

LEED - 2009 for Retail - New Construction and Major Renovations Issued: 12-17-2010 Revised: 4-9-12		HINESBURG, VERMONT				DPM	Des.Proj.Mngr	MEP	Mech., Elect., Plumbing
		Tasklist for LEED Credits				CE	Civil Eng.	GC-S	General Contractor - Site
		Certified - 40-49 Silver 50-59 Gold 60-79 Platinum 80 and above				LEED A/P	A/E-LEED AP	GC-B	General Contractor - building
						CR	Corp Respns.	EM	Energy Modeler
						FAC	Facilities	Emngr	Energy Manager
						REF	Regrigeration	CPM	Const. Proj. Mngr
yes	Credit Section	LEED Submittal <input checked="" type="checkbox"/>	Tasks: LEED Documentation	Primary Role	Secondary Role	Due Date	Comments		
Sustainable Sites									
Y	Prereq 1 Construction Activity Pollution Prevention	Construction	Provide LEED letter template declaring the credit requirements have been met.	CE	GC				
			Provide copies of the project drawings to document the erosion and sedimentation control measures implemented on the site. Provide drawing showing project boundaries. And/or a written erosion and sedimentation control plan.	CE					
			Provide date-stamped photos of implementation of the erosion and sedimentation control plan.	GC-S/CPM					
			Provide confirmation regarding the compliance path taken by the project (NPDES Compliance or Local Erosion Control Standards)	CE					
			Provide a narrative to describe the Erosion and Sedimentation control measures implemented on the project. If a local standard has been followed, please provide specific information to demonstrate that the local standard is equal to or more stringent than the references NPDES Program).	GC-S/CPM					
	Credit 4 Alternative Transportation -	Design							
1	<i>Option 2 - Bicycle Commuting</i>	Design							
			Provide LEED letter template declaring the credit requirements have been met.	LEED A/P			Institute bicycle maintenance program or bike route assistance		
			Provide the FTE occupancy and transient occupancy for the project.	LEED A/P			Provide secure bike racks within 200 yards of building - 6 bike capacity, 35 & 47K		
			Provide project drawings to show the location(s) of the secure bicycle storage areas.	LEED A/P			Need bike racks for 5% of all bldg. users at peak.		
1	<i>Option 3 Alternative Transportation: Low-Emitting/Fuel Efficient Vehicles</i>	Design							
	Path 2 - Preferred Parking for Low-Emitting/Fuel Efficient Vehicles		Provide LEED letter template declaring the credit requirements have been met.	CE			5% of total parking capacity of site.		
			Locate LEV parking for 5% of total vehicle parking capacity.	CE					
			Provide the total parking capacity of the site	CE					
			Provide project drawings to show the location(s) of the preferred parking spaces for low-emitting/fuel efficient vehicles.	CE					
			Confirm the number of preferred parking spaces provided	CE					
1	<i>Option 7 - Alternative Transportation Education</i>	Design	Provide LEED letter template declaring the credit requirements have been met.	LEED AP	Marketing				
							Provide board or computer display in the project, accessible to both employees & customers, that provides info on carpooling, transit trip planning assistance, transit maps, maps of bike routes, summary of transportation mgmt. Plan and contacts for more info		
1	Credit 6.1 Stormwater Design, Quantity Control	Design							
	Case 1 - Existing Imperviousness is Less Than or Equal to 50%		Provide LEED letter template declaring the credit requirements have been met.	CE					
			Confirm whether the compliance path is Option 1 or Option 2.	CE					
			Option 1 and 2 - Provide the pre-development site run-off rate (cfs)	CE					
			Option 1 and 2 - Provide the pre-development site run-off quantity (cf)	CE					
			Option 1 and 2 - Provide the post-development site run off rate (cfs)	CE					
			Option 1 and 2 - Provide the post-development site run off quantity (cf)	CE					
			OR PROVIDE SUBMITTAL NARRATIVE	CE					
	Case 2 - Existing Imperviousness greater than 50%								
1	Credit 6.2 Stormwater Design, Quality Control	Design							
			Provide LEED letter template declaring the credit requirements have been met.	CE					
			Non-Structural Controls - Provide list of Best Management Practices (BMPs), including a description of the function of each BMP and the percent annual rainfall treated.	CE					
			Structural Controls - Provide list of structural controls, including a description of the pollutant removal of each control and the percent annual rainfall treated.	CE					
			AND Provide an optional narrative describing any special circumstances or considerations regarding the approach to the credit.	CE					

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1	Credit 7.2 Heat Island Effect, Roof	Design					
	Option 1		Provide LEED letter template declaring the credit requirements have been met.	LEED AP			
			Provide copies of the project's roof drawings to highlight the location of specific roof materials.	LEED AP			75% of roof having an SRI value of 78 or greater.
