

Build It LEED®

A General Contractor's Toolkit for Implementing LEED

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Acknowledgments

DISCLAIMER:
It is the responsibility of the architect of record and the General Contractor to verify the suitability of the Tools contained in this Toolkit for any given project. This document is not intended to eliminate or substitute for the professional judgment of any member of the Project Team or accepted engineering and construction practices. Use of this document does not guarantee that individual LEED credits will be attained or that LEED certification will be achieved. The U.S. Green Building Council (USGBC) is the only authority able to issue LEED certification of credits or buildings. This document, as well as the accompanying CD-ROM, is intended to be used by the purchaser only.

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Build It LEED is a better product because of your contributions.



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Build It LEED Tools

Introduction

Welcome to the Build It LEED Toolkit!

This Toolkit is designed to provide General Contractors with a complete step-by-step process for Leadership in Energy and Environmental Design (LEED) project management and documentation from early design through project closeout. The Toolkit also includes a CD-ROM with blank forms that can be used immediately to implement your next LEED project.

The approach to LEED project management contained in the Toolkit is based on the authors' professional experience in commercial general contracting and LEED consulting with input from several Contractors that have used the previous version of the Toolkit. The Toolkit is not meant to be a comprehensive guide to all sustainable design and construction options, but is instead a focused set of worksheets and tools useful for setting up and managing a LEED project as a Contractor.

While the documents contained in this Toolkit will serve as a useful starting point for general LEED project management, every construction project is unique, and we suggest modifying these tools to best meet the requirements of your project and your company's internal systems for project documentation.

It is the responsibility of the Architect of record and the General Contractor to verify the suitability of the Tools contained in this Toolkit for any given project. This document is not intended to eliminate or substitute for the professional judgment of any member of the Project Team or accepted engineering and construction practices. Use of this document does not guarantee that individual LEED credits will be attained or that LEED certification will be achieved. The U.S. Green Building Council (USGBC) is the only authority able to issue LEED certification of credits or buildings.

Part 1: Build It LEED Overview

This section provides a brief introduction to the U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) Rating System® and the role that General Contractors play in designing, building, and documenting LEED projects. Part 1 also introduces each of the Build It LEED Tools that have been included in the companion CD-ROM.

The Build It LEED Toolkit provides all the necessary tools for the Contractor to implement the LEED process.

Part 2: LEED Project Management

This section details the General Contractor's responsibilities for managing the LEED project during each stage of construction from early design to project closeout.

Part 3: Contractor LEED Credit Responsibilities

This section steps through each level of the Contractor LEED Credit Responsibilities. For each prerequisite and credit for which the Contractor has prime responsibility, it provides an overview of the credit intent, requirements, and required submittals; recommended supporting documentation; Build It LEED Tools that will be helpful; and Tips and Tricks. Images of LEED Online Letter Templates and other required LEED Submittals are included for each credit as appropriate.

Part 4 : Appendix

This section includes a number of valuable resources for reading more about the LEED rating system, or looking into further classes to develop skills to succeed at LEED.

Part 5 : LEED Documentation Binder

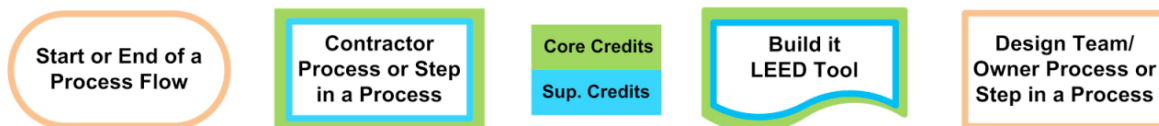
This section includes a tab for each credit that the Contractor may collect for required or supporting LEED documentation.

CD-ROM : Build It LEED Tools

This CD-ROM contains the Tools that will aid in the collection of information that is required for documentation by the Contractor.

How to Use this Document on a LEED Project

1. Review Part 1: LEED Overview to become familiar with the LEED system and to learn which LEED credits Contractors are typically responsible for implementing. It may be useful at this point to check this list of credits against the credits currently being pursued by the project.
2. Read the narratives and examine the flow charts explaining the process for managing a LEED project as a Contractor in Part 2: LEED Process Management and refer to the Build It LEED Core Checklist.



3. Go to Part 3: Contractor LEED Credits to find information on particular credits and to see sample documentation, resources, and Tools.
4. Use the Tools in the LEED Contractor Tools CD-ROM to get the project started.
5. Familiarize yourself with the resources provided in the Appendix.