Green Globes™ for New Construction
Pre-Assessment Checklist for Project Managers

What is Stage I assessment?

As the design phase draws to a close, and your Green Globes questionnaire is completed through the construction documents section, it is time for a GBI authorized Green Globes Assessor to compare the answers in your self-evaluation with the construction documents. The assessor will respond with a report describing the initial findings and notify you of additional documentation needed during the on-site visit. The report will indicate a projected building rating of one, two, three or four Green Globes assuming you provide requested documentation, and the building is built according to the documentation provided.

What is Stage II assessment?

As the construction phase approaches substantial completion, it is time to contact GBI to schedule the Stage II assessment, which is an on-site review of the building and documentation. The ideal time to notify GBI is two months prior to the final punchlist completion and/or beneficial occupancy. Upon notification GBI will arrange for a third-party assessor to perform an on-site assessment and issue a scheduling letter. Although it is recognized that circumstances vary by project, the optimal time for the visit is toward the end of the punchlist completion period and before occupancy. The Assessor will contact you to discuss the details of the visit after receipt of the scheduling letter. The assessor will generate and submit a report of their findings to GBI with a recommended rating. GBI will review the recommendations and issue the report with the final rating and certification.

How long will it take?

The duration of the site visit varies considerably with the scope and size of the completed building project. For smaller buildings less than 50,000 square feet, please allow approximately 3-5 hours for the assessor to review new documentation onsite, conduct a thorough walk-through audit of your facility, and interview you and/or other designated representatives. Larger and more complex buildings may take one full day or more.

What documentation is required?
Below is a sample list of documents to gather prior to the completion of the survey and to be made available to the assessor as part of the Stage I and/or Stage II assessment. The assessor will be responsible for bringing the original documentation submitted for the Stage I review to the Stage II onsite visit. Coordinate with your assigned assessor to ensure that you have secured the required documentation for both the Stage I and Stage II review processes.

In addition to providing the documentation below, it is recommended that you maintain a list of any Green Globes criteria for which you have questions, may be seeking partial credit, or want to claim as N/A (non-applicable). The Green Globes online program provides N/A responses for some criteria; however, assessors may use their professional judgment to classify additional items as N/A where justified. Ineligible for the N/A designation are all management type criteria, Energy Performance, and Water Performance; and the final assessment score is capped at 100 points of verified N/A responses.

The following list is the suggested documentation for a Green Globes assessment:

Section 1
Project Management:

- List of written performance goals.
- Progress meeting agendas and meeting minutes.
- EMS plan to be used by the general contractor.
- Description of supplemental clean diesel practices.(Applicable for ANSI only)
- Construction documents.*
- Manufacturer's specifications, cut sheets and performance documentation. (needed for a significant number of criteria in the other Environmental Assessment Areas)
- Photographs of protected building materials.
- Baseline indoor air quality test.-move to Indoor Environment section
- Commissioning Plan
- Commissioning reports.
- Operations and maintenance manual (including all plans, protocols, strategies and contracts).

Section 2
Site

- Site civil plans and existing site civil plans.
- Site plans that show the building, parking, street access, etc. and civil engineering plans that show topography, drainage and infrastructure.
- Documentation by EPA, municipal, or other governmental authority of Superfund and Brownfield site.
- Construction Documents.*
- Manufacturer's specifications, zoning maps, cut sheets and performance documentation.
- Pre-construction site documentation.
- Landscaping plans.
- Floodplain map.
- Photo documentation
- Manufacturer's specifications and/or interior design plans that show interrupted spaces.
- Erosion and Sediment Control plan.
- Shade site plan.
- Roofing plans.
- Percolation test results.
- Area rainfall charts
- Storm water discharge plan.
- Exterior lighting plans
- Electrical engineer's site lighting plan with illumination map.
- Zoning ordinance requirements.

Section 3
Energy

- Energy design, modeling and simulation program's input and results.
- Construction documents.*
- Manufacturer's specifications, cut sheets, and performance documentation.
- Power demand factor calculations. (Applicable for ANSI only)
- Energy metering reporting plan.
- Measurement and verification program details.
- Energy certification or label.
- References to specifications and drawings of sub-metering equipment.
- Cut sheets for meters and meter reading equipment.
- Description of the monthly monitoring and verification reports that will be sent to building management.
- Landscaping plans.

- Site plans.
- Effective aperture for vertical fenestration calculations.
- Equipment specifications, control schedules and diagrams.
- Results of leak-testing.
- Drawings and specifications of vertical transport equipment.
- On-site renewable energy generation documentation.
- Copy of the off-site renewable energy contract.

