

LEED: The Process

7 Stages:

Project Birth

Setup

Schematic Design

Design Development

Construction Documents

Construction Contract Administration

Occupancy and Post Occupancy

The Process: Stage 1 – Project Birth

Assemble a team and commit to sustainability by all stakeholders:

Owner

Design Team Consultants

LEED coordinator

Contractor

Determine whether or not LEED Certification is a project goal or even feasible.

(Review prerequisites and MPR)

Find an appropriate site – if a site is not selected yet.

(Base decision on density and access to transit)

The Process: Stage 2 – Setup

Identify local incentive programs and opportunities

(is there any funding available for green building thru utilities or gov't?)

Research local codes

(LEED Certification at a certain level may be required)

Assess site

(are there inherent and/or appropriate LEED credits?)

Conduct Charrette with all stakeholders

Review LEED Rating System (credit-by-credit)

Can project meet all Prerequisites?

Set LEED Certification level goal/reconfirm "buy-in"

Select LEED Coordinator

Document goals (LEED responsibility matrix)

Prepare the OPR (owner's project requirements) document

The Process: Stage 3 – Schematic Design

Role of the LEED Coordinator:

- Train and Educate all stakeholders
- Coordinate cost / benefit analysis
- Maintain LEED Checklist & Responsibility Matrix

Role of the Integrated Design Team:

Identify integrated design strategies and building systems, such as:

- Daylighting / Lighting / HVAC / Envelope
- Plumbing / Stormwater / Surfaces

Outline specifications

- Identify potential green building materials
- Research availability of local / regional materials for major building components

Prepare the Basis of Design Documentation to address the OPR

The Process: Stage 4 – Design Development

Owner:

Reconfirm commitment /buy-in
Retain commissioning agent

Design Team:

Review integrated systems with all consultants
Perform Energy Modeling
Daylighting Analysis

LEED Coordinator:

Update LEED matrix and cost data

Contractor:

Identify sources and types of materials (*w/ design team*)
Submit Waste Management & Construction IAQ Plans

The Process: Stage 5 – CDs

Design Team:

Coordinate drawings with project manual / specs

LEED Coordinator:

Verify specified products meet LEED criteria; confirm sources

Continue LEED documentation (matrix)

If so desired submit design credits for review by the CB.

(preferably after plan check correction have been incorporated in the drawings and specs)

Commissioning Agent:

Focused Review of CD's

The Process: Stage 6 – Construction

LEED Coordinator & Contractor:

Confirm product submittals

Obtain final %'s for materials credits

Prepare LEED Submittals

Contractor:

Implement and Document Construction IAQ Plan

Commissioning Agent:

Complete Commissioning Report

The Process: Stage 7 – Occupancy

Review with client / building users:

Recycling Program

O & M Policies

O & M Training Manual

Conduct User Survey

Submit LEED documentation

Respond to request for additional information.

Appeal credit rulings if necessary

Review goals:

Evaluate successes

Document “lessons learned”

Post-occupancy surveys and performance tracking

Measurement and Verification

Enhanced commissioning

LEED Review

LEED Review – Step by Step

1. Once all team members have completed all required LEED documentation, the Project Team Administrator checks over each team members documentation and ensure that the prerequisite or credit is marked as complete in LEED Online. The review can then be initiated from LEED Online.
2. Preliminary Review: The LEED Review Team will review all credits being pursued and issue a preliminary review with comments and technical advice for credits that require modifications to or additional documentation or showing credit achievement is anticipated.

LEED Review

LEED Review – Step by Step

3. The project team has one month to respond to the review comments and technical advice by uploading additional supporting documentation and/or modifying the LEED Letter Template.
4. Final Review: The LEED Review Team will review the project team responses. All credits will either be marked 'earned' or 'denied'.
5. Any credit that is denied in final review can be appealed for a \$500 fee. Appeals are reviewed by another LEED Review Team.