

Instructions

Top 6 Important Things to Know Before You Get Started

1. Read The Verification Program Users Guide. Before you get started read the CHPS Verification Program Users Guide which outlines the program requirements, timing, review process and fee structure. It can be downloaded from the CHPS Verified website.

2. Complete Worksheets in Order. Throughout this Excel workbook there are numerous worksheets that are linked to one another. In order for this tool to be useful, you need to first complete [I. Registration Form](#), [II. Team Member Worksheet](#) and [III. Scorecard](#), IN ORDER before proceeding to the section [IV. credit worksheets](#).

3. Understand the Cells. Throughout the workbook you only need to input information into TWO types of cells. All other cells are locked and will either be automatically filled in for you, or should be left empty.

Cell Type 1:

For cells filled with this grey color, input text or a number into it.

Cell Type 2:

For cells with this grey color and polka dots, click on the cell and choose from a drop down menu.

4. Understand What is Required. In the section [IV. credit worksheets](#) there are four types of requirements that can be found.

Templates (T):

For most all credits you must complete the credits template under section [IV](#). which means completing all of the Cell Types 1 and 2 in project Phase 2 and 3.

Attachment (A):

For some credits you must upload a file to the project website provided by CHPS to support the credit. It is preferred that the attachment are in a PDF or JPG format ONLY.

Construction Document (CD):

For some credits you will need to refer to the drawing number or specification number for where compliance for the credit can be confirmed. CD requirements are only found during the Design Review Phase. When you submit the project to be screened you will need to upload a complete copy of the project spec book and plans for CHPS's reference onto the projects website.

NOTE: Some of the credits have a space for you to list a sheet number reference. It is not required that you list a sheet number unless stated in the template. However, we recommend that you list a sheet number to expedite the projects design review. If CHPS reviewers are unable to locate the item under review, CHPS will have to contact you for the sheet number.

Construction Audit Requirement (CA):

During the Construction Review Phase you will be asked to provide what is required under audit requirements for 25% of the credits that have audit requirements. A list of the credits are in [Worksheet III. Scorecard](#). You do not need to provide the Construction Audit Requirement unless you are informed that credit will be audited.

5. Don't Miss Deadlines. There are three phases of a CHPS Project in which communication must be made with CHPS and information is due:

Project Registration and Submittal Screen Phase

Time: Preferably submitted pre-design, but must be submitted prior to the Design Review Phase.

To register your project, Excel worksheets [I. Registration Form](#), [II. Team Member Worksheet](#) and [III. Scorecard](#)

must be completed and submitted electronically to CHPS. Some of the information may be estimations, and a signature is not required. When the project is ready for the Design Review Phase, submit Excel worksheets [I. Registration Form](#), [II. Team Member Worksheet](#), [III. Scorecard](#), all [IV. Credit Worksheets](#), and all supporting documents must be completed and uploaded to project website provided by CHPS. A signature is required on the [I. Registration Form](#). In addition, a complete copy of the project spec book and plans should be uploaded to the project website provided by CHPS before the screen can begin.

Design Review Phase

Time: Submitted before construction begins.

CHPS and an approved 3rd Party reviews all screened submittals and approves the project to begin construction.

Construction Review Phase

Time: Submitted within 90 days after construction is completed.

In this phase Excel worksheets [I. Registration Form](#), [II. Team Member Worksheet](#), [III. Scorecard](#), all section [IV. Credit Worksheets](#) and required construction phase supporting documents must be completed and uploaded to project website provided by CHPS. A signature is required on the [I. Registration Form](#). CHPS will notify the project which credits will be audited.

6. Ask Questions.

The Workbook: This tool was created to ease implementation of CHPS standards for school districts and their design teams, and is meant to be useful for a broad range of school project types. If you are having trouble with one of its worksheets or feel that it can be adjusted to better suit you needs, we want to know about it! Post a message to CHPS staff on your project website or email us at info@chps.net.

CHPS Criteria Interpretations: If you have a simple question about the CHPS process or about a CHPS credit post it on your project website and CHPS staff will respond to you. If you have a more in depth question, fill out the CHPS Criteria Interpretation Form online and our CHPS experts will reply to you within 1-15 days. Answers to criteria interpretations are posted for everyone on the CHPS website.



PROJECT APPLICATION

Based on the 2009 Edition

Project Points: 0

I. Project Registration Form & Cover Page

School Name:

School District:

School Type: School Level:

Project Type:

For Renovations, which major systems are being improved?

- Lighting
 Interior Surfaces
 Building Envelope
 HVAC

School Address:

Student Capacity: Number of Classrooms:

Staff Capacity: Type of Construction:

Site Area (ft²): Building Floor Area (ft²):

Landscape Area (ft²):

Scorecard Submission Phase:

Expected Completion Date (month/yr):

Estimated Total Cost of Construction: \$ -

Project Prerequisites Required:

Place an "Req" next to required prerequisites based on the scope of the project (For assistance review the Eligibility Level section of the MA-CHPS Criteria.).

- Req II.P1 Integrated Design
- Req II.P2 Educational Display
- Req EQ.P1 HVAC Design – ASHRAE 62.1
- Req EQ.P2 Construction IAQ Management
- Req EQ.P3 Pollutant and Chemical Source Control
- Req EQ.P4 Moisture Management
- Req EQ.P5 Minimum Filtration
- Req EQ.P6 Thermal Comfort- ASHRAE 55
- Req EQ.P7 View Windows – 70%
- Req EQ.P8 Eliminate Glare
- Req EQ.P9 Minimum Acoustical Performance
- Req EQ.P10 Minimum Low-Emitting Materials
- Req EE.P1 Minimum Energy Performance
- Req EE.P2 Commissioning
- Req EE.P3 Facility Staff & Occupant Training
- Req WE.P1 Irrigation System Performance on Recreational Fields
- Req WE.P2 Indoor Water Use Reduction, 30-40%
- Req SS.P1 Joint-Use of Facilities and Parks
- Req MW.P1 Storage and Collection of Recyclables
- Req MW.P2 Minimum Construction Site Waste Management, 75%
- Req OM.P1 Maintenance Plan
- Req OM.P2 Anit-Idling Measures
- Req OM.P3 Green Cleaning

I hereby submit this projects scorecard and attest to the accuracy of the information submitted.

Name:

Title /Organization:

Phone number:

Email:

Signature Required _____ Date _____

PROJECT APPLICATION

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Project Summary

A large, empty rectangular area with a light gray background, intended for the project summary.

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PROJECT APPLICATION

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II. CHPS Team Member Worksheet

CHPS Team Leader*:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
<small>* Primary Project Contact</small>		
Project Manager:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Architect:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Engineer:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Engineer:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Contractor:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Commissioning Agent:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Energy Consultant:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	
Other:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	

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Recognition Contacts

Please list any contacts that should receive notice of CHPS recognition when project is complete. For example, local media, school board members, and/or lead architect.

Name:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	

Name:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	

Name:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	

Name:	Title:	Organization/Firm:
Address:		
Phone:	E-mail:	

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PROJECT APPLICATION

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III. CHPS Scorecard

When your project is ready to be screened and reviewed, notify CHPS by faxing or emailing the registration form signed. On this scorecard, you should have placed a check mark in the "ready for review" column for the design review, and when it is time for the construction review for each prerequisite and credit claimed signifying that its template has been completed and that all supporting attachments and documents have been uploaded to your project CHPS website. Check with CHPS for alternative, equivalent submittals that may be acceptable.

Key: T-Template Required, A-Attachment Required, CD-Construction Document Required, CA - Construction Audit Requirement

CHPS SECTION	CREDIT NUMBER	TITLE	POSSIBLE POINTS	POINTS CLAIMED	TEAM MEMBER RESPONSIBLE	DESIGN REVIEW REQUIREMENTS	READY FOR REVIEW	CONSTRUCTION REVIEW REQUIREMENTS	READY FOR REVIEW	CONSTRUCTION AUDIT REQUIREMENT	
INTEGRATION AND INNOVATION (2 prerequisites; 11 possible points)											
STRATEGY	II.P1	Integrated Design	Req	Req		T	A	-	-	-	
	II.P2	Educational Display	Req	Req		T	-	CD	-	A	
	II.C1	Demonstration Areas	1	-		T	-	CD	-	A	
	II.C2	Innovation	1-4	-		T	A	-	-	A	
	II.C3	Life Cycle Cost Analysis	3	-		T	A	-	-	-	
	II.C4	School Garden	1	-		T	A	CD	T	-	CA
	II.C5	School Master Plan	1	-		T	A	-	-	-	
INDOOR ENVIRONMENTAL QUALITY (4 prerequisites; 26 possible points)											
DESIGN	EQ.P1	HVAC Design - ASHRAE 62.1	Req	Req		T	A	CD	T	-	-
	EQ.P2	Construction IAQ Management	Req	Req		T	-	CD	T	A	-
	EQ.P3	Pollutant and Chemical Source Control	Req	Req		T	A	CD	T	-	CA
	EQ.P4	Moisture Management	Req	Req		T	-	CD	T	A	-
	EQ.P5	Minimum Filtration	Req	Req		T	-	CD	T	-	CA
	EQ.P6	Thermal Comfort - ASHRAE 55	Req	Req		T	A	CD	-	-	-
	EQ.P7	View Windows, 70%	Req	Req		T	-	CD	T	-	CA
	EQ.P8	Eliminate Glare	Req	Req		T	A	CD	T	-	-
	EQ.P9	Minimum Acoustical Performance	Req	Req		T	A	CD	-	-	-
	EQ.P10	Minimum Low Emitting Materials	Req	Req		T	A	CD	T	A	-
ESIGN	EQ.C1	View Windows, 80 – 90%	1-2	-		-	-	-	-	-	-
	EQ.C2	Daylighting in Classrooms	1-6	-		T	-	CD	T	-	CA
	EQ.C3	Advanced Low-Emitting Materials	1-4	-		T	-	CD	T	-	CA

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INTEGRATION & INNOVATION

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IV. Credit II.P1 Integrated Design

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Meeting agendas for both integrated design team workshops.
2. Meeting attendee lists with identifying roles (i.e. engineer, architect, teacher).
3. Meeting minutes that outline high performance goals, implementation procedures, topics needing further investigation or research, and team members responsible for each prerequisite and targeted credit.

Comments:

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INTEGRATION & INNOVATION

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IV. Credit II.P2 Educational Display

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

The permanent educational display will be located at:

Briefly describe the educational display in the comments section below.