			Option 3 - Total area of installed green roof systems.				
			Option 1 - Total area of installed SRI compliant roofing materials (75% Of roof)	LEED AP			
			Provide a listing of installed roofing materials and their SRI values.	LEED AP	GC		
			AND Option 3 - Provide an optional narrative to describe any special circumstances or non-standard compliance paths taken by the project.				
Water Efficiency							
	Prereq. 1 Water Use Reduction, 20% Reduction	Design					
	Does not include irrigation.		Provide LEED letter template declaring the credit requirements have been met.	MEP			
			Provide the FTE occupancy for the project.	MEP			
			The projects calculated design case water usage (flush and flow fixtures, including commercial fixtures).	MEP			Flow rates based upon : EPAAct 1992 and subsequent rulings
			The project's calculated baseline water usage (flush and flow fixtures, including commercial fixtures).	MEP			EPAAct of 2005
			For projects using non-potable water for sewage conveyance, provide the total non-potable water supply (gal) available for sewage conveyance purposes.	MEP MEP			2006 UniformPlumb. Code or Intern. Plumb. Code
			Narrative describing the potable water reduction strategies employed by the project. For projects using non-potable water, include specific information regarding any reclaimed water usage (graywater reuse/ rainwater reuse/on-site treated wastewater).	MEP			
2	Credit 1.1 Water Efficient Landscaping, Reduce by 50%	Design					
	SEE CREDIT 1.2 BELOW		Provide LEED letter template declaring the credit requirements have been met.	CE			
			The project's calculated baseline Total Water Applied (TWA) (gal). Information can be obtained through Equation 5.	CE			
			The project's calculated design Total Water Applied (TWA) (gal). Information can be obtained through Equation 5.	CE			
			The total non-potable water supply (gal) available for irrigation purposes.	CE			
			Narrative describing the landscaping and irrigation design strategies employed by the project; description of the water calculation methodology used to determine savings; and for projects using non-potable water, specific information regarding source available quantity of non-potable supplies.	CE			
4	Credit 1.2 Water Efficient Landscaping,	Design					
	No Potable Use or No Irrigation		Same LEED letter template as above.	CE			
			Meet requirements for Credit 1.1 and Path 2 - landscaping that does not require irrigation				
	Credit 3 - Water Use Reduction		Provide LEED letter template declaring the credit requirements have been met.	MEP			
2	30% reduction - 2 points		Provide documentation using baselines shown or calculate baselines as needed.				Domestic water only with pre-rinse spray valves
Energy & Atmosphere							
	Prereq 1 Fundamental Commissioning of the Building Energy Systems	Construction					
			Provide LEED letter template declaring the credit requirements have been met.	FAC	Emngr		
			Provide the name and company information for the CxA. IE - Harrison Horning	FAC			
			Owner to provide Owner's Project Requirements.	LEED AP			
			Design team to provide basis of design.	LEED AP			
			CxA to review Owner's Project Requirements and Basis of Design.				
