

# HOW TO USE THE CAPITAL GREEN TOOLKIT



# The Capital GREEN Toolkit



We've dubbed it a “toolkit” because Capital GREEN is more than just a list of sustainable strategies. It contains:

- Checklists
- Calculators
- Resources
- Reporting



# The Capital GREEN Toolkit



- The Capital GREEN Toolkit consists of two Excel files – capital green form.xls and toolkit.xls.
- The Form file contains your checklist of strategies
- The Toolkit file provides calculators and tracking of metrics
- These two files must stay together.
- The Toolkit.xls file must be open for macros to run in the Form.xls file.





## Getting Started

- Open both the capital green form.xls and the toolkit.xls files.
- Begin in the Form file

Capital GREEN  
Project Summary

Date Entered: 12/24/2012

Project Name: Seattle Project Project No.: x2012  
 Department: FAS Project Manager: TR  
 Brief Description:

Address:

Step One: Capture the scope of your project below  
 Step Two: On the Simple Checklist remove strategies that don't apply by selecting NA  
 Step Three: Use the Expanded Checklist as your ongoing project checklist throughout design and construction  
 Step Four: Use separate toolkit file calculators for relevant strategies  
 Step Five: Tally results on the Final Checklist and make PDF with the Final Summary for reporting

Design Team:  
 Architect: Other Consultant:  
 Mechanical Engineer: Other Consultant:  
 General Contractor: Other Consultant:

SCOPE OF WORK: *(select as many of the elements below as apply to your scope of work)*

Demolition  Furnishings [More information](#)  
 Sitework  HVAC

Address:

Building Area (for building project only): XX sf OR Building Area Undergoing Work:

Site Area: XX sf OR Site Area Undergoing Work:

Budget (Const. Cost): \$ -  
 Project Material Cost: \$ - (exclude labor, equipment, mechanical, electrical and plumbing):

Design Team:  
 Architect: Other Consultant:  
 Mechanical Engineer: Other Consultant:  
 General Contractor: Other Consultant:

Strategies Available:  
 Strategies Achieved:  
 at Baseline:  
 at Target:  
 % Achieved: #DIV/0!

SUMMARY OF METRICS:

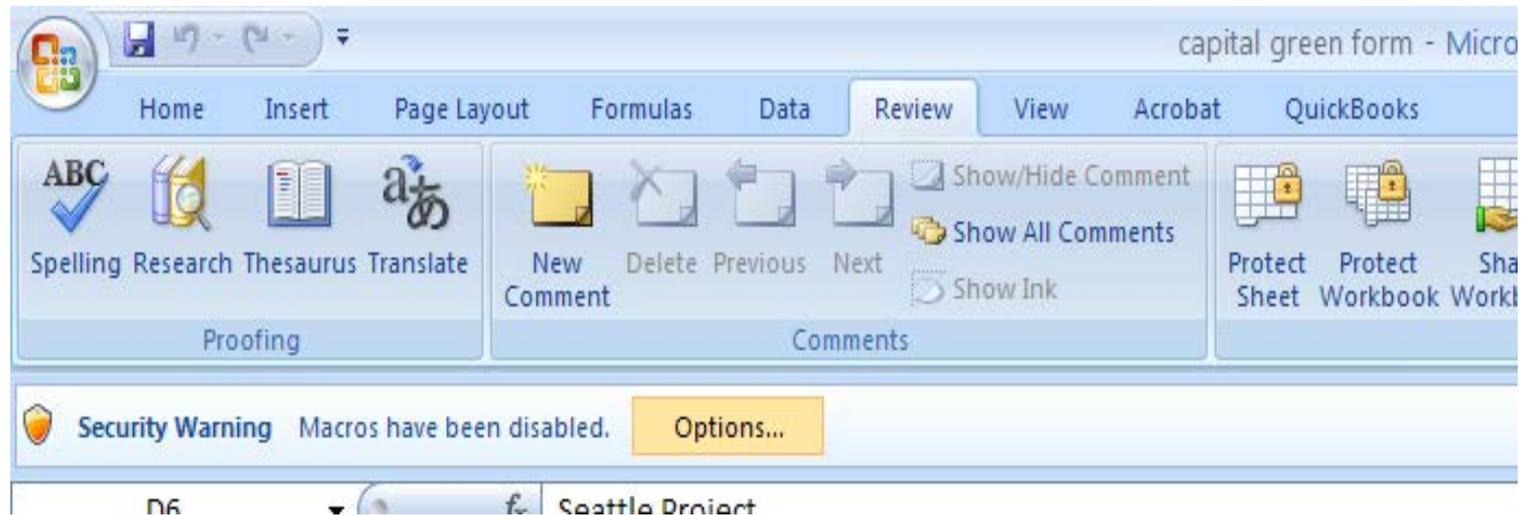
#DIV/0!	% Materials manufactured w/in 500 miles of project site
#DIV/0!	% Materials harvested w/in 500 miles of project site
#DIV/0!	% Wood from sustainable sources
#DIV/0!	% Rapidly renew able materials
#DIV/0!	% Construction Waste Diverted
#DIV/0!	% Recycled Content Materials