CD Required:

1. A site plan should designate the location of the educational display.

Sheet Number (required):

Comments:

Construction Review Requirements

Attachment Required:

1. JPG(s) of educational display

Comments:

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INTEGRATION & INNOVATION

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IV. Credit II.C1 Demonstration Areas

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Demonstration Area Category (Ex. Energy)

High Performance Feature Showcased (Provide Description)

CD Required:

1. A site plan should designate the location of the demonstration area locations. Preferably this is the same plan used in II.P1.

Sheet Number (required):

Comments:

Construction Review Requirements

Attachment Required:

1. JPG(s) of each demonstration area.

Comments:

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INTEGRATION & INNOVATION

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IV. Credit II.C2 Innovation

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Innovation 1 - Define the proposed innovation and the proposed documentation to prove compliance.

This innovation will (at least one is required):

For the innovation, the design team or owner is responsible for recommending the verification documentation necessary for the Design Review and Construction Review. Documentation recommended should be at a similar level of oversight as seen for other credits.

Innovation 2 - Define the proposed innovation and the proposed documentation to prove compliance.

This innovation will (at least one is required):

For the innovation, the design team or owner is responsible for recommending the verification documentation necessary for the Design Review and Construction Review. Documentation recommended should be at a similar level of oversight as seen for other credits.

Attachment Required:

1. Design team or owner to specify for approval.

Comments:

Construction Review Requirements

Attachment Requirement:

1. Design team or owner to specify for approval.

Comments:

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INTEGRATION & INNOVATION

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IV. Credit II.C3 Life Cycle Cost Analysis

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach a life cycle cost analysis (LCCA) performed on the major building systems of the school or project. The LCCA should list the systems included, describe the methods used to conduct the LCCA showing the net present value over 30 years. and the results.

Comments:

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INTEGRATION & INNOVATION

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IV. Credit II.C4 School Garden

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

School garden minimum square feet requirement: 0

Designed school garden square feet:

CD Required:

1. Drawings should identify the location and size of the garden as well as its storage space. Irrigation for the garden should be identified on a landscape irrigation design plan.

Sheet Number:

Sheet Number:

Attachment Required:

1. Attach the long-term maintenance plan for the garden spaces.

2. For existing schools, attach proof that the garden site soil has been tested and no harmful contaminants are present.

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with II.C4 school garden credit.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide JPG (s) showing the school garden spaces (plantings are not necessary).

Comments:



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INTEGRATION & INNOVATION

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IV. Credit II.C5 School Master Plan

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach a copy of the school master plan that covers 10-15 years from the present and incorporates the features listed in the requirement box for this credit.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P1 HVAC Design - ASHRAE 62.1

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Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

The HVAC systems meets the requirements of, and has ventilation rates that are no less than required by ASHRAE 62.1 2007.

OR

Spaces are naturally ventilated and meet the requirements of ASHRAE Standard 62.1-2007, §5.2.

The HVAC specified meets the requirements of ASHRAE Standard 62.1-2007, §5.

Attachment Required:

1. Attach a letter from the project mechanical engineer outlining compliance with measures.
2. Attach ASHRAE 62.1 Mechanical Ventilation Calculation Worksheet.

CD Required:

1. Specifications for compliance with construction ventilation requirements.

CSI Number:

Spec Section/ Sub-section:

OR in Construction IAQ Management Plan*

2. Specification for compliance with dust cleaning and protection in accordance the requirements for ASTM C 1071 and ASTM C 1104 for duct liners used throughout the HVAC system.

CSI Number:

Spec Section/ Sub-section:

OR in Construction IAQ Management Plan*

3. List the drawing number that shows the table with each rooms HVAC system ID number and type, and the minimum outside air flow rate, the rooms air classification and all exhaust fans.

Sheet Number:

* If items are in a Construction IAQ Management Plan please note this in the comments section and provide the plan as a PDF attachment.

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P1 requirements.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.P2 Construction IAQ Management

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

CHPS Recommends that the Commissioning Agent have the added responsibility of ensuring compliance with "during construction" IEQ measures.

Design Review Requirements

CD Required:

1. Specifications for an Indoor Air Quality Management Plan that will address SMACNA control measures for maintaining good indoor air quality on the job site. The specifications should indicate who is responsible for implementing the IAQ management plan, and the plan should address utilizing low Volatile Organic Compound (VOC) products, depressurizing work areas, improved housekeeping, scheduling of construction activity to lower impacts of IAQ on workers and building occupants, and the method of communication between construction team and building occupants regarding complaints, concerns, and predicted changes to IAQ.

CSI Number: Spec Section/ Sub-section: OR in Construction IAQ Management Plan*

2. Specification sections for duct protection including specific references to SMACNA Duct Cleanliness Guidelines Advanced Levels.

CSI Number: Spec Section/ Sub-section: OR in Construction IAQ Management Plan*

3. Specification for compliance with building flush-out and post-occupancy ventilation requirements.

CSI Number: Spec Section/ Sub-section: OR in Construction IAQ Management Plan*

* If items are in a Construction IAQ Management Plan please note this in the comments section and provide the plan as a PDF attachment.

4. Specifications for filtration for all HVAC systems and pressure gauge.

CSI Number: Spec Section/ Sub-section: OR in Mechanical Schedule

Comments:

Construction Review Requirements

HVAC system was installed, and the filters were replaced after construction and before occupancy.

A building flush-out was performed for how many days prior to occupancy?

* If the school alternatively chose to hire a trained technician or a certified Industrial Hygienist to test classrooms prior to occupancy, note this in the comments section and attach their report based on items outlined in EQ.P2.3.

The internal temperature remained between which degrees during the flush-out?

The relative humidity remained between which percentage during the flush-out?

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P2 requirements for filtration.

A pressure gauge has been installed to show the pressure drop across filters and marked to show the pressure drop at which filters require cleaning or replacement.

Attachment Required:

1. JPG(s) taken at various times during construction, with a narrative for each photo describing compliance with SMACNA guidelines as follows:

Construction areas in occupied buildings that were isolated from adjacent non-construction areas using temporary walls, plastic sheeting, or other vapor retarding barriers.

Construction areas that were maintained at a negative air pressure to surrounding non-construction areas.

Recirculating air ducts that were temporarily capped and sealed (appropriate filters may be used if nuisance particulates are the only contaminant of concern).

Supply air systems that were operated with filters in place.

2. JPG(s) taken at various times during construction, with a narrative for each photo describing compliance with SMACNA Duct Cleanliness advanced levels.

3. PDF of letter from HVAC or Mechanical Engineer stating MERV value of filters installed in all HVAC systems after construction OR proof of purchase.

Comments:

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INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P3 Pollutant & Chemical Source Control

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Letter signed by a professional engineer explaining how the spaces stated in the prerequisite are ventilated to maintain a 1-3 Pa negative pressure, compared to their immediate environment, and are exhausted at a rate of 0.50 cfm/ft².
2. Letter signed by the school superintendent stating that no indoor mobile fossil fuel burning equipment will be used in the new or renovated facility.

CD Required:

1. EQ.P3.4: provide drawings that shows all air take openings and clearly identify hazardous and noxious contaminant sources on the drawings (e.g. bus and vehicle loading areas, ventilation exhaust locations).

Sheet Number:

Sheet Number:

2. EQ.P3.2 drawings which identify walk-off mats or equivalent track-off mitigation measures at all high volume entrances and lengths.

Sheet Number:

3. EQ.P3.3 specification for gas-fired equipment that uses electric ignitions to light gas burners.

CSI Number:

Spec Section/ Sub-section:

OR in
Mechanical
Schedule

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P3 requirements, particularly for air intake locations.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. JPG(s) of walk-off mats or equivalent track-off mitigation at main entrances and outside exhaust ventilation systems.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P4 Moisture Management

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Provide specifications for compliance with protecting building materials from water damage.

CSI Number:

Spec Section/ Sub-section:

OR in Construction
IAQ Management
Plan*

2. Provide drawings that show compliance with the requirements. A site plan should indicate lawn irrigation systems (sprinklers and their location and throw), a surface grade plan shall indicate drainage systems, and buildings and overhanging roofs or eaves. Include sheet number for a diagram of condensate system, and how it drains.

Sheet Number:

Drawing Name (required i.e. irrigation plan):

Sheet Number:

Drawing Name (required):

Sheet Number:

Drawing Name (required):

3. For unit ventilator systems with air conditioning equipment, provide specification language expressly prohibiting evaporation trays.

CSI Number:

Spec Section/ Sub-section:

OR in Construction
IAQ Management
Plan*

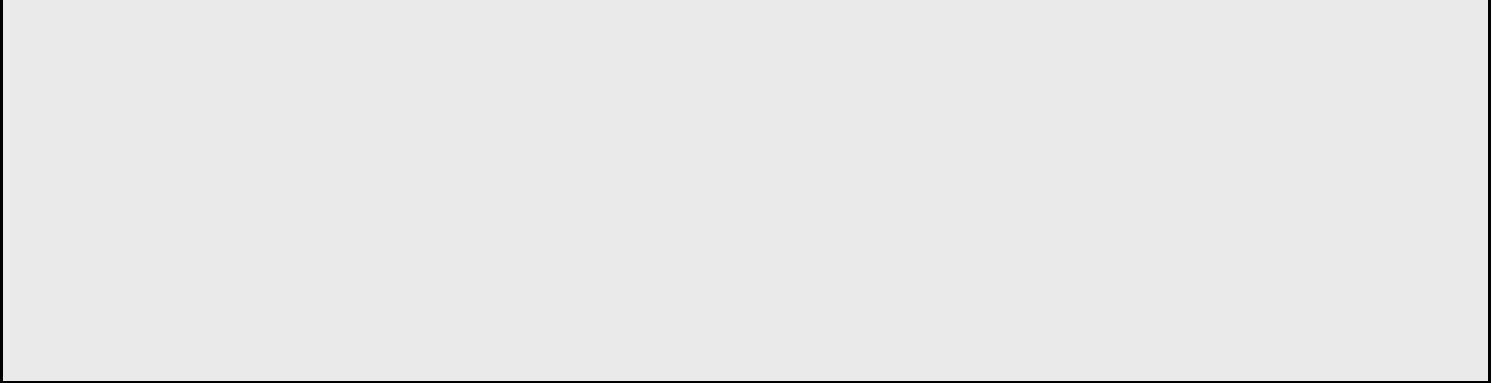
Comments:

Construction Review Requirements

Attachment Required:

1. JPG(s) of photographs taken during construction, with a narrative for each photo describing techniques for protecting building materials from mold and moisture damage.

Comments:



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INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P5 Minimum Filtration

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Note: This prerequisite and its verification requirements may be skipped if EQ.C5 is claimed for enhanced filtration.

Design Review Requirements

CD Required:

1. Specifications for filters with MERV 10, and in unit ventilator systems, MERV 7.

CSI Number:

Spec Section/ Sub-section:

OR in
Mechanical
Schedule

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P5 requirements for filtration.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. PDF of list of MERV value of filters installed in all HVAC system components after construction AND proof of purchase.

