

LEED PERFORMANCE PROGRAM (LPP)

#4.3 CONSTRUCTION SUBMITTAL GUIDELINES

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Submittal requirements
<p>The information below highlights three submittal elements required during the construction phase for projects enrolled in the LPP: the supplemental report, inspection reports and the construction documentation. LPP project applicants are required to have a pre-construction meeting with City staff to identify roles and responsibilities, coordinate LEED inspections, and outline the documentation required at various stages of the project. Please refer to the following resources for additional information:</p> <ul style="list-style-type: none"> • LPP webpage < https://menlopark.org/LPP> • LEED certification glossary • LEED BD+C or ID+C reference guide • LPP 8. LEED construction documentation • LPP 9. LEED construction strategy plan instructions • LPP 10. LEED construction tracking summary • LPP 11. LEED inspection guidelines
Supplemental report
<ol style="list-style-type: none"> 1. Construction schedule <ol style="list-style-type: none"> a. Identify the following dates: <ol style="list-style-type: none"> i. LEED inspections ii. Submittal of LEED construction documentation iii. Start and end of commissioning iv. Substantial completion
<ol style="list-style-type: none"> 2. LEED construction strategy plan (see LPP document 9 for instructions) <ol style="list-style-type: none"> a. Describes the specific products and strategies to be used to achieve all of the construction credits.
<ol style="list-style-type: none"> 3. Construction waste management plan <ol style="list-style-type: none"> a. The construction waste management plan establishes waste diversion goals by identifying at least five potential materials in the waste stream. b. The plan should specify whether materials will be separated on-site or comingled and separated at a facility. c. The plan should also describe the locations where materials will be taken and how the recycling facility will process the material. d. More information about construction waste management plans can be found on the USGBC website.
<ol style="list-style-type: none"> 4. Construction indoor air quality (IAQ) management plan <ol style="list-style-type: none"> a. The construction IAQ management plan describes how the construction team will reduce problems resulting from the construction or renovation and promote the comfort or well-being of construction workers and occupants. b. Additional information about construction IAQ management plans can be found on the USGBC website.
<ol style="list-style-type: none"> 5. Commissioning (Cx) plan <ol style="list-style-type: none"> a. The Cx plan provides a framework and outline for the commissioning process during construction. b. It provides resolution of issues such as scheduling, roles and responsibilities, lines of communication and reporting, approvals, and coordination.
Inspection reports – submitted by LEED inspector after LPP inspections – see LPP 11 for details
<ol style="list-style-type: none"> 1. Preliminary inspection report – 1 <ol style="list-style-type: none"> a. Construction waste management update b. LEED construction tracking summary (LPP 10 LEED construction tracking summary) c. Timestamped photographs
<ol style="list-style-type: none"> 2. Rough-in construction inspection report – 2 <ol style="list-style-type: none"> a. Construction waste management update b. Updated LEED construction tracking summary (LPP 10 LEED construction tracking summary)
<ol style="list-style-type: none"> 3. Final construction inspection report - 3 <ol style="list-style-type: none"> a. Construction waste management update b. Updated LEED construction tracking summary (LPP 10 LEED construction tracking summary) c. Signed statement by the contractor that states all LEED construction documentation has been uploaded to the project site using the LEED Online portal. <ol style="list-style-type: none"> i. All LEED letter templates and supporting documents for construction credits identified in the Y column on the LEED checklist.

ii. LEED letter templates are downloaded from the credit pages on the LEED Online portal.

LEED construction documentation

1. All LEED letter templates and supporting documents for construction credits uploaded to LEED Online
 - a. Minimum documentation requirements for LEED construction credits are listed on the LEED inspection checklist (see LPP 12 LEED inspection checklist).
 - b. LEED construction documentation – this is the backup documentation required to demonstrate compliance with the LEED construction credits identified in the LEED checklist. For more information on the specific requirements for each credit please see handout LPP 8 LEED construction documentation.