

SAS LEED for Schools 2009 Submittals for Unregistered Projects (04 September 2012)

PROJECT AND BUILDING:

This spreadsheet is for documentation of LEED credits for unregistered buildings and projects. It indicates what is required and when it is due. It is also intended to be filled in and be submitted to meet submittal requirements. Submitter should fill in the "Points Claimed" column with number of points for each credit pursued, fill in the "Check Box if Applies" to indicate applicable credit options and their submittals, and complete the "Submittal Data" column as needed. Narratives may be placed directly in the "Submittal Data" cell or may be attached and indicated as attached in the cell. Submitters are to edit/modify this spreadsheet as needed to meet documentation requirements. This is intended to be a part of the LEED documentation submittal along with the LEED Project Checklist and needed attachments. Reviewers will have access to the project drawings, specifications and design analysis - it is not necessary to duplicate portions of them for the LEED submittal if reference to them is provided.

INSTRUCTIONS

- GENERAL - All calculations shall be in accordance with LEED 2009 Reference Guide.
- GENERAL: Obtain blank excel version of this spreadsheet at <http://en.sas.usace.army.mil/enWeb/EngineeringCriteria>.
- GENERAL: Brackets ([]) indicate text options. Edit to delete inapplicable options, fill in required information and delete all brackets.
- GENERAL - For all credits, narrative/comments may be added to describe special circumstances or considerations regarding the project's credit approach.
- GENERAL: The Designer of Record will include all construction phase required documentation indicated below for all prerequisites and applicable credits in the project specifications submittal requirements .
- GENERAL - Include all required LEED drawings indicated below in contract drawings with applicable discipline drawings (label For Reference Only if they do not convey new contract requirements) OR include as attachments.
- GENERAL: The Designer of Record may delete all inapplicable credits from the spreadsheet at final design to reduce document size.
- GENERAL - Use of the tabs provided is optional. Other contractor-generated formats are acceptable if they provide all required information. Use of LEED Forms is NOT PERMITTED.

LEED Credit Paragraph	Points Claimed	DUE AT	REQUIRED DOCUMENTATION	Check box if Applies	SUBMITTAL DATA	Government Reviewer's Use
GENERAL		Each Submittal	Current LEED Project Checklist	X	See attached LEED Project Checklist.	ARC
SSPR1 Construction Activity Pollution Prevention (PREREQUISITE)	PR	Final Design	List all drawings and specifications that address the erosion control, particulate/dust control and sedimentation control measures to be implemented:	X	The following drawings and specifications address this credit:	CIV
		Final Design	List all Site Plan drawings that show and label the LEED Project and/or Campus boundary.	X	LEED [Project][and] [Campus] Boundary is delineated and labeled on the following drawings:	CIV
		Final Design	Narrative that indicates which compliance path was used (NPDES or Local standards) and describes the measures to be implemented on the project. If a local standard was followed, provide specific information to demonstrate that the local standard is equal to or more stringent than the NPDES program.	X	Narrative:	CIV
SSPR2 Environmental Site Assessment (PREREQUISITE)	PR	Final Design	Narrative that indicates which type of Environmental Site Assessment was performed and whether it was found to be contaminated.	X		IH
		Final Design	If contaminated, narrative describing contamination, remediation efforts undertaken and achieved state.			IH
SS1 Site Selection		Final Design	Statement confirming that project does not meet any of the prohibited criteria.		Confirmed by (name, role in project):	CIV
		Final Design	LEED Site plan drawing that shows all proposed development and line depicting boundary of all bodies of water and/or wetlands within 100 feet of project boundary OR statement that there are no water or wetlands within 100 feet of project boundary, including name and role in project of individual making statement.		[All proposed development and a line depicting boundary of all bodies of water and/or wetlands within 100 feet of project boundary is shown on the following drawing:xxx] [There is no water or wetlands within 100 feet of project boundary. Confirmed by (name, role in project).]	CIV