Comments:

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INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P6 Thermal Comfort - ASHRAE 55

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Summary of ASHRAE Standard 55-2004 Compliance Measures

<i>Thermally Controlled Zone</i>	<i>Temperature Control Range</i>	<i>Humidity Control Range</i>	<i>Method of Control</i>

Attachment Required:

1. Attach a PDF of a letter from the project mechanical engineer (P.E) that outlines compliance with ASHRAE Standard 55-2004 measures.

CD Required:

1. Drawings that identify thermal zones, temperature and humidity control ranges, and there method of control.

Sheet Number:

Comments:

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INDOOR ENVIRONMENTAL QUALITY

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IV. Credit EQ.P7 View Windows, 70%

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Complete the table below following these directions:

1. List the **Size** of each classroom (in SF) and administrative space (column A)

For the purposes of this credit, the following rooms are included: General classrooms, Art rooms, Music rooms, Science rooms, Computer rooms, Special needs, Remedial, and Collaborative space, plus Administration spaces

2. Like spaces may be listed just once. A like space is one with the same physical configuration, including windows. List the **Number of spaces** with like configurations (column B)

4. List the **area of view windows** per space (column C)

5. List the **width of the view windows**, added together for each space (column D)

6. The area of view windows will be divided by 7% and the width of the view windows by 1%. The lower value of the two figures will be selected and be multiplied with Number of spaces with the like dimensions. The result will be compared to the Total area, the lower value will be selected. This is the **Total qualifying floor area**.

7. Once all the data has been input into the spreadsheet, the template will calculate whether the view space meets the 70% threshold.

Note: The same process is used for Credit EQ.C1: Access to Views 90%, where view access must meet a 90% threshold in order to obtain credit.

Space	A. Size (ft ²)	B. Number of spaces	Total area (ft ²)	C. View window area (ft ²)	Maximum Floor Area based on view window area (ft ²)	D. Total width of view windows (ft)	Maximum floor area based on view window width	Qualifying floor area per space (ft ²)	Total qualifying floor area (ft ²)
Classroom Type 1			0.0		0		0.0	0	0
Classroom Type 2			0.0		0		0.0	0	0
Classroom Type 3			0.0		0		0.0	0	0
Classroom Type 4			0.0		0		0.0	0	0
Classroom Type 5			0.0		0		0.0	0	0
Classroom Type 6			0.0		0		0.0	0	0
Multi-Purpose Room			0.0		0		0.0	0	0
Administration Area			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0

User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0
User-Defined			0.0		0		0.0	0	0

Totals:

0.0

0.0

Percent Qualifies:

Compliance:

CD Required:

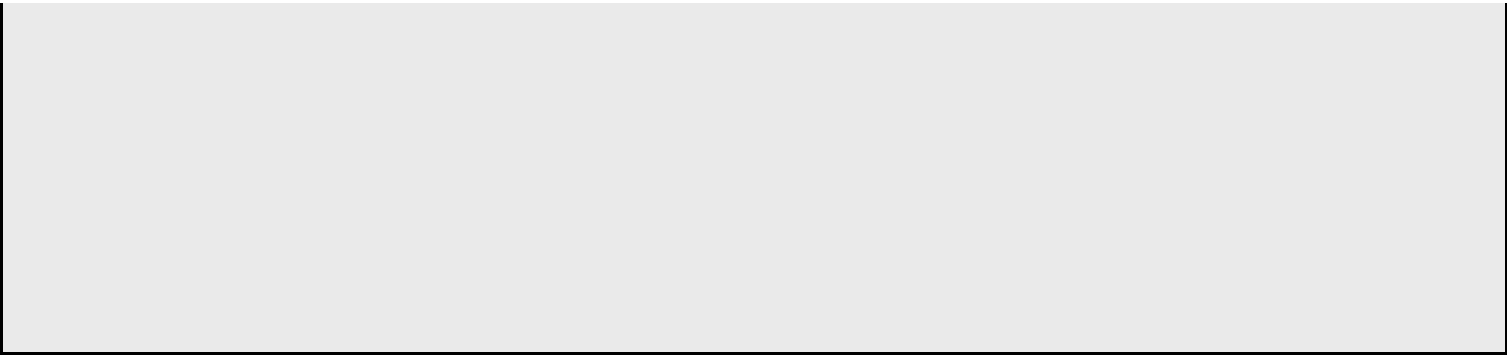
1. Drawings that identify rooms as defined in the table above.

Sheet Number:

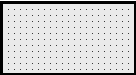
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Comments:

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Construction Review Requirements

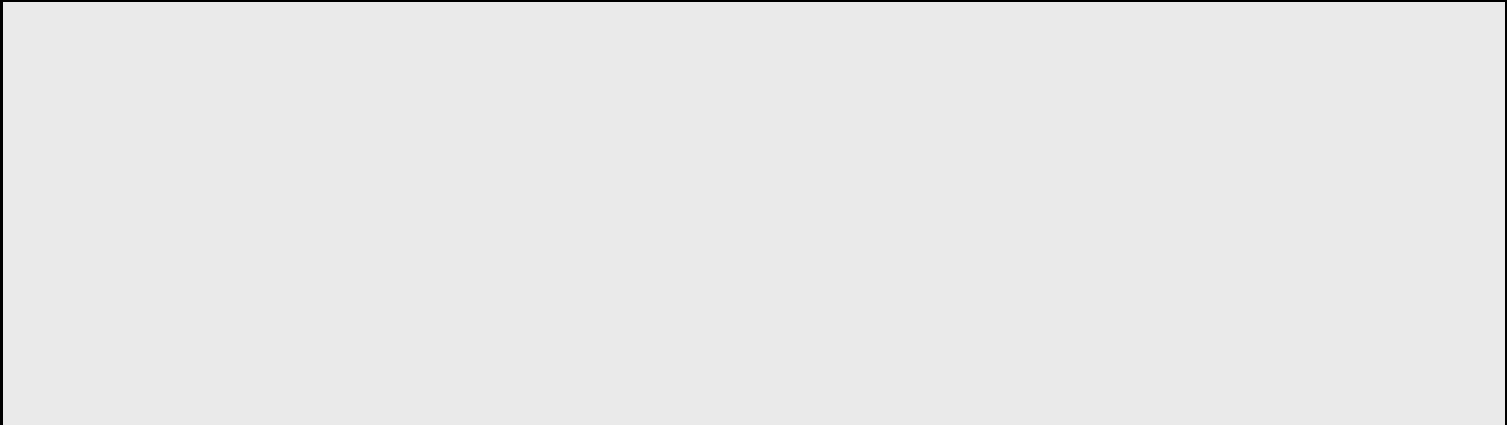


There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P7 requirements for view windows.

Construction Audit Requirement: (Only required if credit is audited after construction.)

- 1. JPG(s) of typical classrooms view windows.**

Comments:



Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.P8 Eliminate Glare

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach a PDF of the results of a daylight simulation model, a computer based simulation model, or physical model or manually calculated sunlight penetration in the classrooms to avoid direct sunlight on teaching surfaces and work

CD Required:

1. Specification for photocontrols unless occupant education option chosen.

CSI Number:

Spec Section/
Sub-section:

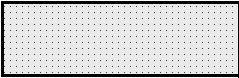
OR in Electrical Lighting
Schedule

2. Plans identifying location of sensors, lighting zones and set points.

Sheet Number:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P8 requirements for daylighting.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.P10 Minimum Low-Emitting Materials

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Product Type	Manufacture Product Name/#* Testing
--------------	-------------------------------------

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C1 View Windows, 80-90%

[Return to Scorecard](#)

Points Claimed: 0

Responsible Team Member: 0

Note: Compliance with this credit will be reviewed under EQ.P7.

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C2 Daylighting in Classrooms

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Not sure how to comply with EQ.C2 SPOT™ Version 3.1 software was created to calculate the required daylighting metrics for CHPS 2009 Ed., generating a printable report, and helps establish the optimal photosensor placement and settings. The Sensor Placement + Optimization Tool assists designers in quantifying the intended electric lighting and annual daylighting characteristics of a given space. It can be found at www.archenergy.com/SPOT.

Design Review Requirements

To calculate points for this credit tally the square footage of classrooms that meet the daylighting requirements, and tally the total square footage of all the classrooms. Divide the square footage of the daylit classrooms by total square footage of all classrooms to achieve the percentage of daylit classrooms.

Square footage of all

Square footage of all daylit classrooms:

% of Daylit Classrooms: #DIV/0!

Attachment Required:

1. For each classroom group identified under prerequisites EQ.P7 and EQ.P9, provide the required computer based simulation results including point-by-point lighting predictions as appropriate.

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.C2 requirements for daylighting.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C3 Advanced Low-Emitting Materials

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Product Type	Manufacturer*	Product Name/##*	Testing
EQ.C3.2 Flooring Systems	CHPS	ProCarpet 071	Product listed on CHPS Low-Emitting Table.

* These columns do not need to be completed until after construction.

CD Required:

1. Specs for low-emitting materials that meet the testing requirements and thresholds outlined in EQ2.2.

CSI Number: <input style="width: 100%;" type="text"/>	Spec Section/ Sub-section: <input style="width: 100%;" type="text"/>
CSI Number: <input style="width: 100%;" type="text"/>	Spec Section/ Sub-section: <input style="width: 100%;" type="text"/>
CSI Number: <input style="width: 100%;" type="text"/>	Spec Section/ Sub-section: <input style="width: 100%;" type="text"/>
CSI Number: <input style="width: 100%;" type="text"/>	Spec Section/ Sub-section: <input style="width: 100%;" type="text"/>

Comments:

Construction Review Requirements

After construction is complete, return to the table above in the design review phase and make adjustments based on actual product use.

Adjustments have been made to the low emitting material table above and the information is accurate.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts /proof of purchase for each product.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C4 Ducted Returns

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Drawings which identify typical ducted return design.

Sheet Number:

Sheet Number:

Sheet Number:

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C5 Enhanced Filtration

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

MERV filter rating for HVAC system:

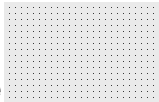
CD Required:

1. Specifications for MERV filters for all HVAC systems.

CSI Number:

Spec Section/ Sub-section:

OR in
Mechanical
Schedule



Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.C5 requirements for filtration.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. PDF of letter from HVAC or Mechanical Engineer stating MERV value of filters installed in all HVAC systems after construction OR proof of purchase.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C6 Post Construction

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

- 1. For phased, occupied renovations, attach a signed letter from the Superintendent stating that carpeting in occupied areas of the school will be HEPA vacuumed on a daily basis.**

CD Required:

1. Specification for HEPA vacuuming of carpeted floors prior to full building occupancy.

CSI Number:

Spec Section/

Sub-section:

2. Specification calling for installation of MERV 10 filtration media prior to building flushout and post flushout. MERV 7 filters are required for unit ventilators systems both prior and following building flushout.

