



## Recommended Project Implementation Procedures

### Introduction

LEED and GreenPoint Rated were selected by the Green Building Task Force for reference in San Francisco Green Building Code primarily because of their credibility, existing program infrastructure, and verification performed by qualified review bodies. Certification under these rating systems is not required but recommended.

For more information: [www.usgbc.org](http://www.usgbc.org), [www.builditgreen.org](http://www.builditgreen.org)

### LEED Projects

1. Incorporate green building considerations from the beginning of project development.
2. Identify a Project Administrator who is a LEED Accredited Professional (reports to Green Building Compliance Professional of Record)
3. Register Project with Green Building Certification Institute
4. Develop Responsibility Matrix and assign credits to responsible team member(s)
5. Detailed design
6. Submit Design Credits to Green Building Certification Institute for review
7. Construction
8. Submit Construction Credits to Green Building Certification Institute for review
9. Maintain detailed project records showing that green building requirements have been met.

### GreenPoint Rated Projects

1. Identify Project Administrator who is a Certified GreenPoint Rater (reports to Green Building Compliance Professional)
2. Register Project with Build It Green
3. As early in design process as possible, work with GreenPoint Rater to fill out GreenPoint Rated Checklist
4. Design
5. Plan Review Assessment by GreenPoint Rater is a required by the rating system
6. Construction
7. Rough Inspection (pre-drywall) by GreenPoint Rater is a required by the rating system
8. Construction
9. Final Inspection by GreenPoint Rater
10. Maintain detailed project records showing that green building requirements have been met