

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

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



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

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

Section 4 – Remodel 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
4.0	<p><u>LEED NC Silver:</u> All new construction and major remodels are required to achieve LEED NC Silver Certification.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>	---	---	<p><input type="checkbox"/> Certified  <input type="checkbox"/> Silver  <input type="checkbox"/> Gold  <input type="checkbox"/> Platinum</p>	
4.1	<p><u>Fly Ash:</u> Use a minimum of 20% by weight of fly ash in concrete per the current revision of the Standard Specifications.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>	Total Concrete	Tons		
				Total Fly Ash	Tons		
				Percentage of Fly Ash	%		
4.2	<p><u>Building Materials:</u> Use materials with recycled content of at least 10%</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> N/A</p>	Describe the materials with recycled content.	---	---	

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in the project per LEED-NC, ver. 3.0, Materials & Resources (MR) Credit 4.				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 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	<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	Gallons		

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of landscaped area per season.				actual total 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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				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-NC, ver. 3.0, Sustainable Sites (SS) Credit 8. Use 2009 IECC recommended exterior lighting levels based on building	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the lighting strategies used.	---	---	

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location.							

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4.9	<u>Energy Commissioning:</u> Ensure that all new systems or components are tested and operate as designed per LEED NC ver. 3.0, Energy & Atmosphere (E&A) Prerequisite 1 and 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 – Optimize Energy Performance:</u> Specify equipment that helps reduce facility energy use including high efficiency HVAC, lighting, and envelope improvements 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.	---	---	
4.11	<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.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the renewable energy strategies used.	---	---	
4.12	<u>Construction IAQ Management Plan:</u> Develop and implement an 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	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe IAQ Management strategies used.	---	---	

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3.2.							
4.13	<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	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Describe the low-emitting adhesives and sealants used.	---	---	
4.14	<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	Describe low-emitting paints and coatings used.	---	---	
4.15	<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.	---	---	
4.16	<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, EQ 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.	---	---	
4.17	<u>Rapidly Renewable Materials:</u> Use 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.	---	---	



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					Item	Unit	Quantity	
4.18	<u>Regional Materials:</u> Use regional building materials wherever possible 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.	---	---	
4.19	<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.	---	---	
4.20	<u>Storage &amp; 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. 3.0, 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.	---	---	
4.21	<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.	---	---	

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4.22	<u>4.22.1 Innovation:</u> Describe other sustainable approaches or benefits of the project not already addressed.						
	<u>4.22.2 Lessons Learned (Process):</u> Describe project processes that worked well and processes that did not work well for this project. What would you have done differently?						
	<u>4.22.3 Lessons Learned (Solutions):</u> 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)	
<b>Title:</b>	Sustainability Planning and Closeout Form for Project Managers –Remodel Vertical Projects – LEED 3.0
<b>Document Identification Number:</b>	CCD-305.02.06
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