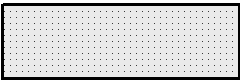
CSI Number:

Spec Section/

Sub-section:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.P8 requirements for daylighting.

Comments:

0 #DIV/0!
0 #DIV/0!
0 #DIV/0!
0 #DIV/0!

CD Required:

1. Specifications for classrooms with maximum unoccupied background noise levels.

CSI Number: Spec Section/ Sub-section:

CSI Number: Spec Section/ Sub-section:

OR attach a supporting document (contractor / commissioning agent agreement) that states the acoustics measures as requirements for scope of work.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C8 Controllability of Systems

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Number of classrooms that have a operable window:

CD Required:

1. Specifications for separate temperature and ventilation sensors and controls for each classroom.

CSI Number:

Spec Section/ Sub Section:

OR in Electrical Schedule

2. Drawings with operable windows in each classroom highlighted.

Sheet Number:

Comments:

Construction Review Requirements

Each classroom has separate temperature and ventilation controls.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Proof of purchase, installment and/or operation of temperature and ventilation sensors and controls.

2. JPG(s) of at least one operable window (show window open) in a typical classroom.

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C9 Duct Access and Cleaning

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Drawings that highlight access doors for all ducts in the building (s).

Sheet Number:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.C9 requirements for duct access.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Copy of purchase order from the town or city for the duct cleaning work or an invoice from the duct cleaning company.

Comments:

Collaborative for High Performance Schools (CHPS)

INDOOR ENVIRONMENTAL QUALITY

Based on the 2009 Edition

IV. Credit EQ.C10 Electric Lighting

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

EQ.C10.1 - A multi-scene direct/indirect lighting system was chosen.

EQ.C10.2 - The lighting system has both general and A/V modes.

EQ.C10.3 - General mode illumination is between 35 and 50 foot-candles with a minimum of 25 foot-candles at any point greater than 3 ft from a wall.

EQ.C10.4 - For A/V mode, illumination between 10 and 20 foot-candles at all points further than 3 ft from side walls, 10 ft from front wall and 6 ft from back wall, while limiting vertical illumination on the screen to no more than 7 foot candles has been provided.

EQ.C10.5 - In general mode, two levels of illumination for night and for times when daylighting is available have been provided.

Attachment Required:

1. PDF of Point-by-point lighting calculations for each classroom groupings. The electric lighting manufacturer you have chosen should be able to provide these for you upon request.

CD Required:

1. Specifications for electric lighting system that meets requirements.

CSI Number: Spec Section/ Sub-section:

OR in Electrical Lighting Schedule

CSI Number: Spec Section/ Sub-section:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EQ.C10 requirements for electric lighting.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts /proof of purchase for specified lighting system.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.P1 Minimum Energy Performance, Performance

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Using ASHRAE 90.1, achieve 20% savings on an energy cost basis. A list of acceptable energy modeling software programs can be found at: http://www1.eere.energy.gov/buildings/qualified_software.html, and include but are not limited to DOE-2, BLAST, or Energy Plus.

Design Review Requirements

Computer Simulation Program Used:

Energy Savings Beyond ASHRAE 90.1: #VALUE!

Describe the measures taken to exceed the minimum ASHRAE 90.1 requirements. Only measures that are credited by compliance software should be listed.

Attachment Required:

1. Submit a narrative describing the energy performance features of the building being modeled. In addition, provide a full modeling report detailing the results generated by the simulation tool for both the proposed building and the baseline building. Documentation should include:
 - a. Energy cost assumptions - Conversion factors to be used for electricity are: 3,412 Btu/kWh for site Btu's and 10,000 Btu/kWh for source Btu's.
 - b. Facility and site description - narrative describing the type of construction, hours of operation, and size and configuration of building. Also describe the mechanical system, lighting system and equipment loads, domestic hot water system, and any renewable energy systems.
 - c. Narrative summarizing the analysis methodology, the baseline design, and results of energy modeling.
 - d. Table summarizing and comparing the differences between "as designed" case and the baseline case.
 - e. Table summarizing the annual energy consumption for the design case and the base case. See EE Energy Wk for an example.
 - f. Table summarizing the cost savings. Use actual retail utility rate structures and schedules. See EE Energy Wk for an example.

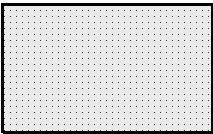
- g. An electronic version of all input and output data from the school building energy model. Including copies of the**
 - Building Energy Consumption per End use (BEPU)**
 - Building Energy Consumption per End use (BEPS)**
 - Energy Cost Summary (ES-D or ES-E)**
 - Summary of spaces occurring in the project (LV-B)**
 - Building Peak Load Components (LS-C)**
 - Equipment Loads and Energy Use for Central Plant Components (PSC)**

Important Note: Conversion factors for electricity are: 3,412 Btu/kWh for site Btu's and 10,000 Btu/kWh for source Btu's.

- h. Table that details utility incentives (where applicable) for each incentivized energy conservation measure (ECM) and provide a column that shows the simple payback for the incremental cost of each ECM.**

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EE.P1 requirements for reducing energy use. (If different measures were taken the performance and energy use may have changed. Therefore, note this in the comments section and provided updated documentation.)

Note: In the project commissioning report, developed under EE.P2, the summary of functional testing reports will be reviewed. The report should verify that the requirements for performance testing and actual performance have been met.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. EE Energy Worksheet

Annual Energy Consumption and Total Cost, Design Case versus Base Case

Table summarizing the annual energy consumption for the design case and the base case

Directions:

1. Fill in the information appropriate for your project below
2. The **Total Cost Savings** are automatically calculated. This percentage will be used to determine the number of points eligible for EE.P1.

Building Square ft.:

Item	Annual Energy Consumption					Total Cost Savings				
	Electricity (kWh)	Natural Gas (therms)	Oil (gallons)	Other (MM)	Total Source Energy (MM Btu)	Total Cost - Electricity (\$)	Total Cost - Natural Gas (\$)	Total Cost - Oil (\$)	Total Cost - Other (\$)	Total Cost - All Fuels (\$)
Base case - all loads										
Design case - all loads										
Savings Subtotal - all loads generation	0	0	0	0	0	#NAME?	#NAME?	#NAME?	#NAME?	\$0
Savings Total - all loads		0	0	0		#NAME?	#NAME?	#NAME?	#NAME?	#NAME?
Total % Savings - all loads	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Cost Savings Summary for All Loads

The table below is for informational purposes only. It will not affect the total number of points achieved for this credit. The Virtual rates for electricity and natural gas and Savings are automatically calculated.

Measure	Units	Baseline Building	As Designed Building	Savings
Electricity consumption	kWh	.kWh	.kWh	0 kWh
Electricity consumption/sf	kWh/sf	#DIV/0!	#DIV/0!	#DIV/0!
Virtual rate per kWh	\$	#NAME?	#NAME?	-
Electricity cost	\$	#NAME?	#NAME?	#NAME?
Electricity cost/sf	\$/sf	#NAME?	#NAME?	#NAME?
Natural gas consumption	Therms	0.00	0.00	0 Therm
Natural gas consumption/sf	Therms/sf	#DIV/0!	#DIV/0!	#DIV/0!
Virtual rate per therm	\$	#NAME?	#NAME?	-
Natural gas cost	\$	#NAME?	#NAME?	#NAME?
Natural gas cost/sf	\$/sf	#NAME?	#NAME?	#NAME?
Oil consumption	Gallons	0.00	0.00	0 gallon
Oil consumption/sf	Gallons/sf	#DIV/0!	#DIV/0!	#DIV/0!
Virtual rate per gallon	\$	#NAME?	#NAME?	-
Oil cost	\$	#NAME?	#NAME?	#NAME?
Oil cost/sf	\$/sf	#NAME?	#NAME?	#NAME?
Other fuel consumption	MM Btu	0.00	0.00	0 MMBtu
Other fuel consumption/sf	MM Btu/sf	#DIV/0!	#DIV/0!	#DIV/0!
Virtual rate per MMBtu	\$	#NAME?	#NAME?	-
Other fuel cost	\$	#NAME?	#NAME?	#NAME?
Other fuel cost/sf	\$/sf	#NAME?	#NAME?	#NAME?
Total site energy consumption	MMBtu	.MMBtu	.MMBtu	0 MMBtu
Total site energy consumption/sf	MMBtu/sf	#DIV/0!	#DIV/0!	#DIV/0!
Total site energy cost	\$	#NAME?	#NAME?	#NAME?
Total site energy cost/sf	\$/sf	#NAME?	#NAME?	#NAME?

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.P1 Minimum Energy Performance, Prescriptive

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

The drawings will be reviewed to show compliance with many of the requirements including envelope, mechanical system and lighting.

CD Required:

1. Specifications for fenestration performance.

CSI Number:	<input type="text"/>	Spec Section/ Sub-section:	<input type="text"/>	OR in Mechanical Schedule	<input type="text"/>
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2. Specifications for premium efficiency motors.

CSI Number:	<input type="text"/>	Spec Section/ Sub-section:	<input type="text"/>	OR in Mechanical Schedule	<input type="text"/>
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3. Specifications for boiler efficiency.

CSI Number:	<input type="text"/>	Spec Section/ Sub-section:	<input type="text"/>	OR in Mechanical Schedule	<input type="text"/>
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4. Specifications for cooling equipment.

CSI Number:	<input type="text"/>	Spec Section/ Sub-section:	<input type="text"/>	OR in Mechanical Schedule	<input type="text"/>
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5. Specification sections indicating the implementation of CO2 sensors and their placement away from outdoor sources of CO2 exhaust OR reference specifications calling for heat recovery systems with a minimum effectiveness of 50% or total energy recovery of 65% sensible heat.

CSI Number:	<input type="text"/>	Spec Section/ Sub-section:	<input type="text"/>	OR in Electrical Schedule	<input type="text"/>
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Attachment Required:

1. **Lighting Power Density**—U.S. Department of Energy's ComCheck output clearly indicating lighting power densities for the entire building.

2. **Automatic Light Reduction**—Letter signed by the project's professional engineer certifying that the automatic lighting reductions will be achieved according to the criteria listed in the MA-CHPS Criteria Document. Include a brief narrative of the approach used; reference appropriate specification sections for lighting controls and drawing numbers of lighting control schedules and drawings showing the control devices as designed. For computer scheduled lighting reductions, provide a narrative describing how your system works including relevant software and hardware.