		Final Design	For previously undeveloped site only: LEED Site plan drawing that shows all proposed development and line depicting 5' elevation above 100 year flood line that falls within project boundary OR statement that entire site is at least 5' elevation above 100 year flood elevation, including name and role in project of individual making statement.	[All proposed development, line depicting 5' elevation above 100 year flood line that falls within project boundary is shown on the following drawing:xxx][Entire site is at least 5' elevation above 100 year flood elevation. Confirmed by (name, role in project).]	CIV
SS2 Development Density & Community Connectivity		Final Design	Option 1: LEED Site vicinity plan showing project site and surrounding development. Show density boundary or note drawing scale.	Site vicinity plan with density boundary or drawing scale is shown on the following drawing:	CIV
		Final Design	Option 1: Table indicating, for project site and all surrounding sites within density radius (keyed to site vicinity plan), site area and building area. Project development density calculation. Density radius calculation. Development density calculation within density radius.	Table and density calculation are attached.	CIV
		Final Design	Option 2: LEED Site vicinity plan showing project site, the 1/2 mile community radius, pedestrian walkways and the locations of the residential development(s) and Basic Services surrounding the project site.	LEED Site vicinity plan labeling the project site, showing the 1/2 mile community radius, highlighting pedestrian walkways and labeling the locations of the residential development(s) and Basic Services surrounding the project site are shown on the following drawing:	CIV
SS3 Brownfield Redevelopment		Final Design	Narrative describing contamination and the remediation activities included in project. Include statement indicating how site was determined to be a brownfield.	Narrative:	CIV
SS4.1 Alternative Transportation: Public Transportation Access		Final Design	Option 1: LEED Site vicinity plan showing project site, mass transit stops and pedestrian path to them with path distance noted.	LEED Site vicinity plan showing project site, mass transit stops and pedestrian path to them with path distance noted are shown on the following drawing:	CIV
		Final Design	Option 2: LEED Site vicinity plan showing project site, bus stops and pedestrian path to them with path distance noted.	LEED Site vicinity plan showing project site, bus stops and pedestrian path to them with path distance noted are shown on the following drawing:	CIV
		Final Design	Option 2: Narrative indicating what bus routes serve the bus stops shown on the drawing and confirming that they are available for building occupant use.	Narrative:	CIV
SS4.2 Alternative Transportation: Bicycle Storage & Changing Rooms		Final Design	FTE calculation. Bicycle storage spaces calculation. Shower/changing facilities calculation.	See SS4.2 tab.	CIV
		Final Design	List of drawings that show the location(s) of bicycle storage areas. Statement indicating distance from building entrance.	Bicycle storage areas are shown on the following drawings: XX. Maximum distance from bicycle storage to building entrance is:	CIV
		Final Design	List of drawings that show the location(s) of shower/changing facilities and, if located outside the building, statement indicating distance from building entrance.	Shower/changing facilities are shown on the following drawings:	ARC
SS4.3 Alternative Transportation: Low Emitting & Fuel Efficient Vehicles		Final Design	Statement indicating total parking capacity of site.	See SS4.3 tab.	CIV
		Final Design	Option 1: Low-emission & fuel-efficient vehicle calculation.	See SS4.3 tab.	CIV
		Final Design	Option 1: Low-emission & fuel-efficient vehicle parking calculation.	See SS4.3 tab.	CIV
		Final Design	Option 1: List of drawings and specification references that show location and number of preferred parking spaces for low-emission & fuel-efficient vehicles and signage.	See SS4.3 tab.	CIV

		Final Design	Option 2: Low-emission & fuel-efficient vehicle refueling station calculation.	See SS4.3 tab.	CIV
		Final Design	Option 2: List of drawings and specifications indicating location and number of refueling stations, fuel type and fueling capacity for each station for an 8-hour period.	See SS4.3 tab.	CIV
		Closeout	Option 2: Construction product submittals indicating what was provided and confirming compliance with respect to fuel type and fueling capacity for each station for an 8-hour period.		CIV
		Final Design	Option 3: Statement indicating quantity, make, model and manufacturer of low-emission & fuel-efficient vehicles to be provided. Statement confirming vehicles are zero-emission or indicating ACEEE vehicle scores.	Narrative:	CIV
SS4.4 Alternative Transportation: Parking Capacity		Final Design	Option 1: Preferred parking calculation including number of spaces required, total provided, preferred spaces provided and percentage.	See SS4.4 tab.	CIV
		Final Design	Option 1: List of drawings and specification references that show location and number of preferred parking spaces and signage.	See SS4.4 tab.	CIV
		Final Design	Option 2: FTE calculation. Preferred parking calculation including number of spaces provided, preferred spaces provided and percentage.	See SS4.4 tab.	CIV
		Final Design	Option 2: List of drawings and specification references that show location and number of preferred parking spaces and signage.	See SS4.4 tab.	CIV
		Final Design	Option 3 (Case 2 Option 2): Statement confirming no new parking is provided.	No new parking is provided in this project.	CIV
		Final Design	Case 2 Residential Option 1: Calculation indicating number of spaces required and provided. Narrative describing infrastructure and support programs with description of project features to support them.	See SS4.4 tab for parking calculations. Narrative:	CIV
SS5.1 Site Development: Protect or Restore Habitat		Final Design	Option 1: List of drawing and specification references that convey site disturbance limits.	Site has not been previously developed. Site disturbance limits are shown on the following drawings:	CIV
		Final Design	Option 2: LEED site plan drawing that delineates boundaries of each preserved and restored habitat area with area (sf) noted for each. Percentage calculation of restored/preserved habitat to total site area.	Site has been previously developed or graded. Boundaries of each preserved and restored habitat area with area (sf) noted for each and percentage calculation of restored/preserved habitat to total site area are shown on the following drawing: XX	CIV
		Final Design	Option 2: List of drawings and specification references that convey restoration planting requirements.	Restoration planting is shown on the following drawings and specifications:	CIV
SS5.2 Site Development: Maximize Open Space		Final Design	Option 2: LEED site plan drawing delineating boundary of vegetated open space adjacent to building with areas of building footprint and designated open space noted. Percentage calculation of open space to building footprint area.	Site plan drawing delineating boundary of vegetated open space adjacent to building with areas of building footprint and designated open space and percentage calculation of open space to building footprint area noted are shown on the following drawing:	CIV
SS6.1 Stormwater Design: Quantity Control		Final Design	Option 1: Indicate whether existing site imperviousness is more or less than 50%. Indicate pre-development and post-development runoff rate(cfs) and runoff quantity (cf) -OR - Narrative describing site conditions, measures and controls to be implemented to prevent excessive stream velocities and erosion.	Narrative:	CIV