			Develop and incorporate commissioning requirements into CDs.	FAC			
			Develop and implement commissioning plan.	FAC			
			Verify installation and performance of systems to be commissioned.	FAC			
			Provide a narrative description of the systems that were commissioned and the result of the commissioning process.	FAC			
	Prereq 2 Minimum Energy Performance	Design					
			Provide LEED letter template declaring the credit requirements have been met.	EM	Emngr		
			Confirm, with whole building energy simulation that the project demonstrates a 10% improvement in energy usage (new building) or 5% (major renovation) using ASHRAE Standard 90.1-2007	EM	Emngr		
			Provide an optional narrative regarding special circumstances or considerations regarding the project's prerequisite approach.	EM	Emngr		

yes	Credit Section	LEED Submittal <input checked="" type="checkbox"/>	Tasks: LEED Documentation	Primary Role	Secondary Role	Due Date	Comments
	Prereq 3 Fundamental Refrigerant Management	Design					
			Provide LEED letter template declaring the credit requirements have been met.	LEED AP			
			Confirm that the project does not use CFC refrigerants.	REF			
16	Credit 1 Optimize Energy Performance Design	Design					
	<i>Option 1 - Whole Building Energy Simulation</i>		Provide LEED letter template declaring the credit requirements have been met.	EM	Emngr		Need energy model to confirm points
			Refer to Templates to confirm that relevant project and model data are completed	EM	EMngr		ASHRAE 90.1 2007
Materials & Resources							
	Prereq 1 Storage & Collection of Recyclables	Design					
			Provide LEED letter template declaring the credit requirements have been met	LEED A/P			
			Use waste stream audit's top 5 recyclable waste streams by either weight or volume	CR			
			Confirm that recycling collection areas have been provided, per requirements, to meet the need of the project	LEED A/P			
			Provide a plan drawing indicating the recycling areas.	ST			
			Confirm all types of materials that are being collected for recycling.	CR			
			Provide an optional narrative describing any special circumstances or considerations regarding the project's prerequisite approach.	CR			
	Credit 2 - Construction Waste Management,	Construction					
1	Divert 50% from Disposal		Provide LEED letter template declaring the credit requirements have been met	GC/CPM	LEED AP		95% would be an Innovation credit.
1	Divert 75% from Disposal		Complete the construction waste calculation tables in the Submittal Template	GC	LEED AP		
			Provide a narrative describing the project's construction waste management approach.	GC/CPM	LEED AP		
			The narrative should include the project's Construction Waste Management Plan.				
	Credit 4 Recycled Content	Construction					
1	10% (post-consumer + ½ pre-consumer)		Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
1	20% (post-consumer + ½ pre-consumer)		Provide the total project materials cost by CSI number (Divisions 2-10, and 12)	GC/CPM	LEED AP		Total project material cost must be consistent across all MR credits
			Complete the recycled content calculation on the Submittal Template.	GC/CPM	LEED AP		
			Provide a tabulation of each material used on the project that is being tracked for recycled content. The tabulation must include a description of the material, the manufacturer of the material, the product cost, the preconsumer recycled content percentage, the post-consumer recycled content percentage, and the source of the recycled content data.	GC/CPM	LEED AP		
			Provide an optional narrative describing any special circumstances or considerations regarding the project's credit approach.	GC/CPM	LEED AP		
	Credit 5 Regional Materials,	Construction					
1	10% Extracted, Process. & Manf. Regionally		Provide LEED letter template declaring the credit requirements have been met	GC/CPM	LEED AP		
1	20% Extracted, Process. & Manf. Regionally		Provide the total project materials cost by CSI number (Divisions 2-10, and 12).	GC/CPM	LEED AP		
			Complete the regional materials calculations table in the Submittal Template.	GC/CPM	LEED AP		
			Provide an optional narrative describing any special circumstances or considerations regarding the project's credit approach.	GC/CPM	LEED AP		
Indoor Environmental Quality							
	Prereq 1 Minimum IAQ Performance	Design					
	Mechanically Ventilated Building		Provide LEED letter template declaring the credit requirements have been met	MEP	LEED AP		
			Design narrative describing the project's ventilation design.	MEP	LEED AP		
			Mechanically Ventilated Building - Confirmation that the project has been designed to meet the minimum requirements of ASHRAE Standard 62.1-2007 Ventilation for Acceptable Indoor Air Quality, using the Ventilation Rate Procedure.	MEP	LEED AP		
	Prereq 2 Environmental Tobacco Smoke (ETS) Control	Design					
	<i>Option 1: Prohibit smoking in the building</i>		Provide LEED letter template declaring the credit requirements have been met	LEED AP			
			Confirm that the project has met the requirements of Option 1.	LEED AP			
			Provide Hannaford smoking policy	DPM			
			Provide appropriate copies of construction drawings to document the location of the exterior smoking areas.	LEED AP			
1	Credit 1 Outdoor Air Delivery Monitoring	Design					
	Mechanically Ventilated Building		Provide LEED letter template declaring the credit requirements have been met	MEP	LEED AP		
			Confirmation of the type of ventilation system and installed controls.	MEP			