3. **Dimming/Switching/Bi-Level Control for Lighting**—Letter signed by the project's professional engineer certifying that the criteria listed in the MA-CHPS Criteria Document for controlling lighting levels will be achieved. Include in the letter references to appropriate specification sections for dimming, switching or bi-level controls; reference drawing numbers of dimming, switching, or bi-level control schedules; and reference drawings showing the devices as designed.

4. **Daylight Responsive Lighting Control**—Letter signed by the project's electrical professional engineer showing the total lighting wattage of the school building and the total lighting wattage controlled by daylight responsive lighting controls. The ratio of daylight responsive wattage to the total installed wattage should be 15% or greater.

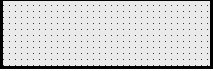
5. **Mechanical System Design**—Provide documentation that shows the methodology for calculating peak load and partial load conditions. Please model your response on a sample letter provided on the MTC On-Line Application

6. **Boilers/Burners Selection and Sizing**—Letter signed by the project's mechanical professional engineer certifying that the above criterion is met. The letter should include the assumptions and calculations that guided the sizing of burners and boilers. Include with the letter, outputs from HVAC system design software (e.g. Trane/Trace or Carrier software, or other equivalent software) showing peak load design parameters.

7. **Variable Speed Control**—Letter by the project's mechanical professional engineer certifying that the criteria for Variable Speed Control systems are met; include references to appropriate specification sections and drawings.

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EE.P1 Prescriptive requirements for reducing energy use.

Note: The commissioning report required under the commissioning prerequisite will be used after construction to verify installation and compliance.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.P2 Commissioning

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

CHPS recommends that a 3rd-Party Commissioning Agent is hired if the district does not have qualified employees to provide the building systems testing and training. See CHPS Best Practices Manual Volume V on Commissioning for assistance on what is expected of a commissioning provider as well as the Building Commissioning Associations' (BCA) 1999 version of the Essential Attributes of Building Commissioning.

Who will perform the work:

Briefly describe the providers qualifying experience and the amount of time that will be allocated to performing commissioning.

If "District Official" was chosen complete the following information:

Name:

Title:

Phone Number:

Email:

Which building systems will be included:

The Construction Documents Design Review occurred on:

(Date)

Reviewer Name:

Title:

Phone Number:

Email:

An Operations & Maintenance Manual will be provided at the end of construction. Training on the manual and user guide will also be provided under EQ.P3.

Attachment Required:

1. PDF of Owners Project Requirements (OPR) which include ASHRAE Guideline 0.
2. PDF of Commissioning Plan.

CD Required:

1. Specifications that include the scope of work for the designated commissioning service provider. If the commissioning services are not part of the construction documents, you may attach a PDF of the contract with the commissioning service provider that includes all of the services to be offered as alternative documentation.

CSI Number: Spec Section/ Sub-section:

CSI Number: Spec Section/ Sub-section:

CSI Number: Spec Section/ Sub-section:

Comments:

Construction Review Requirements

How and when will the One-Year Warranty Review occur? (If a Post Occupancy Review has occurred provide the results as a PDF attachment.)

Who is responsible for administering the One-Year Warranty Review?

Name:

Title:

Phone Number:

Email:

Attachment Required:

1. PDF of Operations & Maintenance Manual OR indicate in the comments section where it can be downloaded online.

2. PDF of Commissioning Report that includes at minimum:

- An executive summary that describes issues identified during the commissioning process.
- A final version of the design intent and basis of design .
- Single line diagrams of each commissioned system.
- A summary table listing, dates of tests, and results of tests.
- A summary table listing functional performance tests results, dates of tests, and results; include blank test forms and a recommended schedule for ongoing benchmarking.
- Corrective action log summarizing deficiencies and actions taken to correct them. Include any deficiencies that were identified but not corrected.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.P3 Facility Staff and Occupant Training

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

An Operations & Maintenance Manual an occupant "Users Guide" will be provided at the end of construction and are included in the commissioning agents scope of work under EE.P2. Training on the manual and user guide will also be provided.

Comments:

Construction Review Requirements

Who was responsible for scheduling and administering the training programs:

Name:

Title:

Phone Number:

Email:

Attachment Required:

1. PDF of occupant Users Guide OR indicate in the comments section where it can be downloaded online.
2. Syllabus, curriculum and agenda for both staff and occupant training. These should include the dates of the training and hours of training provided.
3. Attendee list for both trainings listed by name and profession or affiliation (i.e. janitor, teacher, student).

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C1 (A) Superior Energy Performance, Performance Path

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: Compliance with this credit will be reviewed under EE.P1 Performance.

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C1 (B) Superior Energy Performance, Prescriptive Path

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: If points are being claimed under the daylighting(EQ.C2) AND electric lighting (EQ.C10) credits no submittals are due here to claim points for EE.C1(B).1.

Design Review Requirements

CD Required:

1. For EE.C1(B).2, list specifications for an energy recovery ventilation (ERV) system as defined in the requirement box.

CSI Number:

Spec Section/
Sub-section:

OR in Mechanical
Schedule

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EE.C1 Prescriptive requirements.

Note: The commissioning report required under the commissioning prerequisite will be used after construction to verify installation and compliance.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C2 Minimize Air Conditioning

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: ASHRAE Standard 55 thermal comfort standards are not expected to be met in non-air conditioned classrooms.

Design Review Requirements

CD Required:

1. Designate the appropriate HVAC drawings and highlight on the drawings what elements comply with this credit.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EE.C2 requirements.

Note: The commissioning report required under the commissioning prerequisite will be used after construction to verify installation and compliance.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C3 Renewable Energy

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Type of renewable energy system(s) (i.e. PV system, wind):

If PV system, name the analysis program used:

If PV system, provide summary information below :

Inverter Number:

Manufacturer and Model Number:

PV Modules Number:

Manufacturer and Model Number:

Slope:

Azimuth:

School Annual Energy Cost (calculated from EE.P1):

#VALUE!

School Annual Energy Cost Reduction from On-site Renewable System:

Renewable Contribution to the School:

#VALUE!

Attachment Required:

- 1. PDF of calculations showing renewable energy system performance.** Use same calculation or methodology used for EE.P1 to show that the installed system will supply the required percentage of the load. If the prescriptive design path was taken to meet EE.P1, then building loads will have to be modeled using software such as Trane/Trace or Carrier building energy modeling software.
- 2. If it is a design-build job, PDF copies of the shop drawings. If these are unavailable at the time of the design review, note this in the comments section and when they will be provided.**

CD Required:

- 1. Drawings that identify the location of the renewable energy system.**

Sheet Number:

- 2. Specifications for the renewable energy system.**

CSI Number:

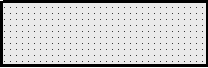
Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with EE.C3 requirements for renewable energy.

Note: In the project commissioning report, developed under EE.P2, the summary of functional testing reports will be reviewed for renewable energy systems. The report should verify that the requirements for performance testing and actual performance have been met.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide JPG (s) of renewable energy system after installation.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C4 Plug Load Reduction and ENERGY STAR® Equipment

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. PDF of resolution or environmentally preferable purchasing policy to buy Energy Star products.
2. Plug Load Reduction Plan.

CD Required:

1. Specifications for qualifying Energy Star food service appliances and office equipment.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Construction Review Requirements

Energy Star food service appliances and office equipment were installed throughout the school.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts / proof of installation / pictures of Energy Star food service appliances and office equipment.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C5 Energy Management System and Submetering

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

An EMS system will be installed to MONITOR energy use of :

- HVAC
- Domestic Hot Water Systems
- Lighting (interior and exterior)

Where will the EMS system operate from on the school site?

Attachment Required:

1. For EE.C5.1, if the Energy Management System is delivered through a design/build process, submit the energy control company's specifications. The specification should cover all requirements listed in the EE.C5.1 implementation section.
2. For EE.C5.1, provide a copy of a plan for monitoring and taking action based on data collected. That is, a plan explaining how the data collected from the system will be used for improving the efficiency and maintenance of the HVAC and hot water systems over time, signed by the facility or maintenance department head.
3. For EE.C5.2, a copy of the plan for monitoring lighting and plug loads and taking action based on data collected—signed by the facility or maintenance department head. This may be included as part of the EMS documentation requirements.
4. For EE.C5.2, a Riser Diagram highlighting metering of systems.

CD Required:

1. Specifications for the Energy Management System and/or submetering and required features. The specifications should include a list of all the sensors (measurements to be taken throughout the building) and actuators (devices to be controlled). It should also specify the protocol for communication between the sensors, actuators and the computer (controller).

CSI Number:

Spec Section/ Sub-Section:

CSI Number:

Spec Section/ Sub-Section:

Comments:

Construction Review Requirements

The EMS system, sensors and actuators have been installed.

Attachment Required:

1. PDF of manual or plan provided to staff on the EMS system addressing how the operator interface works, trendlogging and data analysis.

Comments:

Collaborative for High Performance Schools (CHPS)

ENERGY

Based on the 2009 Edition

IV. Credit EE.C6 Flex Energy

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Provide site and roof plans, electrical and mechanical mounting diagrams, and/or load calculations as appropriate to show compliance.

Sheet Number:

Sheet Number:

Comments:

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.P1 Irrigation System Performance on Recreational Fields

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Specification for soil moisture meters, weather based ET controllers or equivalent technology.

CSI Number:

Spec Section/ Sub- Section:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with WE.P1 requirements.

Construction Audit Requirement: (Only required if credit is audited after construction.)

0	0	0	0	0	0
---	---	---	---	---	---

0 0

Number of School Days: 0

Proposed Design Total Annual Volume: 0

Percent Saved: #DIV/0!

(If reclaimed or recycled water is used for toilet flushing), Minus Reclaimed Water Use: 0

Total Potable Water Used for Sewage Conveyance: 0

Total Percent Saved: #DIV/0!

CD Required:

1. Plumbing fixture schedule.

Sheet Number:

2. Specifications for water-efficient fixtures.

CSI Number:

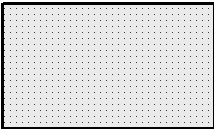
Spec Section/ Sub- Section:

CSI Number:

Spec Section/ Sub- Section:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with WE.P2 requirements for reducing water use. (If different fixtures were installed the performance and water use may have changed. Therefore, note this in the comments section and recalculate the proposed water use in Step 2 above.)

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts/proof of purchase for the water-efficient products purchased.

Comments:

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.C1 Indoor Water Use Reduction, 30-50%

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: Compliance with this credit will be reviewed under the prerequisite WE.P2.