Final Summary Regional Material Calc Wood and Renew



## Enabling Macros

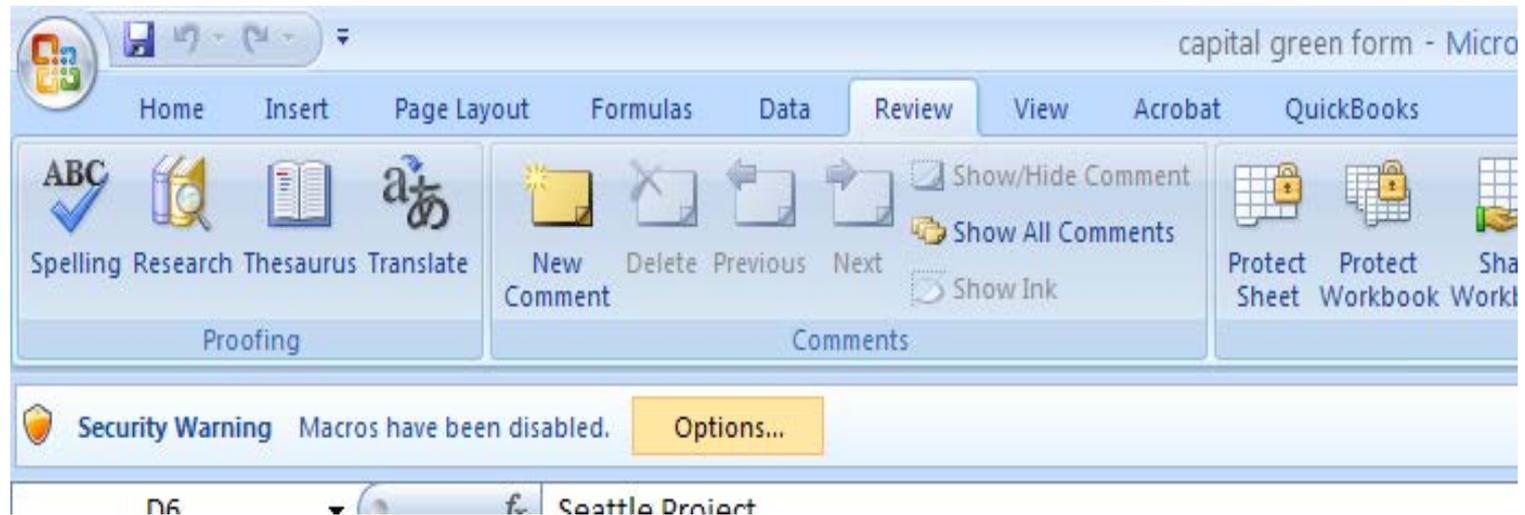
- Your computer security will automatically prevent Macros from running when you open a new file





