjust materials or products to save LEED points will become **potential change orders** which could be even more problematic. **[Note: The failure to keep track of these values is the most common issue with points dropping off project goals over time.]**

ii. LEED Contractor Progress Reports

1. There is not a single Progress Report formatted for this purpose, but Reports are required and should be included as part of the Payment Application. **[CM]** and the Subcontractors to agree on forms
2. **Materials & Resources:** The periodic LEED SOV's will supply the material values **[A/E]** needs to verify the progress on the LEED MR 4, 5, 6, and 7 credits
3. **Construction Waste and Diversion Reports (Monthly)** are needed for the construction and demolition waste as well as materials diverted in other ways. This shall be **[CM] responsibility** and goes along with the Payment Application process. **[CM]** shall present a proposed procedural process for these Reports. **Consensus on this procedure must be established before the start of construction / demolition;** document diversion in meeting minutes, and submit to the LEED participants on this project.
 - a. **Coordination of Demolition and Salvage** within the project LEED boundary
 - b. **Coordination of owner-diverted materials** – use the owner provided LEED Diversion Log
 - c. **[CM]** will assemble and report the results of the collective activities
4. **IAQ Management Plan** on which the IAQ Reports are based **should be created by [CM] and approved by the above stakeholders** so the project can avoid unnecessary additional costs related to this issue.

5. **IAQ Management Reports** are required in the Project Manual and by LEED. **[CM]** shall insure that the IAQ process is executed as outlined in the Project Manual for Monitoring of the IAQ Plan; reference Section 01 73 20, paragraph **XXX**.
 - a. These go into effect in areas as they become dried-in, but apply to adhesives and coatings used inside the envelope even before the areas are weather tight. The **[A/E]** shall monitor the IAQ process.

IV. Project Progress Meetings

- a. **OAM Meeting** (Owner/Architect/Construction Manager - Job Progress): Include the required LEED Progress Reports in Pay Application discussions; this would include the LEED SOV updates, Construction Waste Reports, IAQ Reports when applicable.
- b. **RFI/Submittal Progress Reviews**: LEED Materials Submittals shall be included as line items and prioritized.
- c. **Construction Meetings**: **[CM]** shall include reminders about LEED issues as a bullet point on the standard agenda (similar to reports and reminders about Safety).