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.C2 Reduce Potable Water Use for Sewage Conveyance

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Step 1. Calculate Baseline Water Consumption for Toilets and Urinals

Fixture Type	Flow-Rate* (gal/flush)	Duration (flush)	Occupants	Daily Uses	Water Use (gal)
Ex. Urinal (male restroom)	1	1	500	2	1000
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0
	0	0	0	0	0

* Flow Rate: See Table in WE.P2.

Total Daily Volume: 0

Number of School Days:

Baseline Design Total Annual Volume: 0

Step 2. Calculate Proposed Efficient Design Water Consumption for Toilets and Urinals

Fixture Type	Flow-Rate (gal/flush)	Duration (flush)	Occupants	Daily Uses	Water Use (gal)
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

Total Daily Volume: 0

Number of School Days: 0

Proposed Design Total Annual Volume: 0

Percent Saved: #DIV/0!

(If reclaimed or recycled water is used for toilet flushing), Minus Reclaimed Water Use:

Total Potable Water Used for Sewage Conveyance: 0

Total Percent Saved: #DIV/0!

CD Required:

1. Specifications for water-efficient toilet and urinal fixtures.

CSI Number:

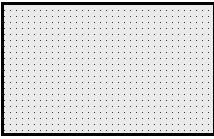
Spec Section/ Sub- Section:

CSI Number:

Spec Section/ Sub- Section:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with WE.C2 requirements for reducing water use. (If different fixtures were installed the performance and water use may have changed. Therefore, note this in the comments section and recalculate the proposed water use in Step 2 above.)

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts/proof of purchase or installation for the water-efficient products purchased.

Comments:

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

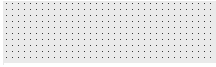
IV. Credit WE.C3 No Potable Water Use for Non-Recreational Landscaping Areas

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements



This project does not include installation of a permanent irrigation system for non-recreational landscaping.
(If this statement is correct, place an "X" to the left.)

CD Required:

1. Site landscaping and irrigation plans including planting lists (for non-recreational uses).

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with WE.C3 requirements for reducing potable water for landscaping.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Attach JPG (s), pictures, proof of purchase or other supporting documents that show compliance with not supplying irrigation for non-recreational landscaping.

Comments:

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.C4 Potable Water Use for Recreational Landscaping Areas

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Specification for organic soil content for all athletic fields.

CSI Number:

Spec Section/ Sub- Section:

2. Specification Specifications for new athletic field grass mixtures of 80% Kentucky bluegrass cultivars and 20% perennial rye grass cultivars, spread at a rate of 3 to 4 lbs/1000 ft².

CSI Number:

Spec Section/ Sub- Section:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with WE.C4 requirements for reducing potable water for recreational landscaping.

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.C5 Irrigation System Commissioning

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Provide a PDF of the Irrigation Commissioning Plan which includes items listed in the Implementation Section of the credit as well as who will be responsible for the commissioning and when it will occur.

CD Required:

1. Specifications for Irrigation Commissioning Plan

CSI Number:

Spec Section/ Sub- Section:

Comments:

Construction Review Requirements

Attachment Required:

1. Provide PDF of Irrigation Commissioning Report.

Comments:

Collaborative for High Performance Schools (CHPS)

WATER

Based on the 2009 Edition

IV. Credit WE.C6 Water Management System

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

A water management system will be installed to monitor indoor and outdoor water uses as specified in the CHPS Criteria WE.C6 requirement.

Where will the system operate from on the school site?

Describe separate meters to be installed and what they will monitor?

Attachment Required:

1. If available, submit Water Management System cut sheet.

CD Required:

1. Specifications for the Water Management System and required features. The specifications should include a list of all the sensors (measurements to be taken throughout the building) and actuators (devices to be controlled). It should also specify the protocol for communication between the sensors, actuators and the computer (controller).

CSI Number:

Spec Section/ Sub-
Section:

CSI Number:

Spec Section/ Sub-
Section:

Comments:

Construction Review Requirements

The Water Management System, sensors and actuators have been installed.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Proof of installation / operation of the water management system.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.P1 Joint-Use of Facilities and Parks

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Joint Use of Facilities:

The following space(s) will be used for joint-use:

These spaces equal _____ square feet.

The following organization(s) are interested in joint-use of the facilities:

Organization

1 _____

2 _____

3 _____

The joint-use area is accessed and secured independently of the non-joint-use school portions and a separate bathroom facilities are offered that can be accessed without compromising the security of the school.

Joint Use of Parks:

The following park / recreation space(s) will be used for joint-use:

The following organization(s) have committed to joint-use:

Organization	Primary Contact	Phone Number	Email
1			
2			
3			

Attachment Required:

1. PDF of agreement between organization(s) and school district, school principal, or school board to provide joint-use. The agreement should be signed by both parties and state the facilities /parks to be used and for what purpose. [If the agreement is not completed in time for the design review, please note the extenuating circumstances in the comments section below and CHPS may offer you an extension, so long as it is attached during the construction review.] OR copies of applicable insurance policies governing use of the parks or recreational space by the municipality or by the school if the spaces are municipally owned.

CD Required:

1. Drawings will be reviewed to identify security measures implemented and joint-use areas.

Sheet Number: _____

Sheet Number: _____

Comments:

Construction Review Requirements

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C1 Sustainable Site Selection

[Return to Scorecard](#)

Points Claimed: 0

Responsible Team Member: 0

Design Review Requirements

Site Parcel #:

Physical address or intersections if street address is unknown:

- SS.C1.1** The project plans do not temporarily or permanently modify land, which prior to acquisition for the project was public parkland, conservation land, or land acquired for water supply protection.
- SS.C1.2** The site is five feet above the 100-year flood as defined by FEMA.
- SS.C1.3** The nearest wetland from the school site is at least .
- SS.C1.4** The use of the land prior to acquisition was:
- No buildings are placed on greenfields, which includes non previously developed or restored to agricultural land sites, woodlands or parkuse.

CD (or) Attachment Required:

1. Provide a current existing site survey with the school site property boundaries marked in bold.
2. NPDES Notice of Intent for coverage under the NPDES General Permit and Wetlands Order of Conditions (if applicable). AND am ss-designed site plan showing the 50-foot zone around wetlands on the site. Mark school site property boundaries in bold and clearly delineate the building footprint, playing fields, parking lots, and area of construction operations (such as cut and fill areas and staging areas) on the site plan.

Sheet Number (Required):

3. Provide a FEMA map or FIRM map indicating the 100-yr flood plain and a line indicating a 5' in elevation above the flood line if either cross the site.
 4. A summary of a Phase I Initial Site Investigation report, prepared according to Massachusetts Contingency Plan regulations (310 CMR 40.00). The summary should describe any previous uses of the school site as far back as a
 5. A copy of the Massachusetts Environmental Policy Act (MEPA) Office's Environmental Notification Form (ENF) showing that the site is not in use for agricultural or forestry purposes and is not in use as a park.
- OR provide equivalent documentation through attaching a PDF of a part of a CEQA report, or other Mitigated Negative Declaration item.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C2 Central Location

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. For the first option, attach a map showing the ½ mile perimeter around the school and indicating the names and location EITHER the front entrance of the school, where the school driveway meets the public way, or from the front door of the school. The front door of the basic service identified on the map must fall within the ½ mile radius. Online tools such as MapQuest™ may also be submitted as documentation of the ½ mile radius.
2. For the second option, attach a copy of your municipality's Commonwealth Capital Application current score as furnished by the Office for Commonwealth Development.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C3 Reduced Building Footprint

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Total Building SF	0
Building Footprint:	0
Building Area Ratio:	0.0
Compliance:	

* Compliance will be confirmed on plans.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C4 Building Layout and Microclimates

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach a PDF of the Cut/Fill Analysis report that shows a maximum of a 5% deviation from a 1:1 ratio. Do not submit the entire report—only the sections that identify the report and support the intent of a 1:1 ratio of excavation and infill with native soils.

CD Required:

1. Provide a site plan and/or other diagrams with narratives that show how the project responds to natural daylighting, prevailing winds, and natural features and/or adjacent buildings.

Sheet Number:

Sheet Number:


2. Provide a site plan and/or landscaping plans, with narratives, that show how the existing topography and tree coverage respond to weather or deflect unwanted noise, and how the intended or existing planting increase shade in the summer and allow solar gain in the winter.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

 There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C4 requirements.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Submittal for cut & fill that shows a maximum of a 5% deviation to a 1:1 ratio.

2. Provide proof of installment, receipts, and/or pictures that select species or features were installed.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C5 Public Transportation

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Public Transit Stops - Locations

Distances From School*

List Commuter Rail, Light Rail or Subway Stations

(#, units)

Public or Campus Bus Lines

(#, units)

* The distance is the walking path from the school entrance to the transit stop or station.

Attachment Required:

1. Attach a PDF of a to-scale map that identifies public transportation lines and stops and the school entrance.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C6 Pedestrian / Bike Access / Human Powered Transportation

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Full Time Occupants:	#VALUE!
Total Storage Spaces:	
Total Storage Spaces per Rack:	
Compliance:	#VALUE!

Attachment Required:

1. Attach a map showing the bicycle lanes that extend 2 miles into neighboring communities and access ways, along with a narrative on how they were achieved or will be achieved to support the school project.

CD Required:

1. Drawings will be reviewed to identify bicycle lanes and sidewalks that extend to the end of the school zone. In addition, that identify the number of required storage spaces.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C6 requirements.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide a JPG (s) showing the storage spaces. Provide a JPG (s) showing bike lanes in the school zone.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C7 Parking Minimization

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Student Population: 0

Number of Classrooms: 0

If your project is new construction or a major renovation with no new parking:

High School / Vo-Tech School	Spaces Provided	Spaces Required
Parking Spaces:	<input type="text"/>	0
Preferred Parking:	<input type="text"/>	0
Elementary or Middle School	Spaces Provided	Spaces Required
Parking Spaces:	<input type="text"/>	0
Preferred Parking:	<input type="text"/>	0

CD Required:

1. Drawings will be reviewed to identify parking layout and preferred parking spaces (these should be clearly indicated on drawings). For major renovations, an existing site plan should also be included showing the pre-construction parking.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C7 requirements for minimizing parking.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide a JPG(s) of clearly identified preferred parking spaces for carpools and vanpools.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C8 Post Construction Stormwater Management

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: There are four different options for complying with this credit, if Option 2 is chosen, skip this template and complete the requirements under SS.C9.

Option Chosen:

Design Review Requirements

A site-specific Stormwater Management Plan (SWMP) was created in compliance with the Massachusetts Department of Environmental Protection that identifies pollution sources, prevents soil loss and erosion, prevents transport of sediment off-site, and reduces discharge of construction waste off-site into waterways.

For Option 1 and Option 4 complete Step 1 and 2. For Option 3 complete only Step 2.