		Final Design	Option 2: Indicate whether existing site imperviousness is more or less than 50%. Indicate pre-development and post-development runoff rate(cfs) and runoff quantity (cf). Indicate percent reduction in each.	Narrative:	CIV
SS6.2 Stormwater Design: Quality Control		Final Design	For non-structural controls, list all BMPs used and, for each, describe the function of the BMP and indicate the percent annual rainfall treated. List all structural controls and, for each, describe the pollutant removal and indicate the percent annual rainfall treated.	Narrative:	CIV
SS7.1 Heat Island Effect: Non-Roof		Final Design	LEED site plan drawing indicating locations and quantities of each paving type, including areas of shaded pavement. Percentage calculation indicating percentage of reflective/shaded/open grid area.	See tab SS7.1 for calculations. Paving types and areas are labelled on the following drawing:	CIV
SS7.2 Heat Island Effect: Roof		Final Design	Option 1: Percentage calculation indicating percentage of SRI compliant roof area. List of drawings and specification references that convey SRI requirements and roof slopes.	See tab SS7.2 for calculation. Roof slopes and materials are shown on the following drawings: SRI requirements are in the following specifications:	ARC
		Closeout	Option 1: Manufacturer published product data or certification confirming SRI for each installed roof material.		PE
		Final Design	Option 2: Percentage calculation indicating percentage of vegetated roof area.	See SS7.2 tab.	ARC
		Final Design	Option 3: Combined reflective and green roof calculation. List of drawings and specification references that convey SRI requirements and roof slopes.	See tab SS7.2 for calculation. Roof slopes and materials are shown on the following drawing: XX. SRI requirements are in the following specifications:	ARC
		Closeout	Option 3: Manufacturer published product data or certification confirming SRI		PE
SS8 Light Pollution Reduction		Final Design	Interior Lighting: List of drawings and specification references that convey interior lighting requirements (location and type of all installed interior lighting, location of non-opaque exterior envelope surfaces, allowing confirmation that maximum candela value from interior fixtures does not intersect non-opaque building envelope surfaces). - OR - List of drawings and specification references that show automatic lighting controls compliance with credit requirement.	See the following drawings and specifications:	ELEC
		Final Design	Exterior Lighting: List of drawings and specification references that convey exterior lighting requirements (location and type of all site lighting and building façade/landscape lighting).	See the following drawings and specifications:	ELEC
		Final Design	Exterior Site Lighting Power Density (LPD): Tabulation for exterior site lighting indicating, for each location identification or description, units of measure, area or distance of the location, actual LPD using units consistent with ASHRAE 90.1, and the ASHRAE allowable LPD for that type of location. Percentage calculation of actual versus allowable LPD for all site lighting.	See attached narrative.	ELEC

