

Sustainability Planning and Closeout Form for Project Managers New Vertical 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.

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

Section 3 – Instructions
<p>Planning Information – Complete during the Planning Phase</p> <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.”
<p>Closeout Information – Complete once the project is finished</p> <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 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			Comments
Strategy/Requirement		Will project pursue strategy and/or meet requirement?	Comments	Was the project strategy pursued and/or the requirement met?	Item	Unit	Quantity	Comments
4.0	LEED NC Silver: All new construction and major remodels are required to achieve LEED NC Silver Certification.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	---	---	<input type="checkbox"/> Certified <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum	
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	%		

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			
					Item	Unit	Quantity	Comments
4.2	<u>Building Materials:</u> Use materials with recycled content of at least 10% (based on cost) of the total value of the materials in the project per LEED-NC, ver. 3.0, Materials & Resources (MR) Credit 4.	<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-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	<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	Gallons		

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data							
				Item	Unit	Quantity	Comments				
				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 season.				season			
								"B1" = Calculated design or actual total water applied per season	Gallons		
								"C1" = Percentage reduction of potable water (B1/A1 – 1.0)	%		
								Gallons per Square Feet Calculation	---	---	
								"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	---	---									

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			
				Item	Unit	Quantity	Comments
				time for plant establishment, and percent of site landscape included in project scope.			
4.5	<u>Water Use Reduction:</u> Employ strategies that in aggregate use 40% less water than the water use baseline calculated for the building (not including irrigation) after meeting the Energy Act of 1992 fixture performance requirements per LEED-NC, ver. 3.0, WE Credit 3.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the water efficiency strategies used, including a description of the new fixtures and of those replaced.	---	---	
4.6	<u>Stormwater Design:</u> Control runoff, reduce impervious cover, and promote infiltration per LEED-NC, ver. 3.0, SS Credit 6.1 and 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.	---	---	
4.7	<u>Light Pollution Reduction – Interior:</u> Minimize interior after hours lighting 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.	---	---	
4.8	<u>Light Pollution Reduction – Exterior:</u> Only light exterior areas as required for safety and comfort per LEED-	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the lighting strategies used.	---	---	

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			Comments
					Item	Unit	Quantity	
NC, ver. 3.0, SS Credit 8. Use 2009 IECC recommended exterior lighting levels based on building location.								
4.9	<u>Energy Commissioning:</u> Ensure enhanced commissioning per LEED NC ver. 3.0, Energy & Atmosphere (E&A) Credit 3.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe how the building operator was included in the commissioning process.	---	---	
4.10	<u>Energy – Energy Star:</u> For eligible equipment types (appliances, windows, roofing materials, etc.) use “ENERGY STAR” labeled equipment. For more information see www.energystar.gov .	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the Energy Star equipment included in the project.	---	---	
4.11	<u>Energy – Optimize Energy Performance:</u> Earn at least 8 points by achieving an increased level of energy performance above the baseline established by ASHRAE/IESNA Standard 90.1-2007 per LEED-NC, ver. 3.0, EA Credit 1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the energy efficiency improvements.	---	---	
4.12	<u>Energy – Building Orientation:</u> Orient and design building to maximize use of passive solar and day	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	---	---	---	

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			
				Item	Unit	Quantity	Comments
		lighting. Require daylighting modeling as part of building design.					
4.13	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<u>Energy – Renewable Energy:</u> Incorporate photovoltaic or other renewable energy technologies including solar thermal and geothermal per LEED-NC, ver. 3.0, EA Credit 2, or prepare for future installations by pre-wiring building and designing for increased structural load.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the renewable energy strategies used.	---	---	
4.14	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<u>Construction IAQ Management Plan:</u> Develop and implement Indoor Air Quality (IAQ) Management Plan for the construction and pre-occupancy phases of the building per LEED-NC, ver. 3.0, Indoor Environmental Quality (IEQ) Credits 3.1 and 3.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe IAQ management strategies used.	---	---	
4.15	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<u>Low-Emitting Adhesives and Sealants:</u> All adhesives and sealants used on the interior of the building shall comply with LEED-NC, ver. 3.0, IEQ Credit 4.1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	---	---	---	

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			Comments
					Item	Unit	Quantity	
4.16	<u>Low-Emitting Paints and Coatings</u> : All paint and coatings used on the interior of the building shall comply with LEED-NC, ver. 3.0, IEQ Credit 4.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	---	---	---	
4.17	<u>Low-Emitting Flooring Systems</u> : All flooring systems installed in the interior of the building shall comply with LEED-NC, ver. 3.0, IEQ Credit 4.3.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the low-emitting carpet systems used.	---	---	
4.18	<u>Low-Emitting Composite Wood and Agrifibers</u> : All composite wood and agrifibers used on the interior of the building shall comply with LEED-NC, ver. 3.0, IEQ Credit 4.4.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the low-emitting composite wood and agrifibers used.	---	---	
4.19	<u>Rapidly Renewable Materials</u> : Use at least 2.5% rapidly renewable materials or products whenever possible 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 and sources.	---	---	
4.20	<u>Open Space</u> : Maximize open space per LEED-NC, ver. 3.0, SS Credit 5.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the open space strategies used.	---	---	

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			Comments
					Item	Unit	Quantity	
4.21	<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.	---	---	
4.22	<u>Heat Island Non-Roof and Roof:</u> Reduce heat island per LEED-NC, ver. 3.0, SS Credits 7.1 and 7.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the heat island reduction strategies used.	---	---	
4.23	<u>Storage & Collection of Recyclables:</u> Provide an easily accessible area that serves the entire building for the storage and collection of recyclables per LEED-NC, ver. 2.2, MR Prerequisite 1.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the storage and collection strategy used.	---	---	
4.24	<u>Alternative Transportation – Bicycle Storage and Changing Rooms:</u> Provide per LEED-NC, ver. 3.0, SS Credit 4.2.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe alternative transportation strategy used.	---	---	
4.25	<u>4.25.1 Innovation:</u> Describe other sustainable approaches or benefits of the project not already addressed.							
	<u>4.25.2 Lessons Learned (Process):</u> Describe project processes that							

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

Section 4 – New Vertical 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 strategy pursued and/or the requirement met?	Project Data			
				Item	Unit	Quantity	Comments
worked well and processes that did not work well for this project. What would you have done differently?							
4.25.3 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)	
Title:	Sustainability Planning and Closeout Form for Project Managers – New Vertical Projects (LEED 3.0)
Document Identification Number:	CCD-305.02.07
Version:	Version 2.0
Revision Date:	September 17, 2009
Document Owner:	Cindy Bosco, <i>Greenprint Denver</i>
Controlled Copy Location:	Not applicable.