

LEED PROCESS GUIDELINES - Short Version

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1.1 Planning / Project Team election

- a. PM / Owner need to write the LEED Narrative for the project
- b. PM / Owner determine programmatic requirements & LEED goals, discuss w/ TSG representative
- c. PM accurately describe programmatic requirements and LEED goals in RFP
- d. PM / Owner conducts interviews and selects A/E, CM & Commissioning Teams
- e. The Project Team designates the LEED Administrator for the project
- f. The LEED Administrator Registers the project with the USGBC

1.2 Schematic Design

- a. LEED Administrator schedules a design Charrette using the proposed scorecard with Project Team typically 4-8 hours
- b. LEED Administrator updates the LEED Scorecard per Charrette goals, issues report with reasons for choices, etc.
- c. LEED Administrator provides access to Project Team and assigns responsibilities, PM to have Manager rights
- d. Project Team needs to become familiar with online documents submittal requirements

1.3 Design Development

- a. Project Team to determine if Enhanced Commissioning (EA Credit 3) will be pursued
- b. LEED Administrator to seek precertification from USGBC if project seeks LEED-CS
- c. Design Phase Review – consider seeking review & feedback from USGBC on LEED strategies (this is more on the design team's dime if they are not certain about criteria but clarify in contract what you would pay for i.e. "up to 2 CIR unless directed by OSU"...
- d. By the end of DD phase the Project team should have a confirmed LEED scorecard, clear strategies toward LEED Certification, and understanding of budget impacts
- e. Project Team confirms project budget supports LEED scorecard & strategies

1.4 Construction Documents / Bidding

- a. A/E team to clearly describe LEED requirements in the Construction Documents & Specifications
- b. A/E shall incorporate the following LEED requirements in Division 1 and Divisions 2-10 & 31-33
 - LEED Submittals, submit LEED submittals separately from other submittals
 - LEED labor & materials need to be separately identified on Schedule of Values for Divisions 2-10 & 31-33
 - LEED Action Plan consists of: 1) LEED Materials Schedule of Values , 2) LEED Submittal Log , 3) Waste Management Plan & Reports
- c. LEED Administrator to participate in pre-bid conference to clarify LEED requirements

1.5 Construction Administration / Project Completion & Occupancy

- a. LEED Administrator to hold a LEED Kick-off meeting with contractors to review LEED requirements and submittals.
- b. Lead Contractor to submit: Construction Waste Management Plan, Sediment and Erosion Control Plan (SEC) & Indoor Air Quality (IAQ) Management Plan w/ Low-Emitting Controls section if applicable
- c. Lead Contractor to include LEED issues in weekly coordination meeting with other trades
- d. A/E to add LEED to agenda items in weekly construction progress meetings

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- e. Contractors shall provide a LEED Progress Report with payment requests showing actual LEED construction & purchasing activities
- f. Contractor to perform Building Flush Out or IAQ testing prior to occupancy This must be decided during bid process to allow for either time in the schedule for ventilation or cost for testing in the budget.
- g. Contractors Equipment Demonstrations should note all required LEED maintenance procedures and care for the building, including training documentation
- h. Contractors O&M & LEED Systems Manuals(if applicable) should be organized and turned over to the owner for future reference
- i. LEED Administrator, PM and Owner will develop and implement an education and outreach plan for building occupants and maintenance staff.
- j. The LEED Administrator will assist the owner in receiving LEED Certification, including all responses to review comments and requests for clarification. Appeals to credit denials will be the responsibility of the member of the Project Team that was responsible for documenting and achieving the credit unless otherwise directed.