## Enabling Macros

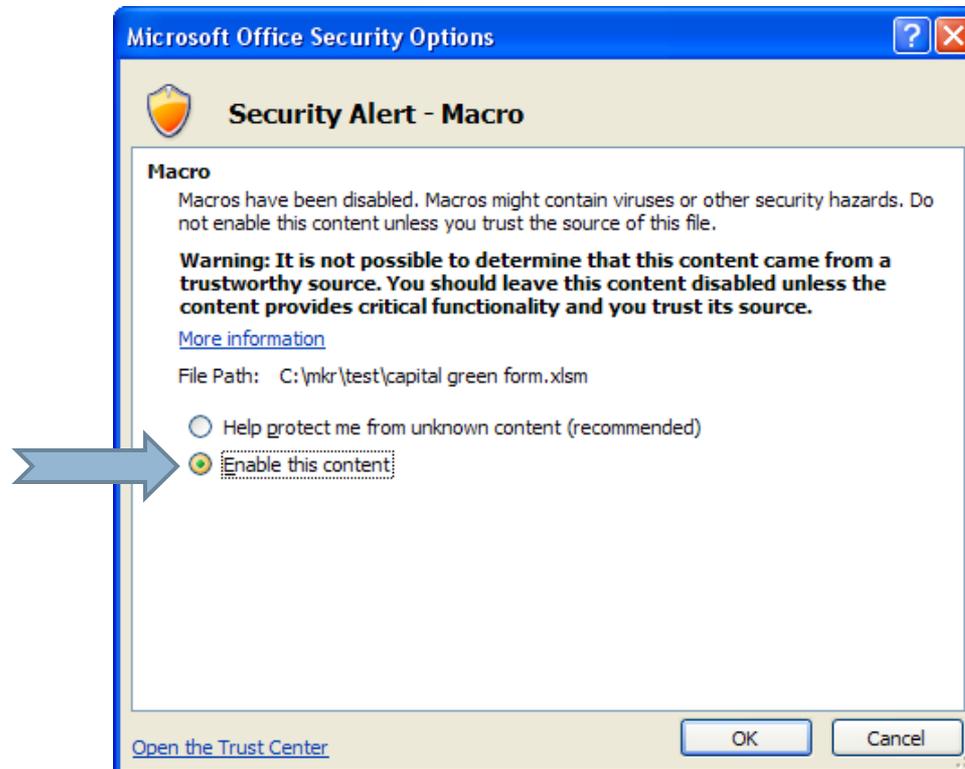
- Click Options





## Enabling Macros

- Enable this content and click OK



# Project Summary Form



- ❑ Fill out Project Summary Form
- ❑ Project No. must be alphanumeric – no punctuation marks
- ❑ Make sure Toolkit file is open
- ❑ Grey cells are for user entry. White cells autofill.

A	B	C	D	E	F	G	H
1							
2	Capital GREEN						
3	Project Summary					Date Entered:	12/24/2012
4							
5							
6	Project Name:	Seattle Project		Project No.:	x2012		
7	Department:	FAS		Project Manager:	TR		
8	Brief Description:						
9							
10	Address:						
11	Step One: Capture the scope of your project below						
12	Step Two: On the Simple Checklist remove strategies that don't apply by selecting NA						
13	Step Three: Use the Expanded Checklist as your ongoing project checklist throughout design and construction						
14	Step Four: Use separate toolkit file calculators for relevant strategies						
15	Step Five: Tally results on the Final Checklist and make PDF with the Final Summary for reporting						
16	Design Team:						
17	Architect:			Other Consultant:			
18	Mechanical Engineer:			Other Consultant:			
19	General Contractor:			Other Consultant:			
20							
21							
22	SCOPE OF WORK: <i>(select as many of the elements below as apply to your scope of work)</i>						
23	<input type="checkbox"/> Demolition		<input type="checkbox"/> Furnishings				
24					<a href="#">More information</a>		
25	<input type="checkbox"/> Sitework		<input type="checkbox"/> HVAC				
26							



# Project Scope Categories



- Check all boxes that match your scope of work
- Click to Generate Checklist

The screenshot displays a software interface with a table on the left and a checklist on the right. The table has a row titled 'Understanding Scope Categories' highlighted in orange. The text in the table explains that the 'Scope of Work' categories filter over 100 possible project scopes. It lists several categories with their descriptions: Demolition, Sitework, Building Structure, Building Envelope, Interior Construction, Interior Finishes, Specialties & Equipment, and Furnishings. The checklist on the right, titled 'SCOPE OF WORK: (select as many of the elements below as apply to your scope of work)', contains checkboxes for Demolition, Sitework, Building Structure, Building Envelope, Interior Construction, Interior Finishes, Specialties & Equipment, Furnishings, HVAC, Plumbing, Electrical, Fire Suppression, and Parks Project. Some checkboxes are checked (HVAC, Plumbing, Electrical, Building Envelope, Interior Construction, Interior Finishes). A blue link 'More information' is positioned to the right of the checklist. A grey button labeled 'Click to Generate Checklist' is located below the checklist. A red arrow points from the button to the 'More information' link. The interface includes a navigation bar at the bottom with 'Project Summary' and 'Information' tabs, and a 'Ready' status indicator.