		Final Design	Exterior Building Facade/Landscape Lighting Power Density (LPD): Tabulation for exterior building facade/landscape lighting indicating, for each location identification or description, units of measure, area or distance of the location, actual LPD using units consistent with ASHRAE 90.1, and the ASHRAE allowable LPD for that type of location. Percentage calculation of actual versus allowable LPD for all building facade/landscape lighting.		See attached narrative.	ELEC
		Final Design	Exterior Lighting IESNA Zone: Indicate which IESNA zone is applicable to the project.		See attached narrative.	ELEC
		Final Design	Exterior Lighting Site Lumen table indicating, for each fixture type, quantity installed, initial lamp lumens per luminaire, initial lamp lumens above 90 degrees from Nadir, total lamp lumens and total lamp lumens above 90 degrees. Percentage of site lamp lumens above 90 degrees from nadir to total lamp lumens.		See attached narrative.	ELEC
		Final Design	Exterior Lighting Narrative describing analysis used for addressing requirements for light trespass at site boundary and beyond.		See attached narrative.	ELEC
SS9 Site Master Plan		Final Design	Approved site Master Plan		See attached site Master Plan.	CIV
SS10 Joint Use of Facilities		Final Design	Narrative describing what spaces will be available for joint use and how separate access and restrooms are provided for them.		Narrative:	ARC
WEPR1 Water Use Reduction: 20% Reduction	PR	Final Design	Occupancy calculation including male/female numbers for FTEs, visitors, students, customers, residential and other type occupants/users	X	See Water Reduction tab.	MEC
		Final Design	Statement indicating percent of male restrooms with urinals. Statement indicating annual days of operation.	X	See Water Reduction tab.	MEC
		Final Design	Baseline flush fixture calculation spreadsheet indicating, for each fixture type, gender, flush rate, daily uses per person for each occupant type identified in occupancy calculation and annual baseline flush fixture water usage.	X	See Water Reduction tab.	MEC
		Final Design	Design case flush fixture calculation spreadsheet indicating, for each fixture type, gender, flush rate, percent of occupants using this fixture type, daily uses per person for each occupant type identified in occupancy calculation and annual design case flush fixture water usage.	X	See Water Reduction tab.	MEC
		Closeout	Manufacturer published product data or certification confirming fixture water usage.	X	See attached	PE
WE1 Water Efficient Landscaping		Final Design				CIV
		Final Design	Projects with permanent irrigation: Calculation indicating, for baseline and design case, total water applied, total potable water applied, total non-potable water applied. Design case percent potable water reduction. If nonpotable water is used, indicate source of nonpotable water.		See attached narrative and calculations.	CIV
		Final Design	Projects with permanent irrigation: Narrative describing landscaping and irrigation design strategies, including water use calculation methodology used to determine savings and, if non-potable water is used, specific information about source and available quantity.		See attached narrative and calculations.	CIV
		Final Design	Projects with no permanent irrigation: Statement confirming project has no permanent irrigation. If temporary irrigation is provided for establishment, statement project includes its removal in one year or less. Location of drawings and specification references.		[Project has no permanent or temporary irrigation.][Project has temporary irrigation but no permanent irrigation. Requirement to remove temporary irrigation is located in the following drawing/specification: xxx]	CIV
WE2 Innovative Wastewater Technologies		Final Design	Occupancy calculation including male/female numbers for FTEs, visitors, students, customers, residential and other type occupants/users		See Water Reduction tab.	MEC
		Final Design	Statement indicating percent of male restrooms with urinals. Statement indicating annual days of operation.		See Water Reduction tab.	MEC
		Final Design	Baseline flush fixture calculation spreadsheet indicating, for each fixture type, gender, flush rate, daily uses per person for each occupant type identified in occupancy calculation and annual baseline flush fixture water usage.		See Water Reduction tab.	MEC

		Final Design	Design case flush fixture calculation spreadsheet indicating, for each fixture type, gender, fixture manufacturer, fixture model number, flush rate, percent of occupants using this fixture type, daily uses per person for each occupant type identified in occupancy calculation and annual design case flush fixture water usage.		See Water Reduction tab.	MEC
		Final Design	Option 1: If onsite non-potable water is used, identify source(s), indicate annual quantity from each source and indicate total annual quantity from all onsite non-potable water sources.		See Water Reduction tab.	MEC
		Final Design	Option 1: Summary calculation indicating baseline annual water consumption, design case annual water consumption, non-potable annual water consumption and total percentage annual water savings.		See Water Reduction tab.	MEC
		Final Design	Option 2: Statement confirming on-site treatment of all generated wastewater to tertiary standards and all treated wastewater is either infiltrated or used on-site. Narrative describing project strategy for reduction of potable water use for sewage conveyance, including specific information on reclaimed water usage and treated wastewater usage.		See attached narrative and calculations.	MEC
		Final Design	Option 2: List of drawing and specification references that convey design of on-site wastewater treatment features.		See the following drawings and specifications:	CIV
		Final Design	Option 2: On-site water treatment quantity calculation indicating all on-site wastewater source(s), annual quantity treated, annual quantity infiltrated and annual quantity re-used on site from each source and totals for annual quantity treated, annual quantity infiltrated and annual quantity re-used on site from all sources.		See attached narrative and calculations.	CIV
		Final Design	Option 2: Wastewater summary calculation indicating design case annual flush fixture water usage, annual on-site water treatment and percentage sewage conveyance reduction.		See attached narrative and calculations.	MEC
WE3 Water Use Reduction		Same as WEPR1	Same as WEPR1		See Water Reduction tab.	MEC
WE4 Process Water Use Reduction		Final Design	Confirmation that project does not include any of the following: refrigeration equipment using once-through cooling with potable water, garbage disposer, water-cooled ice machine, food steamer with boiler.		Confirmed by (name, role in project):	MEC
		Final Design	Process water summary table with at least four items with either water use below that shown in LEED table or 20% below industry standard. For each show item description, water use, maximum water use, number of units and, for industry standard, percent reduction.		See attached.	
EAPR1 Fundamental Commissioning of the Building Energy Systems (PREREQUISITE)	PR	Concept Design	Completed Owner's Project Requirements document	X	See attached.	ALL
		Final Design	Completed Basis of Design document for commissioned systems	X	See attached.	MEC, ELEC
		Final Design	List of specification references that convey requirements.	X	See the following drawings and specifications:	MEC, ELEC
		Prior to commencement of commissioning	Commissioning Plan	X		PE
		Closeout	Commissioning Report	X		PE
EAPR2 Minimum Energy Performance (PREREQUISITE)	PR	Final Design	Completed ASHRAE 90.1 Users Manual Compliance documentation form: "Building Envelope Compliance Documentation Parts I and II". Include here or in architectural portion of design analysis.	X	Required form is [provided in the architectural portion of design analysis][attached].	ARC
		Final Design	Completed ASHRAE 90.1 Users Manual Compliance documentation form: "HVAC Simplified Approach Option - Part I" if applicable. If not, "HVAC Mandatory Provisions - Part II" and "HVAC Prescriptive Requirements - Part III". Include here or in mechanical portion of design analysis.	X	Required form is [provided in the mechanical portion of design analysis][attached].	MEC

