

LEED Certification Matrix

	Pre-Design	SD Design	DD development	Construction Documents	Construction Administration	Construction	Occupancy
Project Team	A/E team establishes preliminary sustainable design strategy	<ul style="list-style-type: none"> Participate in whole team integrated sustainable design charrette Establish LEED goals Design investigation; submit CIRs as needed 	<ul style="list-style-type: none"> Integrate LEED requirements w/ design, develop alternative compliance paths or <u>innovative design strategies</u> Attend interim LEED check-in meetings 	"green" plans/drawings specifications, documents as needed	<ul style="list-style-type: none"> Contractor and Sub-Contractor LEED Orientation Design Team reviews LEED submittals for compliance 	<ul style="list-style-type: none"> Complete construction phase documentation (General Contractor, Sub-Contractors, CxA) Assist in Construction Phase clarifications 	<ul style="list-style-type: none"> Assist Owner with M&V plan Assist Owner with thermal comfort survey
Owner	<ul style="list-style-type: none"> Integrate Sustainable Design Requirements <ol style="list-style-type: none"> RFP Interview Selection Process Award project 	<ul style="list-style-type: none"> Participate in whole team integrated sustainable design charrette; establish LEED goals Issue RFP for Commissioning Services and pay Project registration fee 	<ul style="list-style-type: none"> Pay USGBC for Credit Interpretation requests, if needed Participate in interim LEED check-in meetings Pay USGBC for design Phase Review 	<ul style="list-style-type: none"> Clarify LEED requirements at Pre-Bid meeting Include LEED performance & documentation requirements in contract documents 	Tie payments to monthly LEED progress reports.	<ul style="list-style-type: none"> Pay Construction Phase Review fee to USGBC Accept Certification - award or appeal credits 	<ul style="list-style-type: none"> Execute M&V plan Conduct thermal comfort survey Implement Edu. & Outreach Program Register Project for LEED-EB: O&M
LEED Coordinator	Assist with preliminary sustainable design strategy, integrate with proposal	<ul style="list-style-type: none"> Review with Design Team: <ol style="list-style-type: none"> LEED Requirements Documentation roles & responsibilities LEED scorecard Facilitate sustainable design charrette Register Project Setup project & team on LEED online Research Credit Interpretation Rulings (CIRs) Submit CIRs as needed Assist w/ RFP for commissioning services 	<ul style="list-style-type: none"> Research: <ol style="list-style-type: none"> CIRs Sustainable materials & technologies for design team, as needed. Assist with launch of commissioning services. <p>Submit LEED core & shell projects for Pre-Certification</p>	<ul style="list-style-type: none"> Review plans, specifications, documentation for LEED compliance Submit Design Phase package to USGBC Provide additional documentation & clarification as needed Coordinate credit & prerequisites appeals as needed 	<ul style="list-style-type: none"> LEED kick-off meeting at job site; review LEED with construction team Review for LEED compliance: <ol style="list-style-type: none"> Submittals Construction documents. Calculation Site visits <p>Submit CIRs as needed</p>	<ul style="list-style-type: none"> Assist construction team and C&A with construction phase documentation Submit Construction Phase review package to USGBC Assist with clarification requests and appeals as needed Accept Certification award or appeal credits 	<ul style="list-style-type: none"> Assist in development of case study for Education & Outreach credit Assist Owner in registering Project for LEED-EB: O&M
Keep design team on track to meet desired LEED/Sustainability goals & requirements				Keep construction team on track to meet desired LEED/Sustainability goals & requirements			
USGBC		Register project for LEED & purchase Reference Guide for team, if needed	Coordinate & Submit Credit Interpretation requests	Design Phase Review: documentation, submittal, clarifications	Construction Phase Review: documentation, submittal, clarifications	<ul style="list-style-type: none"> Requests for clarification issued Final certification award offered 	LEED Certification is awarded

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