21	
22	
23	
24	
25	<b>Understanding Scope Categories</b>
26	
27	The Scope of Work categories filter the more than 100 possible
28	with specific project scopes. Filters are major building element
29	construction, additions, alterations or tenant improvement pro
30	possible work scopes are accommodated. Choose all categories
31	
32	<b>Demolition:</b> Removal of existing buildings; portions of build
33	remediate building or site contamination.
34	<b>Sitework:</b> Exterior site improvements which may or may not
35	landscape, irrigation, paving, parking areas, roads, drives anc
36	<b>Building Structure:</b> New building structural elements or moc
37	foundations, bearing walls, below grade walls, columns, floc
38	<b>Building Envelope:</b> Elements which create the building's we
39	Includes roofing, roof sheathing, exterior walls and cladding
40	crawlspaces or unheated space.
41	<b>Interior Construction:</b> Permanently installed interior partitio
42	<b>Interior Finishes:</b> Permanently installed casework, flooring,
43	<b>Specialties &amp; Equipment:</b> Appliances, commercial kitchen e
44	<b>Furnishings:</b> Systems furniture, ancillary furnishings. Includ
	conference tables, task chairs, conference chairs, side tables
	<b>HVAC:</b> Heating, ventilating and air conditioning systems or f
	space heating and cooling equipment, water heating equipment, ductwork, contr

**SCOPE OF WORK:** (select as many of the elements below as apply to your scope of work)

- Demolition
- Sitework
- Building Structure
- Building Envelope
- Interior Construction
- Interior Finishes
- Specialties & Equipment
- Furnishings
- HVAC
- Plumbing
- Electrical
- Fire Suppression
- Parks Project

[More information](#)

**Click to Generate Checklist**

# Generating Simple Checklist



- If you see this message

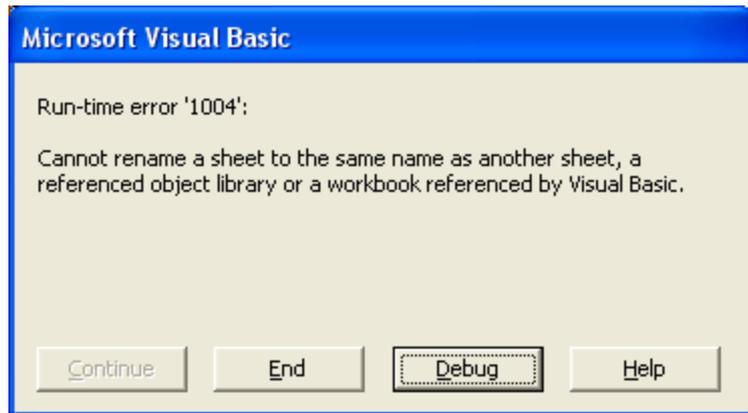


- Go up to the Security Alert on your navigation bar and click Options to Enable Macros
- Then click Generate Checklist again





- ❑ Macros will only run one time. If you click to **Generate Checklist** twice, you will see this message:

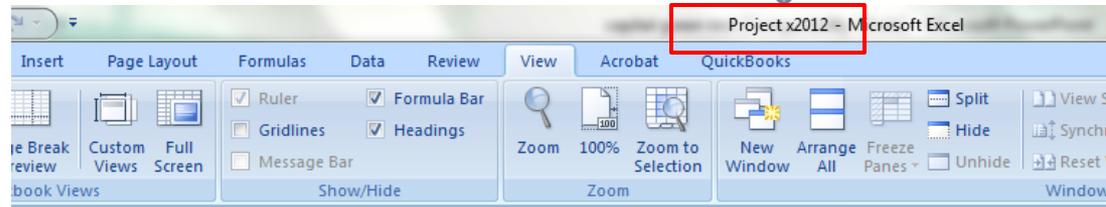


- ❑ Click **End** and then delete the empty tab you are now on.
- ❑ Go to **Simple Checklist** tab.

