

# Streamlining the LEED-NC Documentation and Review Process - A Certification Reviewer's Perspective

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## **ABSTRACT**

This session will discuss the LEED documentation process as it relates to preparing for the LEED-NC and CS project certification submission and review, with a focus on streamlining the process and avoiding common mistakes made by many project teams. We will review the following:

- Early project phase coordination between project team members and critical information important to a successful project.
- LEED documentation requirements and how to recognize the difference between too little information and too much information.
- Incorporation of LEED documentation requirements in project specifications.
- How to format LEED documentation for a smooth review process.
- How to respond to LEED Review comments.
- Common LEED documentation errors and how to avoid them.
- Resources that can help clarify credit and prerequisite requirements and make documentation easier.

## **BIOGRAPHY**

David Green is an architect and LEED AP who has had the opportunity to be involved with LEED projects from both the design team perspective and certification reviewer perspective. As an architect with King + King Architects, he was involved as the sustainability manager on most of the firms LEED registered projects and was the LEED AP for several, including the LEED Platinum certified King + King Architects Office and the Carmelo K. Anthony Basketball Center at Syracuse University. As a consultant to 7group, who is part of the USGBC/GBCI's group of contracted certification reviewers, he has conducted certification reviews for more than 80 LEED projects. David is also an Assistant Professor in the Architecture and Interior Design Department at Onondaga Community College, and is an active member of the USGBC New York Upstate Chapter Advocacy Committee.

Richard Kimball is a LEED Certification Reviewer with the Green Building Certification Institute (GBCI). During his time at GBCI, Richard has been involved in the certification review of nearly 300 projects pursuing LEED Certification, including nearly all types of projects in locations throughout the world. As a member of GBCI's in-house review team, Richard is responsible for performing quality evaluations of contract reviewers, developing CIR responses, and addressing LEED customer service inquiries. Prior to joining USGBC, Richard worked as a Mechanical Engineer for Bergmann Associates in Syracuse, NY. In that role, he developed energy models for over 100 projects pursuing LEED Certification and provided support to various utility incentive programs. Richard is a Professional Engineer (NY), LEED AP, and President-Elect of the ASHRAE Central New York Chapter.