		Final Design	Completed ASHRAE 90.1 Users Manual Compliance documentation form: "Service Water Heating Compliance Documentation". Include here or in plumbing portion of design analysis.	X	Required form is [provided in the plumbing portion of design analysis][attached].	MEC
		Final Design	Completed ASHRAE 90.1 Users Manual Compliance documentation form: "Lighting Compliance Documentation". Include here or in electrical portion of design analysis.	X	Required form is [provided in the electrical portion of design analysis][attached].	ELEC
		Final Design	Energy Star Target Finder score	X	See attached.	MEC
EAPR3 Fundamental Refrigerant Management (PREREQUISITE)	PR	Final Design	List of specification references that convey requirements.	X	See the following drawings and specifications:	MEC
		Final Design	For retained existing equipment: Narrative describing phase out plan, including specific information on phase out dates and refrigerant quantities. List of specification references that convey requirements.		See attached narrative. See the following drawings and specifications:	MEC
EA1 Optimize Energy Performance		Final Design	Simulation input summary for energy analysis.		See attached simulation input summary for energy analysis. Detailed energy analysis submittal is in the Mechanical section of Design analysis.	MEC
		Final Design	Conversion of federal percent energy use reduction calculation to LEED percent energy cost reduction		See EA1 tab.	MEC
EA2 On-Site Renewable Energy		Final Design	List all on-site renewable energy sources and indicate, for each source, backup energy type, annual energy generated, rated capacity and renewable energy cost. Indicate total annual energy use (all sources), total annual energy cost (all sources) and percent renewable energy cost.		See attached	ELEC
		Final Design	Narrative describing renewable systems and explaining calculation method used to estimate annual energy generated, including factors influencing performance.		Narrative:	ELEC
		Final Design	List of drawing and specification references that convey requirements.		See the following drawings and specifications:	ELEC
EA3 Enhanced Commissioning		Final Design	Copy of CxA Design Review Comments		See attached	
		Prior to commencement of commissioning	Commissioning Plan (BY CxA)			ELEC MEC
		Closeout	Statement by CxA confirming review of Contractor submittals for compliance with OPR and BOD (BY CxA)			PE
		Closeout	Systems Manual (BY CxA)			PE
		Closeout	Statement by CxA confirming completion of O&M staff and occupant training (BY CxA)			PE
		Closeout	Scope of work for post-occupancy review of building operation, including plan for resolution of outstanding issues (BY CxA)			PE
		Closeout	Commissioning Report (BY CxA)			PE
EA4 Enhanced Refrigerant Management		Final Design	Refrigerant impact calculation table with all building data and calculation values as shown in LEED 2009 Reference Guide Example Calculations. Narrative describing any special circumstances or explanatory remarks.		See attached narrative and calculations.	MEC
		Closeout	Cut sheets highlighting refrigerant data for all HVAC components.			PE
EA5 Measurement & Verification		Final Design	M&V plan to include systems to be measured and verified, scope of M&V activities, description of monitoring and controls equipment, performance targets for measured systems and parties responsible for each of the following: data collection, interpretation of data, corrective action process development if needed. For any portions to be done by the Government, attach written confirmation of commitment.		See attached	MEC, ELEC
		Final Design	List of drawing and specification references that convey requirements.		See the following drawings and specifications:	MEC, ELEC