Step 1. Calculate Existing Imperviousness

Surface Type	Runoff Coefficient	Area (ft ²)	Impervious Area (ft ²)
Ex. Pavement, Gravel	0.75	11,420	8565
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total		0	0

Existing Site Imperviousness #DIV/0!

Step 2. Calculate Post Development Imperviousness

Surface Type	Runoff Coefficient	Area (ft ²)	Impervious Area (ft ²)
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Total		0	0

Post Development Imperviousness #DIV/0!

Attachment Required:

1. For Option 1 and Option 4, attach a PDF of the stormwater management plan that results in the required performance.

CD Required:

1. For Option 3, drawings or diagrams for the rainwater reuse system.

Sheet Number:

Sheet Number:

AND/OR where the requirements are specified.

CSI Number:

Spec Section/Sub-
Section:

2. For Option 1 and Option 4, drawings will be reviewed to identify surface types listed in Step 2. above.

Sheet Number:

AND where the surface types are specified.

CSI Number:

Spec Section/Sub-
Section:

CSI Number:

Spec Section/Sub-
Section:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C8 requirements for limiting stormwater runoff.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide a JPG(s) of the site surfaces or rainwater reuse system as appropriate to show compliance

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C9 Reduce Heat Islands - Landscaping

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Option Chosen:

Option 1 or 3

Total Non-Roof Site Impervious Surface (ft²):

Total Non-Roof Surface Covered w/ Shade after 5 Years(ft²):

Percentage of Surface Covered (ft²): #DIV/0!

Option 2 or 3

Total Non-Roof Paved Surface (ft²):

Initial Reflectance Value:

Total Non-Roof Paved Surface Light Colored/ High Albedo (ft²):

Percentage of Surface Covered (ft²): #DIV/0!

CD Required:

1. Drawings will be reviewed to identify the vegetation that will cover the impervious surface, the light colored surfaces, or the open-grid system.

Sheet Number:

Sheet Number:

2. Specifications for surfaces, systems or landscaping that meet the requirements.

CSI Number: Spec Section/Sub- Section:

CSI Number: Spec Section/Sub- Section:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C9 heat island requirements for landscaping.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide JPG (s) showing vegetation that will cover parking lots, walkways etc. OR showing the light-colored / high albedo materials OR showing the open-grid pavement system.
2. Provide receipts, MSDS sheets and/or proof of installation for vegetation and surface materials as requested.

Comments:

Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C10 Reduce Heat Islands - Cool Roofs/ Green Roofs

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Total Roof Surface (ft²):

Total Roof Surface (ft²) Covered with Cool/Green Roof:

Percentage of Cool/Green roof: #DIV/0!

Roof Slope:

Cool Roof Rating Council Product ID#: Emissivity: Reflectance:

Solar Reflectance Index (SRI):

Cool Roof Rating Council Product ID#: Emissivity: Reflectance:

Solar Reflectance Index (SRI):

CD Required:

1. Drawings will be reviewed to identify cool/green roof area and roof slope coefficient.

Sheet Number:

Sheet Number:

2. Specifications for cool/ green roof.

CSI Number: Spec Section/Sub- Section:

CSI Number: Spec Section/Sub- Section:

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C10 heat island requirements for cool roofs.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Provide JPG (s) showing the cool roof or green roof.

Comments:



Collaborative for High Performance Schools (CHPS)

SITES

Based on the 2009 Edition

IV. Credit SS.C11 Light Pollution Reduction

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

CD Required:

1. Provide a photometric site plan (that shows at least 10' beyond the property line) produced by a computer model that includes the average, maximum and minimum illuminances for each area (walkways, parking lots, building entries etc.) Horizontal illuminances at ground level on a minimum ten-foot by ten-foot grid with the property line clearly marked in bold on photometric plan and abutting residential properties, parks, or natural wildlife areas noted. The plan should indicate the location and mounting height of all site building mounted exterior fixtures clearly indicated by fixture type designations relating to the lighting fixture schedule. (The photometric site plan may be submitted outside of the construction drawings as a separate PDF. If so please indicate this in the comments section.)

Sheet Number (Required):

2. Specs for Light Fixtures, Signs and Sport Field Lights.

CSI Number: Spec Section/ Sub-Section: OR in Electrical Lighting Schedule

CSI Number: Spec Section/ Sub-Section: OR in Electrical Lighting Schedule

3. Exterior lighting fixture schedule with manufactures and model numbers, and manufacturers spec sheets, with a clear description of the specified lamps, wattage, IES cutoff classification and shielding accessories for each fixture.

Sheet Number (Required):

Comments:

Construction Review Requirements

There were no alterations or change orders made during the construction of the project that affected the outcome of complying with SS.C11 requirements for light pollution.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts/proof of purchase of compliant light fixtures. JPG's if appropriate.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.P1 Storage & Collection of Recyclables

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

List the materials that the school will recycle:

Attachment Required:

1. Attach a PDF of the local recycling ordinance.

CD Required:

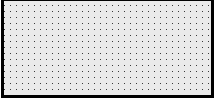
1. Site/classroom drawings that identify the centralized collection point and recycling bins/dumpsters/areas in classrooms and common areas such as cafeterias or multi-purpose rooms.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements



There were no alterations or change orders made during the construction of the project that affected the outcome of complying with MW.P1 requirements for storage and collection of recyclables.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. JPG(s) of centralized recycling collection point and typical classroom/common area recycling bins/dumpsters.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.P2 Construction Site Waste Management, 75%

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

Construction and Demolition Waste Diversion Goal (%):

Estimated Construction and Demolition Debris:

0	0	0
Project Square Feet	Conversion Factor	Tons

New Construction = 3.89

Addition / Modernization = 16.84

CD Required:

1. Specification or equivalent for general contractor to create and implement the Construction Waste Management Plan and to reach the waste diversion goal listed above through recycling, salvaging or composting construction and demolition waste.

CSI Number: Spec Section/ Sub-section:

CSI Number: Spec Section/ Sub-section:

Comments:

Construction Review Requirements

Actual Recycled Waste (Tons):

Actual Disposed Waste (Tons):

Recycle Rate: #DIV/0!

Attachment Required:

1. Excel Spreadsheet w/ summary of weight tickets collected for demolition and construction debris removal. The columns on the spreadsheet should include: 1) Date of load disposal, 2) Name of facility to which debris were taken, 3) Ticket Number, 4) Type of Debris, 5) Number of loads, yards, and total pounds for each line item, 6) Number of pounds recycled for each line item, 7) Percentage of material recycled for each line item, 8) Totals for each figure listed above. For material that is removed from the site, and does not generate a waste ticket, provide an estimate of the weight and volume of materials removed. It is recommended that you use [IV. MW C&D Summary worksheet](#) in this workbook.

2. Receipts, weight tags or other proof from recycling or salvage facilities identify weight received by site.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C1 Construction Site Waste Management, 90%

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: Compliance with this credit will be reviewed under MW.P2.

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. MW C&D Summary

Use this worksheet for MW.P2 & MW.C1 to keep track of Construction Waste Management.

Weight Ticket Summary (For material that is removed from the site, and does not generate a waste ticket, provide a weight and volume of materials removed.)

Submit receipts and/or weight tickets to CHPS from facilities that meet recycling / diversion rates.

Date of Load Disposal	Name of Facility	Ticket Number	Type of Debris	Number of loads, yards, and pounds	Total Number of Pounds	% of material recycled
--------------------------	------------------	------------------	----------------	--	---------------------------	------------------------------

(These cells are free for you to insert rows and edit. Cell functions are not provided for you.)

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C2 Single Attribute - Recycled Content

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: For this credit you must complete - [IV. Materials Wk](#)

Design Review Requirements

Approach Taken:

Prescriptive Approach

List 4 or 8 major materials selected from Table 15 in the [IV. Materials Wk](#) worksheet.

Performance Approach

Weighted Average Recycled Content Value (%): #DIV/0!

(based on inputs in [IV. Materials Wk](#) worksheet)

CD Required:

1. Specifications for recycled content materials listed in [IV. Materials Wk](#) with recycled content % requirements.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Construction Review Requirements

After construction is complete return to the **IV. Materials Wk** and make adjustments based on actual material purchases and use.

Adjustments have been made to the **IV. Materials Wk** and the information is accurate.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts / proof of purchase for each of the products installed for both the prescriptive and performance approach.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C3 Single Attribute - Rapidly Renewable Materials

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: For this credit you must complete - [IV. Materials Wk](#)

Design Review Requirements

Approach Taken:

Performance Approach

Renewable Raw Materials (%): #DIV/0!

(based on inputs in [IV. Materials Wk](#) worksheet)

Prescriptive Approach Table

Use [IV. Materials Wk](#) worksheet to find table inputs.

<i>Finish or covering listed in the requirement of ME4.2</i>	<i>Product Type</i>	<i>ft² or ft³ OR cost of all of that finish or covering used in the school/building</i>	<i>ft² or ft³ OR cost of the finish or covering that contains 25% rapidly renewable raw materials based on weight</i>	<i>Rapidly Renewable Materials %</i>
<i>Ex. Flooring</i>	<i>Bamboo Flooring</i>	<i>40000.00</i>	<i>13000.00</i>	<i>32.50%</i>
1				#DIV/0!
2				#DIV/0!

CD Required:

1. Specifications for rapidly renewable materials.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C4 Single Attribute - Certified Wood

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: For this credit you must complete - [IV. Materials Wk](#)

Design Review Requirements

ME4.3.1

Use worksheet [IV. ME Materials Wk](#) to provide the following calculation inputs:

Sustainable Wood Product Cost (\$): \$0.00

Total New Wood Based Products Cost (\$):

Certified Wood Material Portion (%): #DIV/0!

CD Required:

1. Specifications for sustainable wood.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Construction Review Requirements

After construction is complete return to **IV. Materials Wk** and calculation above and make adjustments based on actual use.

Adjustments have been made to the information provided in the design review section and the information is accurate.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. Manufacturer receipts / proof of purchase for each of the products used/specified.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C6 Material Reuse

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: For this credit you must complete - [IV. Materials Wk](#)

Design Review Requirements

Performance Approach

Salvaged Material Rate (%): #DIV/0!

(based on inputs in [IV. Materials Wk](#) worksheet)

Describe what salvaged materials will be used and where on the school project. In addition, where they will be obtained off-site.

Prescriptive Approach

Use worksheet [IV. ME Materials Wk](#) to provide calculation inputs.

Which of the following major interior finish material(s) was/were selected to come from a salvaged source:

Finish 1 :

Finish 1. Salvaged Interior Finish Material Area (ft²):

Total Interior Finish Material Used Throughout Project (ft²):

Salvaged Material Rate (%): #DIV/0!