# The Simple Checklist



- You are now on the Simple Checklist tab of a Project No.xls file



1  
2 Capital GREEN   
3 Simple  
4  
5  
6 Project Name: Seattle Project  
7 Department: FAS  
8  
9  
10 

Number	Strategies	Scope	Select
S.2.1.A	Design to avoid bird collisions by using fritted glass, an auto shutoff of night time lighting, or by avoiding highly reflective glass	Env	?
S.2.2.A	Limit trespass of exterior lighting over site boundary and upward into night sky by using shielded fixtures	Elec	?
W.1.1.A	Provide a green roof	Struct, Env	?
W.2.1.A	Use rainwater for cooling tower make-up water	HVAC	?
W.2.2.A	Install low flow plumbing fixtures	Plumb	?

Date Entered: 12/24/2012  
Project No.: x2012  
Project Manager: TR

You can add scope by deleting this worksheet and re-running the previous macro BEFORE generating the next sheet  
**The toolkit file MUST be open**  
Generate Expanded Checklist



# The Simple Checklist



- The Simple Checklist represents a shortlist of sustainable strategies potentially applicable to your project – see the ? in the far right Select column.

1  
2 Capital GREEN  
3 Simple  
4  
5  
6 Project Name: Seattle Project  
7 Department: FAS  
8  
9  
10  
11  
12  
13  
14  
15

Date Entered: 12/24/2012

Project No.: x2012  
Project Manager: TR

You can add scope by deleting this worksheet and re-running the previous macro BEFORE generating the next sheet  
**The toolkit file MUST be open**  
Generate Expanded Checklist

Number	Strategies	Scope	Select
S.2.1.A	Design to avoid bird collisions by using fritted glass, an auto shutoff of night time lighting, or by avoiding highly reflective glass	Env	?
S.2.2.A	Limit trespass of exterior lighting over site boundary and upward into night sky by using shielded fixtures	Elec	?
W.1.1.A	Provide a green roof	Struct, Env	?
W.2.1.A	Use rainwater for cooling tower make-up water	HVAC	?
W.2.2.A	Install low flow plumbing fixtures	Plumb	?
W.2.3.A	Install low volume flush fixtures	Plumb	?

Project Summary | Simple Checklist | Information

Ready 100%



# The Simple Checklist



- Select NA for all strategies not applicable to project
- Click Generate Expanded Checklist

5

6 **Project Name:**

7 Department:

8

9

Project No.:

Project Manager:

generating the ne:  
**The toolkit file N**

**Generate Expar  
Checklist**

Number	Strategies	Scope	Select
11	<i>S.2.1.A Design to avoid bird collisions by using fritted glass, an auto shutoff of night time lighting, or by avoiding highly reflective glass</i>	Env	N/A ←
12	<i>S.2.2.A Limit trespass of exterior lighting over site boundary and upward into night sky by using shielded fixtures</i>	Elec	?
13	<i>W.1.1.A Provide a green roof</i>	Struct, Env	?
14	<i>W.2.1.A Use rainwater for cooling tower make-up water</i>	HVAC	?
15	<i>W.2.2.A Install low flow plumbing fixtures</i>	Plumb	?

Simple Checklist Information

Ready

100%



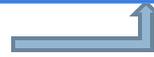
# The Expanded Checklist



- You are now on the Expanded Checklist tab
- But a new Summary tab has also generated

5				
6	Project Name: <b>Seattle Project</b>		Project No.: <b>x2012</b>	The 'toolkit Ge
7	Department: <b>FAS</b>		Project Manager: <b>TR</b>	
8				
9				
10	<b>Number</b>	<b>Links</b>	<b>Goal</b>	<b>Strategies</b>
11	M.1.1.A			<i>Use materials manufactured within 500 miles of site.</i> yes
12		<a href="#">calculator</a>		A. Source materials manufactured within 500 miles of the project site.
13			Baseline:	20% cost of materials
14			Target:	40% cost of materials
15			Comments:	<Please provide explanation if strategy was not achieved or other comments as desired>
16	M.1.1.B			<i>Use materials harvested or extracted within 500 miles of site.</i> yes
17		<a href="#">calculator</a>		B. Source materials harvested or extracted within 500 miles of the project site.
18			Baseline:	5% cost of materials
19			Target:	10% cost of materials
20			Comments:	<Please provide explanation if strategy was not achieved or other comments as desired>
21	M.1.2.A			<i>Use wood from Forest Stewardship Council (FSC) sources</i> yes
22		<a href="#">calculator</a>		A. Use wood from Forestry Stewardship Council (FSC) sources
23		<a href="#">ATF</a>	Baseline:	20% cost of wood products
24		<a href="#">SFI</a>	Target:	50% cost of wood products