EA6 Green Power		Final Design	Narrative indicating design total annual electric energy usage, amount required for this credit, method of provision by Installation (including method of distribution among buildings by Installation if applicable).		Narrative:	PE
		Final Design	Written confirmation from Installation that a contract to purchase green power will be in place at time of occupancy, will continue at least two years after occupancy, and that distribution of purchased green power includes the required amount for this building.		See attached.	PE
MRPR1 Storage & Collection of Recyclables (PREREQUISITE)	PR	Final Design	Narrative indicating location of recycling area(s) to accommodate recycling of plastic, metal, paper, cardboard and glass. Include discussion of any other materials addressed and coordination with pickup.	X	Narrative:	ARC
MR1.1 Building Reuse: Maintain Existing Walls, Floors & Roof		Final Design	Spreadsheet listing, for each building structural/envelope element, the existing area and reused area. Total percent reused.			ARC
MR1.2 Building Reuse: Maintain Interior Non-Structural Elements		Final Design	Spreadsheet listing, for each building interior non-structural element, the existing area and reused area. Total percent reused.			ARC
MR2 Construction Waste Management		Final Design	List of specification references that convey requirements.		See the following specifications:	CIV
		Preconstruction	Waste Management Plan			PE
		Construction Quarterly and Closeout	Spreadsheet calculations indicating material description, disposal/diversion location (or recycling hauler), weight, total waste generated, total waste diverted, diversion percentage. USACE waste diversion spreadsheet is available at http://en.sas.usace.army.mil/enWeb , "Engineering Criteria" for Contractor's optional use.			PE
		Construction Quarterly and Closeout	Receipts/tickets for all items on spreadsheet			PE
MR3 Materials Reuse		Final Design	Spreadsheet calculations indicating, for each re-used material, material name/description, source, estimated cost. Total estimated re-used materials cost, re-used materials percentage.		See attached.	ARC
		Final Design	List of drawings and specification references that convey requirements.		See the following drawings and specifications:	ARC
		Updated monthly and submitted at Closeout	Spreadsheet above, updated to indicate actual materials incorporated in the work and actual costs.		See attached.	PE
MR4 Recycled Content		Final Design	List of specification references that convey requirements.		See the following specifications:	ARC
		Preconstruction	Purchasing Plan consisting of spreadsheet indicated below, filled in with estimated quantities to show strategy for achieving goal.		See Recycled Content section of MR tab.	PE
		Updated monthly and submitted at Closeout	Spreadsheet calculations indicating, for each recycled content material, material name/description, manufacturer, cost, post-consumer recycled content percent, pre-consumer recycled content percent, source of recycled content data. Total post-consumer content materials cost, total pre-consumer content materials cost, total combined recycled content materials cost, recycled content materials percentage.		See Recycled Content section of MR tab.	PE
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification, confirming recycled content percentages in spreadsheet		See attached.	PE
MR5 Regional Materials		Final Design	List of specification references that convey requirements.		See the following specifications:	ARC

		Preconstruction	Purchasing Plan consisting of spreadsheet indicated below, filled in with estimated quantities to show strategy for achieving goal.		See Regional section of MR tab.	PE
		Updated monthly and submitted at Closeout	Spreadsheet calculations indicating, for each regional material, material name/description, manufacturer, cost, percent compliant, harvest distance, manufacture distance, manufacture and harvest location. Total regional materials cost, regional materials percentage.		See Regional section of MR tab.	PE
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming regional material percentages in spreadsheet		See attached.	PE
MR6 Rapidly Renewable Materials		Final Design	List of specification references that convey requirements.		See the following specifications:	ARC
		Final Design	Purchasing Plan consisting of spreadsheet indicated below, filled in with estimated quantities to show strategy for achieving goal.		See Rapidly Renewable section of MR tab.	ARC
		Updated monthly and submitted at Closeout	Spreadsheet calculations indicating, for each rapidly renewable material, material name/description, manufacturer, cost, rapidly renewable content percent, rapidly renewable product value. Total rapidly renewable product value, rapidly renewable materials percentage.		See Rapidly Renewable section of MR tab.	PE
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming rapidly renewable material percentages in spreadsheet		See attached.	PE
MR7 Certified Wood		Final Design	List of specification references that convey requirements.		See the following specifications:	ARC
		Preconstruction	Purchasing Plan consisting of spreadsheet indicated below, filled in with estimated quantities to show strategy for achieving goal.		See MR7 tab.	PE
		Updated monthly and submitted at Closeout	Spreadsheet calculations indicating, for each certified wood material, material name/description, vendor, cost, wood component percent, certified wood percent of wood component, FSC chain of custody certificate number. Total certified wood product value, certified wood materials percentage.		See MR7 tab.	PE
		Updated monthly and submitted at Closeout	Vendor invoices, FSC chain of custody certificates and manufacturer published product data or certification confirming all certified wood materials percentages in spreadsheet.			PE
IEQPR1 Minimum IAQ Performance (PREREQUISITE)	PR	Final Design	Statement confirming that project has been designed to meet ASHRAE 62.1.	X	Confirmed by (name, role in project):	MEC
IEQPR2 Environmental Tobacco Smoke (ETS) Control (PREREQUISITE)	PR	Final Design	List of drawing and specification references that convey conformance to applicable requirements (signage, exhaust system, room separation details, etc).	X	See the following drawings and specifications:	ARC
IEQPR3 Minimum Acoustical Performance	PR	Final Design	Background Noise: Narrative indicating method of determining compliance and calculations, methodology and acoustical design description as applicable.	X		MEC
		Final Design	Reverberation (all rooms under 20,000 cf): Table showing room ceiling area and, for all materials in the room with NRC of 0.70 or higher, description of finish, total area and NRC.	X		ARC
		Final Design	Reverberation (all rooms 20,000 cf or greater): Calculations showing that each room has reverberation time of 1.5 seconds or less.	X		ARC
IEQ1 Outdoor Air Delivery Monitoring		Final Design	List of drawing and specification references that convey monitoring system.		See the following drawings and specifications:	MEC
		Final Design	Narrative describing the project's ventilation design and CO2 monitoring system, including specifics about monitors, operational parameters and setpoints.		Narrative is [provided in the mechanical portion of design analysis][attached].	MEC
		Closeout	Cut sheets for CO2 monitoring system.			PE
IEQ2 Increased Ventilation		Final Design	Narrative describing the project's ventilation design, including specifics about zone fresh air intake volumes and demonstrating compliance.		Narrative is [provided in the mechanical portion of design analysis][attached].	MEC
		Final Design	For natural ventilation: Narrative describing design method used for determining natural ventilation design, including calculation methodology/model results and demonstrating compliance.		Narrative is [provided in the mechanical portion of design analysis][attached].	MEC