Finish 2 :

Finish 2. Salvaged Interior Finish Material Area (ft²):

Total Interior Finish Material Used Throughout Project (ft²):

Salvaged Material Rate (%): #DIV/0!

Describe what salvaged materials will be used and where on the school project. In addition, where they will be obtained off-site.

CD Required:

1. Specifications for salvaged materials that are non-hazardous.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. Credit MW.C7 Durable and Low Maintenance Flooring

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Note: For this credit you must complete - [IV. Materials Wk](#)

Design Review Requirements

Total floor area where flooring products will be applied: square feet

Flooring Material That Meets Credit Requirements	Total Square Feet of That Material In Project
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Durability / Low Maintenance Floor Finishes: #DIV/0!

CD Required:

1. Specifications for durable, low maintenance floor finishes OR cut sheets of products showing features.

CSI Number:

Spec Section/ Sub-section:

CSI Number:

Spec Section/ Sub-section:

Comments:

TOTALS	0	0	

Building Reuse %: #REF!

CD Required:

1. Specifications to reuse structural and shell elements.

CSI Number: [] Spec Section/ Sub-section: []
 CSI Number: [] Spec Section/ Sub-section: []

2. Demolition plans and existing site plans.

Sheet Number: []
 Sheet Number: []

Comments:

Construction Review Requirements

After construction is complete return to the tables above and make adjustments based on actual reuse.

Adjustments have been made to the structural and shell element tables above and the information is accurate.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. JPG(s) that include a before and after shot of major or large reuse of structural or shell elements.

Comments:

Building Reuse %: #REF!

CD Required:

1. Specifications to reuse non-shell elements.

CSI Number: Spec Section/ Sub-section:

CSI Number: Spec Section/ Sub-section:

2. Demolition plans and existing site plans.

Sheet Number:

Sheet Number:

Comments:

Construction Review Requirements

After construction is complete return to the tables above and make adjustments based on actual reuse.

Adjustments have been made to the non-shell element tables above and the information is accurate.

Construction Audit Requirement: (Only required if credit is audited after construction.)

1. JPG(s) that include a before and after shot of major or large reuse of non-shell elements.

Comments:

Collaborative for High Performance Schools (CHPS)

MATERIALS & WASTE MANAGEMENT

Based on the 2009 Edition

IV. ME Materials Worksheet

This worksheet must be completed if points are claimed for MW.C2 - MW.C6.

Use the Verification Section under each credit for assistance with calculations and completing the table. You only need to complete columns for credits you are claiming points under.

Notes:

* The installed cost is the total construction cost of each individual material excluding all labor costs, project overhead and fees.

** MW.C2 Prescriptive Approach: Use Table 15 for required levels

*** MW.C2 Prescriptive Approach: The recycled content product used must be a "major" material, meaning that it covers 50% of a major building surface or serves a structural function throughout the majority of the school. The material can not be used in just should provide the square feet of total surface area the material could cover. For example, if it were a flooring product such as carpet, this figure should be the total surface area to be covered by carpet, and the next column would be the portion of that surface carpet product.

**** MW.C3 This column should excludes materials with wood fiber.

Materials	Material Attribute	Total Surface Area	Installed Cost	MW.C2 Recycled Content								
				Prescriptive Approach				Performance Approach				
Listed by CSI Category and should qualify under Vol. III Table A5-Materials to be included and excluded from 4. Sustainable Materials.	Type (etc. Bamboo)	(ft ²)	\$*	Total Recycled Content in product **	Total Surface Area to be Covered w/ material (ft ²) ***	Surface Area to be covered w/ recycled content material (ft ²)	% of Surface Covered w/ recycled content material	Copy cost from Column D if contains recycled content	% Post-consumer recycled Content	% 1/2 Secondary Recycled Content	RCV (Recycled Content Value)	% RCV is of the Total (Should not be more than 25%)

Division 2 - SITE WORK												
Site Paving Systems												
Cement Concrete							#DIV/0!				0	#DIV/0!
Pre-Cast Concrete Curbs							#DIV/0!				0	#DIV/0!
Pre-Cast Concrete Framework							#DIV/0!				0	#DIV/0!
Asphalt Paving							#DIV/0!				0	#DIV/0!
Porous Paving System							#DIV/0!				0	#DIV/0!
Impermeable Pavement System							#DIV/0!				0	#DIV/0!
Play Ground Surface							#DIV/0!				0	#DIV/0!
Gravel							#DIV/0!				0	#DIV/0!
-							#DIV/0!				0	#DIV/0!
-							#DIV/0!				0	#DIV/0!
Other												
Permanent Fences							#DIV/0!				0	#DIV/0!
Permanent Gates							#DIV/0!				0	#DIV/0!
Tree Grates							#DIV/0!				0	#DIV/0!
Parking Stops							#DIV/0!				0	#DIV/0!
Erosion & Sedimentation Controls							#DIV/0!				0	#DIV/0!
Bike Racks							#DIV/0!				0	#DIV/0!
-							#DIV/0!				0	#DIV/0!
-							#DIV/0!				0	#DIV/0!
-							#DIV/0!				0	#DIV/0!

Division 3- CONCRETE											
Cast-in Place Concrete							#DIV/0!			0	#DIV/0!
Precast Concrete							#DIV/0!			0	#DIV/0!
Post-Tension Concrete							#DIV/0!			0	#DIV/0!
Insulated Concrete Forms							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
Division 4- MASONRY											
Concrete Masonry Unit Assemblies							#DIV/0!			0	#DIV/0!
Acoustical CMU Assemblies							#DIV/0!			0	#DIV/0!
Veneer Block CMU Assemblies							#DIV/0!			0	#DIV/0!
Brick							#DIV/0!			0	#DIV/0!
Mortar							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
Division 5- METALS (Steel is not included)											
Rebar							#DIV/0!			0	#DIV/0!
Light Gauge Metal Framing							#DIV/0!			0	#DIV/0!
Aluminum							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
Division 6- WOOD & PLASTIC											
Rough Carpentry							#DIV/0!			0	#DIV/0!
Finish Carpentry							#DIV/0!			0	#DIV/0!
Architectural Millwork							#DIV/0!			0	#DIV/0!
Architectural Casework							#DIV/0!			0	#DIV/0!
Countertops							#DIV/0!			0	#DIV/0!
Straw-based Particle Board							#DIV/0!			0	#DIV/0!
Oriented-strand board (OSB)							#DIV/0!			0	#DIV/0!
Structural Insulated Panels (SIPs)							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
Division 7 - THERMAL INSULATION											
Metal Wall Panels							#DIV/0!			0	#DIV/0!
Roof Decking							#DIV/0!			0	#DIV/0!
Roof Type 1							#DIV/0!			0	#DIV/0!
Roof Type 2							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
Insulation Type 1							#DIV/0!			0	#DIV/0!
Insulation Type 2							#DIV/0!			0	#DIV/0!
Insulation Type 3							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!
-							#DIV/0!			0	#DIV/0!

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.P1 Maintenance Plan

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

The school project manager or facility manager intends to develop a facility maintenance plan.

Comments:

Construction Review Requirements

Attachment Required:

1. Attach an inventory of building system components (HVAC, lighting renewable).
2. Attach a maintenance plan that includes the following information:
 - (1) Schedule of tasks, by week
 - (2) Frequency to perform task, i.e. weekly, monthly, bi-annually
 - (3) Priority ranking for each task
 - (4) Date task to be completed
 - (5) Personnel needed to carry out task
 - (6) Problems encountered and follow up tasks, if any
 - (7) Special training required to complete task, if any.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.P2 Anti-Idling Measures

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements

The school district intends to pass a anti-idling policy as outlined in the credit requirement.

Comments:

Construction Review Requirements

Attachment Required:

1. Attach a PDF of the anti-idling policy.
2. Attach JPG (s) of anti-idling signage.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.P3 Green Cleaning

[Return to Scorecard](#)

Points Claimed: Req

Responsible Team Member: 0

Design Review Requirements



The school district or responsible committee intends to pass a green cleaning resolution as outlined in the credit requirement.

Comments:

Construction Review Requirements

Attachment Required:

1. Attach a PDF of the green cleaning policy that outlines the requirements listed in the implementation section of the credit.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C1 Work Order and Maintenance Management System

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Who will be responsible for operating the MMS:

Name:

Title:

Phone Number:

Email:

Attachment Required:

1. Attach a PDF of the contract for purchase of the MMS or receipt for purchase of the MMS.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C1 Indoor Environmental Management Plan

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

For any of the options, who will be responsible for implementing the EPA's Tools for Schools Program, custodial / facility staff training OR presentation of the Tools for Schools or the Massachusetts Healthy Schools Checklist.

Name:

Title:

Phone Number:

Email:

Attachment Required:

1. Option 1: Attach a PDF A resolution signed by the school committee or letter from the Superintendent declaring participation in U.S. EPA's Tools for Schools (or an equivalent program) for the school.

Comments:

Construction Review Requirements

Option 1: Submit a copy of the plan developed under Tools for Schools or equivalent.

Attachment Required:

1. Option 2 and Option 3: Attach a PDF of the curriculum outline, agenda (with date and hours of training) and list of attendees.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C3 Green Power

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. If the project developed an energy model for Energy Prerequisite EE.P1, then cite the regulated electricity load (in kWh) from the energy modeling report. Otherwise, an energy model must be developed to determine the school's regulated electricity loads. Use an acceptable energy modeling software programs under EE.P1.
2. Purchase enough blocks of REC's to offset at least 15% of the school's annual regulated electricity load. The REC's must be Massachusetts Renewable Portfolio Standards eligible. Supply a receipt or copy of a renewable energy certificate to document proof of purchase.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C4 Climate Change Action -Diesel Bus Retrofit

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach a PDF of proof of participation and completion of the Department of Environmental Protection's MassCleanDiesel Initiative.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C5 Carbon Footprint Reporting

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. Attach proof of registration, contract, statement of intent or equivalent documentation demonstrating use of the Climate Action Registry.

Comments:

Collaborative for High Performance Schools (CHPS)

OPERATIONS AND MAINTENANCE

Based on the 2009 Edition

IV. Credit OM.C6 Energy Benchmarking

[Return to Scorecard](#)

Points Claimed: -

Responsible Team Member: 0

Design Review Requirements

Attachment Required:

1. For OM.C6.1, attach a PDF of the policy or resolution committing to one of the two energy benchmarking options listed in the credit implementation section, along with a summary of how the policy will be implemented.

2. For OM.C6.2, attach a PDF of the policy or resolution committing to either the post-occupancy analysis or recommissioning, along with a summary of how the policy will be implemented.

Comments: