

**A. PROJECT MANAGEMENT – POLICIES AND PRACTICES
(50 points)**

A.1 Integrated Design (20 points)

Objective: Meet the environmental and functional priorities and goals of the project in an effective and cost-efficient manner.

<p>A1.1 Does the project have a designated Green Design Coordinator with relevant credentials or experience, and the authority to do the all of the following?</p> <ul style="list-style-type: none"> • Outline the overall green design framework for the project • Communicate the client's/user's intentions to the project team • Develop measurable green design performance requirements • Assist in evaluating responses against the green design objectives 	<p>3 points for checking all four</p>
<p>Name the Green Design Coordinator, credentials and contact information (e.g. telephone number and email address.)</p>	

Verification: Contact Green Design Coordinator to corroborate statements.

<p>A.1.2 Was a collaboration session held during the Project Initiation Stage to discuss sustainable goals, and did the attendees include the Green Design Coordinator, Architect, Mechanical Engineer, Electrical Engineer, Civil Engineer, Owner’s Representative, and one representative of each user group (if applicable/available?)</p>	<p>3 points</p>
<p>Provide names and contact information (e.g. telephone number) of one representative of each discipline who attended the sustainable goals-setting meeting.</p> <p>Green Design Coordinator _____</p> <p>Architect _____</p> <p>Civil engineer _____</p> <p>Electrical engineer _____</p> <p>Mechanical engineer _____</p> <p>Owner’s representative _____</p> <p>User group representative _____</p>	

Verification: Contact attendees of the sustainable-goals-setting collaboration session to corroborate statements.

<p>A.1.3 Were measurable, environmental/sustainability performance goals identified during the Project Initiation Stage for the following areas?</p> <ul style="list-style-type: none"> • Consumption of non-renewable resources • Energy consumption and greenhouse gas emissions • Water consumption 	<p>5 points</p>
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<ul style="list-style-type: none"> • Emissions and effluents • Indoor environment 	
Give examples of a measurable goal that was identified at the Project Initiation Stage in each area. _____	

Verification: Contact attendees of the sustainable-goals-setting collaboration session to corroborate statements.

A.1.4 Were at least two collaboration sessions held before the preparation of contract documentation (not including the Project Initiation Stage session?)				5 points
Give the dates and locations of the collaborative sessions. For each session, list which disciplines were represented. Give names and contacts of one representative from each discipline: Green Design Coordinator, Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, and owner's representative.				
	Date	Location	Attendees (discipline, name, telephone)	
First session				
Second session				

Verification: Contact one or more attendees of the collaboration session to corroborate statements.

A.1.5 Were records of decisions and "to do lists" from the collaborative sessions distributed to the design team?		2 points
Describe briefly how this information was communicated. _____ Provide dates of the communication. _____		

Verification: Contact one or more attendees of the collaboration session to corroborate statements.

A.1.6 Did the Green Design Coordinator report to the client or designated representative following the collaborative sessions?		2 points
Give contact information for the Client or Client's Representative. _____ Describe briefly how this information was communicated. _____ Provide dates of the communication. _____		

Verification: Contact the Client or Client's Representative to corroborate statement.

A.2 Environmental purchasing (5 points)

Objective: Create demand for environmentally preferable products and equipment that have a less adverse environmental impact in terms of resource use, production of waste, energy use and water use.

A.2.1 Are third-party-certified environmentally preferable products specified?		5 points for listing 3 or more products
<i>EPA's Environmentally Preferable Purchasing (EPP) Program</i>		
List at least three products, their third party certification and specification reference.		
Product	Certification	Specification reference

Verification: Review the listed products to verify that third party certified, environmentally preferable products are specified such as those certified by Green Guard, Green Seal, FloorScore etc. and/or referenced in the EPA Comprehensive Procurement Guidelines or the GreenSpec® .

A.3 Commissioning – Documentation (20 points)

Objective: Help assure that building systems operate as intended.

A.3.1 Have the following best-practice, commissioning procedures been implemented?	
• There is an independent Commissioning Authority who reports directly to the owner.	3 points
• “Design Intent” “Basis of Design” and Operational Performance Requirements are documented. <i>BENCHMARK, Criteria 5.1-Design Certification</i>	3 points
• “Commissioning Requirements” are included in the Construction Documentation.	2 points
• A Commissioning Plan has been developed – or for buildings less than 10,000 square feet, a Testing and Balancing report is specified.	2 points
• The installation and performance of systems is verified and a Commissioning Report prepared, OR in buildings less than 10,000 square feet, there is a Testing and Balancing Report.	6 points
• There is a Re-commissioning Manual for future operating staff to assist them in understanding and operating the commissioned systems.	4 points

Verification: Call the Commissioning Authority. Check that “Design Intent” “Basis of Design” and Operational Performance Requirements were documented in compliance with the *BENCHMARK, Criteria 5.1-Design Certification*. Review specifications to verify that they include commissioning requirements. Verify that a Commissioning Plan was prepared. For buildings smaller than 10,000 square feet, review specifications that require testing and balancing procedures.

Final verification: Review the Commissioning Report by the Commissioning Authority, or in buildings less than 10,000 square feet, review a Testing and Balancing Report. Check that there is a Re-Commissioning Manual.

A.4 Emergency response plan (5 points)

Objective: Minimize the risk of injury and the environmental impact of emergency incidents.

A.4.1 Are there environmental goals and procedures with regard to the emergency response to incidents that may occur during site preparation or construction with respect to fire, spills, floods, explosions, high wind, and other incidents that can cause injury to life or to the environment?	5 points
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Verification: Review Division 1 of the Specifications to verify that the environmental emergency goals and procedures are addressed regarding emergencies such as spills, fires, explosions, excessive wind or other incidents, with regard to emergency response during site preparation or construction.

Final verification: Review the Construction Emergency Management Plan.