		Final Design	List of drawing and specification references that convey conformance to applicable requirements.	See the following drawings and specifications:	MEC
IEQ3.1 Construction IAQ Management Plan: During Construction		Final Design	List of drawing and specification references that convey requirements.	See the following drawings and specifications:	MEC
		Preconstruction	Construction IAQ Management Plan	See attached.	PE
		Closeout	Dated jobsite photos showing examples of IAQ management plan practices being implemented. Label photos to indicate which practice they demonstrate. Minimum one photo of each practice at each building.	See attached.	PE
		Closeout	Spreadsheet indicating, for each filter installed during construction, the manufacturer, model number, MERV rating, location installed, and date replaced immediately prior to occupancy.	See attached.	PE
IEQ3.2 Construction IAQ Management Plan: Before Occupancy		Final Design	List of drawing and specification references that convey requirements.	See the following drawings and specifications:	MEC
		Preconstruction	Construction IAQ Management Plan	See attached.	PE
		Closeout	For flushout prior to occupancy: Narrative describing the project's flushout process, including specifics about temperature, airflow and duration, special considerations (if any) and demonstrating compliance.		PE
		Closeout	For occupancy prior to flushout: Narrative describing the project's pre-occupancy and post-occupancy flushout processes, including specifics about temperature, airflow and duration, special considerations (if any) and demonstrating compliance.		PE
		Closeout	For IAQ testing option: Narrative describing the project's IAQ testing process, including specifics about contaminants tested for, locations, remaining work at time of test, retest parameters and special considerations (if any).		PE
		Closeout	For IAQ testing option: IAQ testing report demonstrating compliance.		PE
IEQ4.1 Low Emitting Materials: Adhesives & Sealants		Final Design	List of drawing and specification references that convey requirements.	See the following drawings and specifications:	ARC
		Updated monthly and submitted at Closeout	Spreadsheet indicating, for each applicable product used, the product name/number and manufacturer, location(s) used, and VOC content.		PE
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming compliance for all applicable products.		PE
IEQ4.2 Low Emitting Materials: Paints & Coatings		Final Design	List of drawing and specification references that convey requirements.	See the following drawings and specifications:	ARC
		Updated monthly and submitted at Closeout	Spreadsheet indicating, for each applicable product used, the product name/number and manufacturer, location(s) used, and VOC content.		PE
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming compliance for all applicable products.		PE
IEQ4.3 Low Emitting Materials: Flooring Systems		Final Design	List of drawing and specification references that convey requirements.	See the following drawings and specifications:	ARC

