

Introduction:

On behalf of Green Building Initiative (GBI), we would like to congratulate you on your decision to pursue Green Globes for Continual Improvement of Existing Buildings (GG-CIEB) certification. The GG-CIEB provides useful tools for building owners and managers to rate and benchmark the energy and environmental performance of a building or entire portfolio. After completing the on-line questionnaire for each building, the next most important step towards the certification process is an on-site assessment from a third-party assessor arranged by GBI. While there are many value-added benefits of using the module for internal education and accountability, external recognition is highly worthwhile. Third-party assessment is required before any building can be promoted as Green Globes certified.

What's the next Step?

Once you completed the online GG-CIEB survey and paid for the assessment, a GBI representative will arrange for a third-party assessor to perform an on-site assessment.

How long will it take?

Please allow approximately 3-5 hours for the assessor to conduct a thorough walk-through audit of your facility with you, to interview you, and for you to review the appropriate documentation with the assessor.

What documentation is required?

Below is a sample of documents that will be helpful to have on hand prior to the completion of the survey and that assessors may request to review. Please ensure that you have all documentation available and accessible before the assessor arrives to conduct the on-site assessment.

If you do not have each of these items at your disposal, the automatically generated report will provide recommendations and supplementary information to help you address gaps in your informational resources or operations as you work toward achieving a Green Globes certification on your existing building. Additionally, depending on the gap, your building may qualify for certification by achieving enough total points in other areas to compensate for initial gaps. Remember, the name of the game is %Continual Improvement% .+

Please refer to the documentation examples below:

Section 1**Energy:**

- Energy consumption figures for the 12 month period.
- Phase 1 energy audit and report to have been conducted during the last 3 years.
- Written plan that address energy management issues, training, and maintenance schedules.
- Evidence of maintenance schedules and preventive maintenance.

Section 2**Water:**

- Water consumption figures for the 12 month period.
- Phase 1 water audit with a written water management policy intended to minimize water use..

Section 3**Waste reduction and Recycling:**

- Written policy (waste reduction work plan) intended to minimize construction waste.
- Records of waste either by volume or weight including diversion rate.
- Documentation that addresses a recycling program that incorporates all fiber and consumable products.

Section 4

Emissions, Effluents, and Pollution Reduction:

- Records of cleaning burners, monitoring controls and analysis of flue gas.
- Management program for Ozone Depleting Substances with inventory of refrigerants and records.
- Maintenance contract for cooling systems with certified contractor.
- Hazardous building materials survey.
- Inventory of hazardous materials.
- Hazardous building materials plan.
- Documented asbestos management plan where applicable.
- PCB management plan that designates responsibility, inventory of materials containing PCBs etc. and documentation showing regular inspection of PCB site where applicable.
- Spill response plan that includes training of staff.
- Storage tank management plan where applicable.
- Health and Safety Committee minutes.

Section 5

Indoor Air Quality:

- Tenants/occupants concerns log regarding indoor air quality.
- Indoor air quality audit within the past year.
- Cleaning contractor's contract indicating use of environmentally benign cleaning products.
- Checklist of items connected to IAQ (e.g. use of low-VOC emitting, non-toxic, and chemically inert materials) that must be discussed with architects, engineers, contractors, and other professionals prior to renovations and repairs.

Section 6

Environmental Management Systems:

- Written environmental policy for building.
- List of goals and specified targets to improve and maintain environmental performance.
- Written environmental-purchasing policy.
- Emergency response or management plan.
- Communication strategy with tenants regarding environmental issues.
- Evidence of tenants' satisfaction survey.

Any initiatives taken by the GG-CIEB program participants should be, first and foremost, in full and legal compliance with applicable municipal, state, and federal regulations. Legal requirements may prohibit the implementation of suggested initiatives in specific circumstances.

For more information, please contact GBI at: (503) 274-0448. We look forward to working with you.