Ready | Summary | Simple Checklist | **Expanded Checklist** | Information | All Strategies



# The Summary Tab



- Go to the Summary tab to explain your NAs
- Then return to the Expanded Checklist tab

5									
6	<b>Project Name:</b>	<b>Seattle Project</b>			<b>Project No.:</b>	x2012			
7	<b>Department:</b>	<b>FAS</b>			<b>Project Manager:</b>	TR			
8									
9									
10	<b>Number</b>	<b>Comments</b>						<b>Selection</b>	
11	<b>C.3.1.B</b>							N/A	
12	<b>M.3.1.A</b>							N/A	
13	<b>M.3.1.B</b>							N/A	
14									
15									
37									
38									
Summary   Simple Checklist   Expanded Checklist   Information   All Strategies									
Ready									



# The Expanded Checklist



- All applicable strategies are reset to Yes.
- Evaluate each with compliance info, calculators and resource links now available.

10	Number	Links	Goal	Strategies	Selection
11	M.1.1.A			<i>Use materials manufactured within 500 miles of site.</i>	yes
12		<a href="#">calculator</a>		A. Source materials manufactured within 500 miles of the project site.	
13			Baseline:	20% cost of materials	
14			Target:	40% cost of materials	
15			Comments:	<Please provide explanation if strategy was not achieved or other comments as desired>	
16	M.1.1.B			<i>Use materials harvested or extracted within 500 miles of site.</i>	yes
17		<a href="#">calculator</a>		B. Source materials harvested or extracted within 500 miles of the project site.	
18			Baseline:	5% cost of materials	
19			Target:	10% cost of materials	
20			Comments:	<Please provide explanation if strategy was not achieved or other comments as desired>	



# The Expanded Checklist



- This is your checklist during design and construction
- As strategies are incorporated or rejected select Y/N/NA
- Explain N and NA selections in the comment field below the strategy

9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Number	Links	Goal	Strategies	Selection											
M.1.1.A			<b>Use materials manufactured within 500 miles of site.</b>	Y											
	<a href="#">calculator</a>		A. Source materials manufactured within 500 miles of the project site.												
		Baseline:	20% cost of materials												
		Target:	40% cost of materials												
		Comments:	<i>&lt;Please provide explanation if strategy was not achieved or other comments as desired&gt;</i>												
M.1.1.B			<b>Use materials harvested or extracted within 500 miles of site.</b>	N											
	<a href="#">calculator</a>		B. Source materials harvested or extracted within 500 miles of the project site.												
		Baseline:	5% cost of materials												
		Target:	10% cost of materials												
		Comments:	<i>&lt;Please provide explanation if strategy was not achieved or other comments as desired&gt;</i>												
M.2.1.A			<b>Implement a construction waste management plan to divert recyclable waste from the landfill</b>	n/a											
	<a href="#">CWM</a>		A. Implement Construction Waste Management Plan.												
		Baseline:	75% waste diverted												
		Target:	85% waste diverted												

Ready | Summary | Simple Checklist | **Expanded Checklist** | Information | All Strategies



- There are 10 strategies that require calculations to demonstrate achievement
- For each of these strategies, there is a calculator found in the toolkit.xls file
- Each calculator can be accessed from the link in the Expanded Checklist or directly by going to the appropriate tab in the Toolkit file

9	10	Number	Links	Goal	Strategies	Selection
11	M.1.1.A				<i>Use materials manufactured within 500 miles of site.</i>	Y
12			<a href="#">calculator</a>		A. Source materials manufactured within 500 miles of the project site.	
13				Baseline:	20% cost of materials	
14				Target:	40% cost of materials	
15				Comments:	<i>&lt;Please provide explanation if strategy was not achieved or other comments as desired&gt;</i>	