		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming compliance for all applicable products.			PE
IEQ4.4 Low Emitting Materials: Composite Wood & Agrifiber Products		Final Design	List of drawing and specification references that convey requirements.		See the following drawings and specifications:	ARC
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming compliance for all applicable products.			PE
IEQ4.5 Low Emitting Materials: Furniture and Furnishings		Final Design	List of drawing and specification references that convey requirements.		See the following drawings and specifications:	INT
IEQ4.6 Low Emitting Materials: Ceiling and Wall Systems		Final Design	List of drawing and specification references that convey requirements.		See the following drawings and specifications:	ARC
		Updated monthly and submitted at Closeout	Manufacturer published product data or certification confirming compliance for all applicable products.			PE
IEQ5 Indoor Chemical & Pollutant Source Control		Final Design	Entry Systems: List of drawing and specification references that convey requirements.		See the following drawings and specifications:	ARC
		Final Design	Narrative indicating which spaces are chemical use areas and providing, for each, the room number, room name, description of room separation features (walls, floor/ceilings, openings) and pressure differential from surrounding spaces with doors closed - OR - Statement confirming that project includes no chemical use areas and that no hazardous cleaning materials are needed for building maintenance.		Narrative:	ARC MEC
		Final Design	If project includes chemical use areas: List of drawing and specification references that convey locations of chemical use areas, room separation features and exhaust system.		See the following drawings and specifications:	ARC MEC
		Final Design	If project includes places where water and chemical concentrate mixing occurs: List of drawing and specification references that convey provisions for containment of hazardous liquid wastes OR - Statement confirming that project includes no places where water and chemical concentrate mixing occurs.		Water and chemical concentrate mixing occurs in the following spaces: See the following drawings and specifications for containment of hazardous liquid wastes:	ARC MEC
IEQ6.1 Controllability of Systems: Lighting		Final Design	Calculation indicating total number of individual workstations, number of workstations with individual lighting controls and the percentage of workstations with individual lighting controls.		See attached.	ELEC
		Final Design	For each shared multi-occupant space, provide a brief description of lighting controls.		Narrative:	ELEC
		Final Design	Narrative describing lighting control strategy, including type and location of individual controls and type and location of controls in shared multi-occupant spaces.		Narrative:	ELEC
IEQ6.2 Controllability of Systems: Thermal Comfort		Final Design	Calculation indicating total number of individual workstations, number of workstations with individual thermal comfort controls and the percentage of workstations with individual thermal comfort controls.		See attached.	MEC
		Final Design	For each shared multi-occupant space, provide a brief description of thermal comfort controls.		Narrative:	MEC
		Final Design	Narrative describing thermal comfort control strategy, including type and location of individual and shared multi-occupant controls.		Narrative:	MEC
IEQ7.1 Thermal Comfort: Design		Final Design	Design criteria spreadsheet indicating, for spring, summer, fall and winter, maximum indoor space design temperature, minimum indoor space design temperature and maximum indoor space design humidity.		Spreadsheet is [provided in the mechanical portion of design analysis][attached].	MEC
		Final Design	Narrative describing method used to establish thermal comfort control conditions and how systems design addresses the design criteria, including compliance with the referenced standard.		Narrative is [provided in the mechanical portion of design analysis][attached].	MEC

IEQ7.2 Thermal Comfort: Verification		Final Design	Narrative describing the responsible party for each of the following: developing survey, conducting survey, analyzing survey results, developing corrective action plan if needed and providing LEED documentation. For any portions to be done by the Government, attach written confirmation of commitment.		Narrative:	MEC
		Final Design	List of drawing and specification references that convey permanent monitoring system and any activities associated with the survey that are the responsibility of the Contractor.		See the following drawings and specifications:	MEC
IEQ8.1 Daylight & Views: Daylight 75% of Spaces		Final Design	Table indicating all regularly occupied spaces with space area and area with compliant daylight zone. Sum of regularly occupied areas and regularly occupied areas with compliant daylight zone. Percentage calculation of areas with compliant daylight zone to total regularly occupied areas.		See attached.	ARC
		Final Design	Option 1: Simulation model method, software and output data		See attached.	ELEC
		Final Design	Option 2: Daylight calculations and drawings.		See attached.	ELEC
		Final Design	For all occupied spaces excluded from the calculation, provide narrative indicating reasons for excluding the space.		Narrative:	ARC
		Final Design	List of drawing and specification references that convey exterior glazed opening head and sill heights, glazing performance properties and glare control/sunlight redirection devices.		See the following drawings and specifications:	ARC
		Closeout	Manufacturer published product data or certification confirming specified glazing performance properties		See attached.	PE
IEQ8.2 Daylight & Views: Views for 90% of Spaces		Final Design	Table indicating all regularly occupied spaces with space area and space area with access to views. Sum of regularly occupied areas and regularly occupied areas with access to views. Percentage calculation of areas with views to total regularly occupied areas.		See attached.	ARC
		Final Design	For all occupied spaces excluded from the calculation, provide narrative indicating reasons for excluding the space.		Narrative:	ARC
		Final Design	LEED Floor plan drawings showing line of sight diagramming of views areas in each regularly occupied space. List of drawing/specification references that convey exterior glazed opening head and sill heights.		See the following drawings :	ARC
IEQ9 Enhanced Acoustical Performance		Final Design	Background Noise: Narrative indicating method of determining compliance and calculations, methodology and acoustical design description as applicable.			MEC
		Final Design	Sound Transmission Class: Narrative indicating method of determining compliance and calculations, methodology and acoustical design description as applicable.			ARC
IEQ10 Mold Prevention		Final Design	Narrative indicating methods used to control relative humidity. Calculations indicating humidity at peak conditions. IAQ Management plan based on referenced EPA document.			MEC
ID1 Credits		Final Design	Narrative describing intent, requirement for credit, project approach to the credit. List of drawings and specification references that convey implementation of credit. All other documentation that validates claimed credit.		Narrative:	
ID2 LEED Accredited Professional	1	Final Design	Design team LEED AP certificate. Specification reference for construction contractor LEED AP requirement.	X	Design team LEED AP certificate is attached. Contractor LEED AP requirements are in LEED DOCUMENTATION specification.	ARC
		Preconstruction	Construction team LEED AP certificate.	X		
RP1 Credits		Varies	No additional documentation required. Indicate credit name on LEED Project Checklist.			