Section 4
Water

- Construction documents.*
- Manufacturer's specifications, cut sheets, and performance documentation for all plumbing fixtures, fittings and appliances.
- Manufacturer's specifications, cut sheets and performance documentation for cooling equipment, makeup meter, blowdown meter, drift eliminators, conductivity controllers and wet/dry cooling towers.
- Plumbing plans.
- Manufacturer's specifications, cut sheets, and performance documentation for pre-rinse spray valves, ice machines, food steamers, dishwashers and combination ovens.
- Manufacturer's specifications, cut sheets, and performance documentation for steam sterilizers, laboratory or medical equipment using non-potable water for once through cooling, water recycling units, and wet scrubbers.
- Description of alternate sources of water to be used.
- Manufacturer's specifications, cut sheets and performance documentation for clothes washers.
- Manufacturer's specifications, cut sheets, and performance documentation for all special water features. Irrigation system equipment and fittings, and for all meters.
- Manufacturer's specifications, cut sheets and performance documentation for filtration systems, pressure drop gauges, reverse osmosis systems, water softeners, and recharge controls.
- Description of alternate source of water and implementation for non-potable water applications.
- Manufacturer's specifications, cut sheets and performance documentation for the Meter Data Management System and meters.

Section 5
Materials and Resources

- Construction documents.*
- Input and results from the Green Globes LCA Eco-Calculator for Building Assemblies.
- Input and results from any BEES or Athena Impact Estimator or other LCA instrument.
- Manufacturer's specifications, cut sheets and performance documentation.
- List of recycled content materials and percentage calculations.
- List of bio-based materials and percentage calculations.
- List of harvested, reclaimed, salvaged or extracted materials and transportation distance calculations.
- List of processed or manufactured materials and transportation distance calculations.
- List of salvaged materials.
- Wood-based products certification documentation.
- Calculation for percentage of façade retained.
- Calculation for the percentage of existing major structural systems re-used.
- Calculations for area of existing non-structural elements re-used.
- Waste minimization plan. (Applicable for ANSI only)
- Landscaping and Site Development Plans showing incorporation of existing on-site materials.
- Tipping records.
- Letters and building models from architects or design professional.
- Formal Building Service Life Plan. (Applicable for ANSI only)

- Field testing reports
- Manufacturer's laboratory test results.
- Plan for foundation systems, flashings, roof and wall openings, roofing, and cladding systems.
- Construction plans.

Section 6
Emissions, Effluents, and Pollution Reduction

- Construction documents.*
- Manufacturer's specifications, cut sheets, and performance documentation for boilers and furnaces.
- Manufacturer's specifications, cut sheets, and performance documentation for cooling equipment, leak detection equipment and alarms.
- Manufacturer's specifications, cut sheets, and performance documentation.

Section 7
Indoor Air Quality

- Construction documents* and specifications.
- Ventilation schedules.
- Manufacturing specifications for ventilation systems, CO_2 sensing and ventilation control equipment.
- Ventilation air quantity design data.
- Local ventilation codes or standards.
- Manufacturer's specifications, cut sheets, and performance documentation for HVAC systems, humidification/dehumidification systems, CO_2 monitoring devices, wet cooling towers and domestic hot water systems list of mold resistant materials.
- Documentation demonstrating compliance with ASHRAE 62.1-07: section 5.14, "HVAC Duct Construction Standards: Metal and Flexible," and ICC's "International Building Code®.(Applicable for ANSI only)
- Materials Safety Data Sheets or proof of certification for low-VOC products or materials.
- Description of radon assessment.
- Description of pest management strategies.
- Manufacturer's specifications, cut sheets, and performance documentation.
- Percentages and calculations for occupied areas with daylight illumination levels.
- Percentages and calculations for views to building exterior or atria.
- Percentages and calculations for primary occupied spaces with IESNA recommended task lighting levels.
- Specifications for solar shading devices and luminaries.
- Lighting plans.
- Documentation demonstrating compliance with ANSI/ASHRAE Standard 55-04.
- Sound level measurements taken at the property line.
- Description of acoustic design strategies and all design targets.
- FIIC value for flooring assemblies.
- Acoustic mitigation measures for mechanical equipment and plumbing systems.
- Specification that includes Annex E of ANSI S12.60 – 2006. (Applicable for ANSI only)
- Test report indicating compliance with ANSI S12.60 – 2006. (Applicable for ANSI only)

*Construction documents are defined as: all of the written and graphic documents prepared or assembled by the architect/engineer for communicating the design and administering the project. The term "Construction Documents" also includes the Project Manual that contains the bidding forms and instructions, contract forms and conditions, and specifications, as well as documentation of all modifications made after the construction agreements are signed.

Any initiatives taken by the Green Globes-NC 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 or info@thegbi.org. We look forward to working with you!