

Sustainability Planning and Closeout Form for Project Managers Horizontal Projects – LEED 3.0

Section 1	Project Lead:	Date:
	Project Manager:	
	Project Title:	Project Number:
	Location/Address:	Purpose Number:
	Council District:	Ballot Issue Number:
	Neighborhood:	



Section 2	Brief Work Scope Description – Include background on planning decisions, community discussions, and project benefits.

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Section 3 – Instructions	
Planning Information – Complete during the Planning Phase	
<ol style="list-style-type: none"> 1. Check “Yes” for all strategies that will be pursued. 2. For strategies that will be pursued, but the threshold listed will not be met, check “Yes” and provide explanation. 3. For strategies not in project scope, check “N/A” and state “Not in Project Scope.” 	
Closeout Information – Complete once the project is finished	
<ol style="list-style-type: none"> 1. For strategies that were pursued, check “Yes” and provide the requested project data. If the threshold listed was not met, provide an explanation. 2. For strategies not pursued for other reasons, check “N/A” and provide explanation. 3. Please identify vendors in the comments section that provided technical or product guidance that added value to the process and final solution. 	

Section 4 – Horizontal Project Requirements								
Planning Information – Complete during the Planning Phase				Closeout Information – Complete once the project is finished				
Strategy/Requirement		Will project pursue strategy and/or meet requirement?	Comments	Was the project pursued and/or the requirement met?	Project Data			Comments
					Item	Unit	Quantity	
4.1	Fly Ash: Use a minimum of 20% by weight of fly ash in concrete per the current revision of the Standard Specifications.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Total Concrete	Tons		
					Total Fly Ash	Tons		
					Percentage of Fly Ash	%		
4.2	Building Materials: Use materials with recycled content of at least 10% of the total value of the materials in the project per LEED-NC, ver. 3.0.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the materials with recycled content.	---	---	
					List sources for recycled-	---	---	

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				Item	Unit	Quantity	Comments
Materials & Resources (MR) Credit 4.				content materials.			
4.3 <u>Construction and Demolition Debris:</u> Recycle and/or salvage at least 50% (by weight or volume) of non-hazardous construction and demolition debris per LEED-NC, ver. 3.0, MR Credit 2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Total construction waste generated.	Tons		
				Total construction waste diverted from landfill.	Tons		
				Percentage of waste diverted from landfill.	%		
				Describe recycled and/or salvaged materials.	---	---	
				Describe the land-filled materials.	---	---	
				List markets for recycled and/or salvaged materials.	---	---	
4.4 <u>Water Efficiency - Landscaping:</u> Reduce potable water consumption for irrigation by 50% from a calculated mid-summer baseline case per LEED-NC, ver. 3.0, Water Efficiency (WE) Credit 1., and/or use a water budget of 10 gallons per square foot of landscaped area per	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<u>Water Budget Calculation</u>	---	---	
				"A1" = Calculated baseline of total water applied per season	Gallons		
				"B1" = Calculated design or actual total	Gallons		

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				Item	Unit	Quantity	Comments				
				season.				water applied per season			
								“C1” = Percentage reduction of potable water (B1/A1 – 1.0)	%		
								<u>Gallons per Square Feet Calculation</u>	---	---	
								“A2” = Calculated design or actual total water applied per season	Gallons		
								“B2” = Total square feet irrigated per season	Square Feet		
								“C2” = Water used per square foot per season (A2/B2)	Gallons per Square Feet		
								Describe landscaping features, including drought tolerant plant types, anticipated time for plant establishment, and percent of site landscape	---	---	

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				Item	Unit	Quantity	Comments
				included in project scope.			
4.5	<u>Light Pollution Reduction – Exterior:</u> Only light exterior areas as required for safety and comfort per LEED-NC, ver. 3.0, Sustainable Sites (SS) Credit 8.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the lighting strategies used.	---	---
4.6	<u>Stormwater Design - Quantity:</u> Control runoff, reduce impervious cover, and promote infiltration per LEED-NC, ver. 3.0, SS Credit 6.1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the stormwater design strategies used.	---	---
4.7	<u>Stormwater Design - Quality:</u> Capture/treat runoff per LEED-NC, ver. 3.0, SS Credit 6.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the stormwater design strategies used.	---	---
4.8	<u>Regional Materials:</u> Use at least 10% regional building materials per LEED-NC, ver. 3.0, MR Credit 5.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the regional materials used.	---	---
4.9	<u>Protect or Restore Habitat:</u> Restore or protect a minimum of 50% of the site area with native or naturalized vegetation per LEED-NC, ver. 3.0, SS Credit 5.1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the habitat protection or restoration strategies used.	---	---

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					Item	Unit	Quantity	
4.10	<u>Rapidly Renewable Materials:</u> Use at least 2.5% rapidly renewable materials or products per LEED-NC, ver. 3.0, MR Credit 6.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the rapidly renewable materials used.	---	---	
4.11	<u>Infrastructure Energy Efficiency:</u> Design or purchase equipment to achieve a 15% energy reduction per LEED-ND, Feb. 2007 pilot version, Green Construction & Technology (GCT) Credit 15.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the energy efficiencies used.	---	---	
4.12	<u>Bike Lanes:</u> Incorporate bike lanes or Sharrows into street construction and reconstruction.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe bike-friendly strategies used.	---	---	
4.13	4.13.1 Innovation: Describe other sustainable approaches or benefits of the project not already addressed.							
	4.13.2 Lessons Learned (Process): Describe project processes that worked well and processes that did not work well for this project. What would you have done differently?							

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				Item	Unit	Quantity	Comments
4.13.3 Lessons Learned (Solutions): Describe solutions that worked well and solutions that did not work well for this project. What would you have done differently?							

Section 5 (Reserved for EMS document information)	
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