



Guiding Principles Compliance Assessment for New Construction Process Summary

The GBI Guiding Principles Compliance for New Construction (GPC NC) assessment program includes a survey, one preliminary document review assessment, a third-party on-site assessment, and a detailed assessment report resulting in a compliance score and rating. Supplemental tools to enhance and clarify the Guiding Principles Compliance process are also available.

The assessment process is described below:

Ordering

1. Register for a [GBI User Account](#).
2. Order a GPC NC Survey & Assessment.

Guiding Principles Compliance Survey

3. GBI will send you the GPC NC Survey.
4. Complete and return the survey to GBI.

Preliminary Review Assessment

The assessor reviews the pre-design or design documentation and survey responses to provide feedback at the earliest point in the construction process, allowing the design team to make decisions to best meet the Guiding Principles. The Preliminary Review can occur as early as the pre-design phase of a construction project or anytime during the design phase. You can request the review when it is most beneficial based upon the individual project.

5. Confirm with GBI you are ready for the review.
6. GBI will assign an assessor and schedule the assessment.
7. Gather the supporting documentation.
8. Provide the documentation to the assessor for review.
9. The assessor will perform the following functions during the assessment:
 - a. Review the completed survey and provided documentation.
 - b. Complete and send to GBI an assessment report which identifies opportunities for improvement and provides recommendations.
10. GBI will issue the report to you.
11. This review is informational and not binding.

Third-Party On-Site Assessment

The assessor visits the site to verify compliance with the Guiding Principles based upon the actual building construction. The assessment will take place after essential building completion.

12. Update the responses in the GPC NC Survey to reflect actual construction and submit to GBI.
13. Confirm with GBI you are ready for the review.
14. GBI will schedule the assessment with the assigned assessor.
15. Prepare for your Guiding Principles Compliance third-party assessment.
 - a. Schedule key personnel to be available during the site visit.
 - b. Reserve a meeting room for the visit.



- c. Arrange for the assessor to have access to all parts of the building.
- 16. The assessor will perform the following functions during the assessment:
 - a. Conduct interviews with relevant personnel, as appropriate.
 - b. Tour the selected building(s).
 - c. Review the documentation, if not completed prior to the visit.
 - d. Verify and record compliance with GPC criteria.
 - e. Identify opportunities for the building to improve compliance with the Guiding Principles (e.g. technologies, policies, training).
 - f. Complete and send to GBI an assessment report which provides their recommended score and rating. It also identifies opportunities for improvement and provides recommendations.
- 17. GBI will issue the final report to you.
- 18. Celebrate and market your achievement.

Optional Preliminary Review Assessment

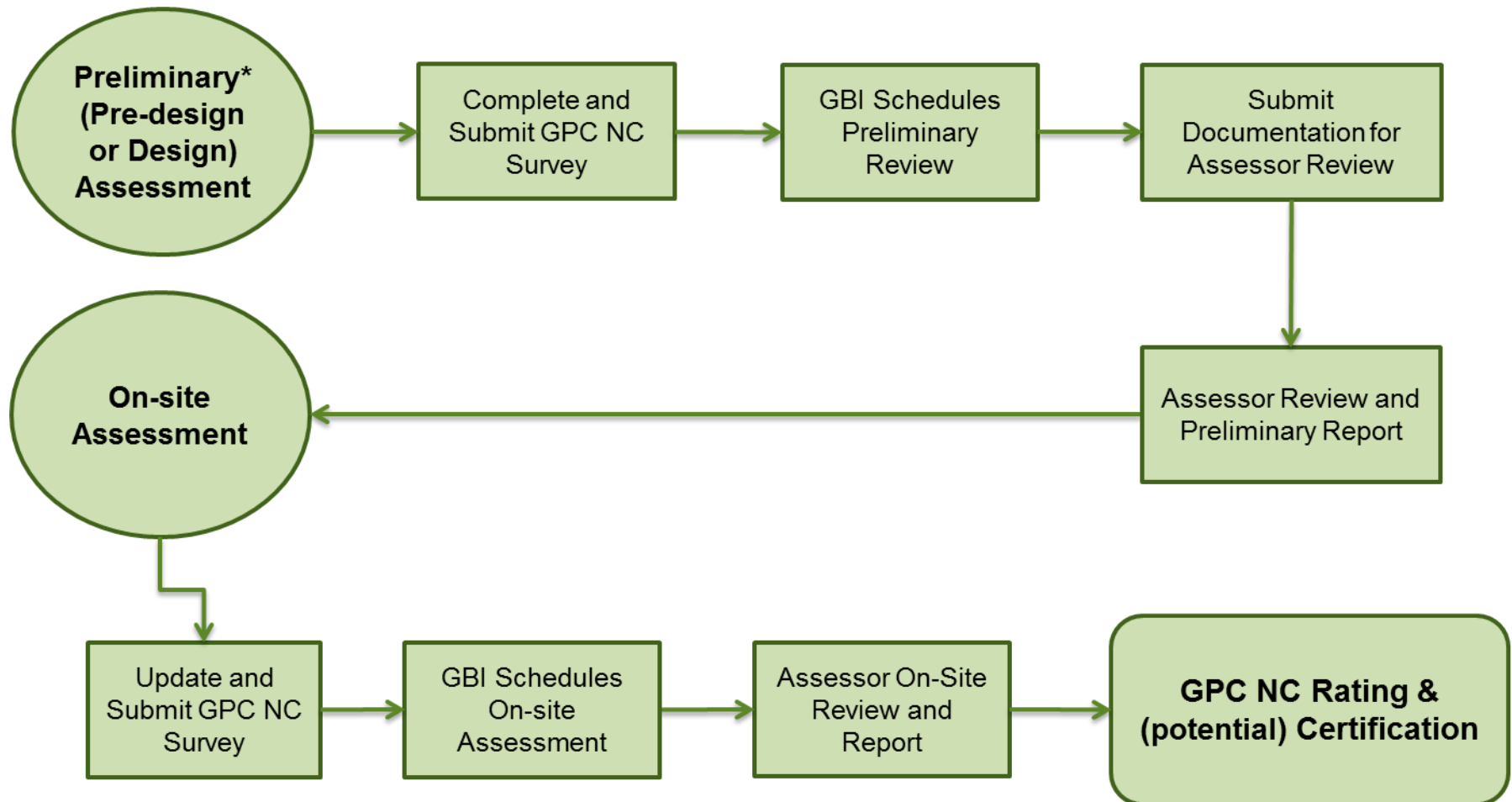
The standard GPC NC assessment includes one preliminary document review assessment and a site assessment. If the first document review was performed during pre-design, you may wish to purchase an additional review later in the process. During this assessment, the assessor reviews the design documentation and survey responses to evaluate the design and determine compliance with the Guiding Principles. The Design Review assessment typically takes place after the design is complete.

- 19. Update the responses in the GPC NC Survey to reflect the design and submit to GBI.
- 20. Confirm with GBI you are ready for the review.
- 21. GBI will schedule the assessment with the assigned assessor.
- 22. Gather the supporting design documentation.
- 23. Provide the documentation to the assessor for review.
- 24. The assessor will perform the following functions during the assessment:
 - a. Review the completed survey and provided design documentation.
 - b. Complete and send to GBI an assessment report which identifies opportunities for improvement and provides recommendations.
- 25. GBI will issue the report to you.
- 26. This review is informational and not binding.

Questions

Please contact the GBI at info@thegbi.org or (503) 274-0448.

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**One preliminary review is included with the assessment. Optional are available for an additional fee.*