			Design narrative describing the project's ventilation design and CO2 monitoring system. Include specific information regarding location and quantity of installed monitors, operational parameters and setpoints.	MEP			

yes	Credit Section	LEED Submittal <input checked="" type="checkbox"/>	Tasks: LEED Documentation	Primary Role	Secondary Role	Due Date	Comments
			Provide copies of the applicable project drawings to document the location and type of installed sensors.	MEP			
1	Credit 3.1 Construction IAQ Management Plan, During Construction	Construction	Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
			Provide a copy of the project's Indoor Air Quality (IAQ) Management Plan.	GC/CPM			
			Confirm if the permanently installed air handling equipment was used during construction	GC/CPM			
			Provide photos to highlight the implemented construction IAQ practices.	GC/CPM			
			List all filtration media (manufacturer, model #, MERV rating, location of installed filter) installed during construction and confirm that each was replaced prior to final occupancy.	GC/CPM			
			Provide an optional narrative describing any special circumstances or nonstandard approaches taken by the project.	GC/CPM			
1	Credit 4 Low-Emitting Materials, <i>Option 1 - Adhesives and Sealants</i>	Construction	Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
			Provide a listing of each indoor adhesive, sealant and sealant primer product used on the project. Include the manufacture's name, product name, specific VOC data (in g/L, less water) for each project, and the corresponding allowable VOC from the referenced standard.	GC/CPM	LEED AP		
			Provide a listing of each indoor aerosol adhesive product used on the project. Include the manufacture's name, product name, specific VOC data (in g/L less water) for each project, and the corresponding allowable VOC from the referenced standard.	GC/CPM	LEED AP		
			Provide a narrative to describe any special circumstances or non-standard compliance paths taken by the project.	GC/CPM	LEED AP		
1	Credit 4 Low-Emitting Materials <i>Option 2 - Paints & Coatings</i>	Construction	Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
			Provide a listing of each indoor paint and coating used on the project. Include the manufacture's name, product name, specific VOC data (in g/L) for each project, and the corresponding allowable VOC from the referenced standard.	GC/CPM	LEED AP		
			Provide a narrative to describe any special circumstances or non-standard compliance paths taken by the project.	GC/CPM	LEED AP		
1	Credit 4 Low-Emitting Materials <i>Option 3 - Flooring Systems</i>	Construction	Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
			Provide a listing of each carpet product installed in the building interior.	GC/CPM	LEED AP		
			Confirm that the product complies with the CRI Green Label Plus testing program.	GC/CPM	LEED AP		
			Provide a listing of each carpet cushion product installed in the building interior. Confirm that the product complies with the CRI Green Label Plus testing program	GC/CPM	LEED AP		
			Carpet adhesive to meet VOC limit of 50 g/L	GC/CPM	LEED AP		
			Provide a listing of each hard surface flooring product installed in the building interior. Confirm that the product complies with the Floorscore standard testing program. Alt. - 100% of hard surface flooring - meets Floorscore and is 25% of finished floor area.	GC/CPM	LEED AP		
			Provide a listing of concrete products (such as sealers and stains) installed in the bldg. interior. Confirm that product complies with the SCAQMD Rule 1113, Architectural Coatings, Jan.1, 2004	GC/CPM	LEED AP		
			Provide a listing of each tile setting and grout product installed in the building interior .Confirm that the product complies with the SCAQMD Rule 1168 Jan. 7 2005	GC/CPM	LEED AP		
			Provide a narrative to describe any special circumstances or non-standard compliance paths taken by the project.	GC/CPM	LEED AP		
1	Credit 4 Low-Emitting Materials, <i>Option 4 - Composite Wood & Agrifiber Products</i>	Construction	Provide LEED letter template declaring the credit requirements have been met.	GC/CPM	LEED AP		
			Provide a listing of each composite wood and agrifiber product installed in the building interior. Confirm that each product does not contain any added urea-formaldehyde.	GC/CPM	LEED AP		
			Provide a narrative to describe any special circumstances or non-standard compliance paths taken by the project.	GC/CPM	LEED AP		
1	Credit 6 - Controllability of Systems-Lighting & Thermal comfort	Design	Provide LEED letter template declaring the credit requirements have been met.	MEP	LEED AP		
			For individual workstations controls, provide a listing of the total number of individual workstations and lighting controls.	MEP	LEED AP		

yes	Credit Section	LEED Submittal <input checked="" type="checkbox"/>	Tasks: LEED Documentation	Primary Role	Secondary Role	Due Date	Comments
			For shared multi-occupant space control, provide a listing of the project's group multi-occupant spaces and a description of the installed lighting controls.	MEP	LEED AP		
			Provide a narrative describing the project's lighting controls strategy. Include data regarding the type and location of individual controls and also the type and location of controls provided for shared multi-occupant spaces.	MEP	LEED AP		
			Include data regarding the type and location of individual and shared group occupancy controls.				
			Provide data regarding seasonal temperature and humidity design criteria.				
1	Credit 7.1 - Thermal Comfort - Design	Design	Provide LEED letter template declaring the credit requirements have been met.	MEP	LEED AP		
			Design HVAC system to meet ASHRAE Standard 55-2004	MEP	LEED AP		
Innovation & Design Process							
1	Credit 1.1 Innovation in Design:	Design					
	Pre-app. Option A: Occupant Recycling		Provide LEED letter template declaring the credit requirements have been met	CR	LEED AP		
			Provide the specific title for the ID credit being pursued.				
			Provide a narrative statement of the Credit Intent.	CR	LEED AP		
			Provide a narrative statement of the Credit Requirements.	CR	LEED AP		
			Provide a detailed narrative describing the project's approach to achievement of the credit. This narrative should include a description of the quantifiable environmental benefits of the credit proposal.	CR	LEED AP		
			Provide copies of any specific construction drawings or exhibits that will serve to illustrate the project's approach to the credit.	CR	LEED AP		
1	Credit 1.2 Innovation in Design:	Design					
	Pre-app. Option B: Toxic Material Source Reduction		Provide LEED letter template declaring the credit requirements have been met	MEP	LEED AP		
			Provide the specific title for the ID credit being pursued.	LEED AP			
			Provide a narrative statement of the Credit Intent.	LEED AP			
			Provide a narrative statement of the Credit Requirements.	LEED AP			
			Provide a detailed narrative describing the project's approach to achievement of the credit. This narrative should include a description of the quantifiable environmental benefits of the credit proposal.	LEED AP			
			Provide copies of any specific construction drawings or exhibits that will serve to illustrate the project's approach to the credit.	LEED AP			
1	Credit 1.3 Innovation in Design:	Design					
	Pre-app. Option D: Green Education Program		Provide LEED letter template declaring the credit requirements have been met	LEED AP	DPM/Marketing		
			Provide the specific title for the ID credit being pursued.	LEED AP			
			Provide a narrative statement of the Credit Intent.	LEED AP			
			Provide a narrative statement of the Credit Requirements.	LEED AP			
			Provide a detailed narrative describing the project's approach to achievement of the credit. This narrative should include a description of the quantifiable environmental benefits of the credit proposal.				
			Provide copies of any specific construction drawings or exhibits that will serve to illustrate the project's approach to the credit.	LEED AP			
1	Credit 2 LEED® Accredited Professional	Design	Provide LEED letter template declaring the credit requirements have been met	LEED AP			
			Provide the name of the LEED AP				
			Provide the name of the LEED AP's company.	LEED AP			
			Provide a brief description of the LEED AP's project role(s).	LEED AP			
			Provide a copy of the LEED AP certificate.	LEED AP			
Regional Priority							
1	Regional Priority Credit	SSc6.	Provide LEED letter template declaring the credit requirements have been	LEED AP			Points vary depending on location of project and credits attempted- see list
49	Project Totals (pre-certification estimates)						
Certified - 40-49 Silver 50-59 Gold 60-79 Platinum 80 and above							