- Calculators are provided for:
  - Regional materials
  - Wood and rapidly renewables
  - Recycled content
  - Building reuse
  - Heat island
  - Flushout
  - Sound absorption

toolkit - Microsoft Excel

		Regional Material Calculator		Date Completed: 12/27/2012	
Project Name: <b>Seattle Project</b>		Project No.: x2012			
Department: FAS		Project Manager: TR			
Project Material Cost (from Final Summary): \$ 100,000.00					
<p><b>M1.1.A and M1.1.B - Use materials manufactured and/or harvested within 500 miles of project site</b> : Fill in highlighted cells for each product which contains locally manufactured and/or harvested content. White cells will calculate results. Material cost is considered the cost to the project and should include taxes and transportation expenses to the jobsite. Once the material is on the jobsite, all labor and equipment associated with the material should be excluded. Products with multiple components should be broken into components. The percentage of each component is based on weight (see example at bottom of sheet). Do not include Mechanical Electrical or Plumbing systems.</p>					
M1.1.A Compliant?			M1.1B Compliant?		
Baseline: 20%		NO	Baseline: 5%		YES
Target: 40%		NO	Target: 10%		YES
Product	Material Cost	% Manufactured w/in 500 miles	% Harvested w/in 500 miles	Manufactured Value	Harvested Value
Plywood	\$ 1,500.00	100.00%	100.00%	\$ 1,500.00	\$ 1,500.00
Concrete	\$ 10,000.00	100.00%	95.00%	\$ 10,000.00	\$ 9,500.00
Insulation	\$ 2,500.00	100.00%	0.00%	\$ 2,500.00	\$ -
	\$ -			\$ -	\$ -
	\$ -			\$ -	\$ -

Ready



- Information entered into a calculator will feed the Final Summary form tab in this file
- This tab will also reflect Project Summary info entered in the Form file along with additional project detail
- At completion, this Final Summary will become a key part of your project's reporting

1	Capital GREEN		Date Entered: 12/27/2012
2	Project Summary		
3	Project Name: Seattle Project	Project No.: x2012	
4	Department: FAS	Project Manager: TR	
5	Brief Description:		
6			
7	Address:		
8			
9			
10			
11	Building Area (for building project only): XX sf	OR Building Area Undergoing Work:	
12	Site Area: XX sf	OR Site Area Undergoing Work:	
13	Budget (Const. Cost): \$ -	(exclude labor, equipment, mechanical, electrical and plumbing):	
14	Project Material Cost: \$ 100,000.00		
15	Design Team:		
16	Architect:	Other Consultant:	
17	Mechanical Engineer:	Other Consultant:	
18	General Contractor:	Other Consultant:	
19			
20			
21			
22			
23			
24	Strategies Available:		
25	Strategies Achieved:		
26	at Baseline:		
27	at Target:		
28	% Achieved:	#DIV/0!	
29			
30			
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32			
33	SUMMARY OF METRICS:		
34	14.00%	% Materials manufactured w/in 500 miles of project site	
35	11.00%	% Materials harvested w/in 500 miles of project site	
36	#DIV/0!	% Wood from sustainable sources	
37	0.00%	% Rapidly renewable materials	
38	0.00%	% Construction Waste Diverted	
39	0.00%	% Recycled Content Materials	
40			
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Final Summary | Regional Material Calc | Wood and Renewables Calc | Recycled

Ready



# Project Scope Changes



- If your scope changes, you have a few choices depending on where in the process you are.
- If you have gone no further than the Simple Checklist, delete that Tab and start again. You will be prompted to overwrite your Project No.xls file. Say Yes.
- If you have already selected and explained your NA's and generated an Expanded Checklist, first print out the Summary tab to save your NAs. Then delete all Tabs except Project Summary and Information, and start again. You will be prompted to overwrite your Project No.xls file. Say Yes.



# Project Scope Changes



- If you have already entered data into your toolkit calculators, you can save that information by renaming the Toolkit file before you begin the process again.
- And of course, you always have the option of closing both files, deleting the Project No.xls file, and starting over again.



# The Final Checklist



- While the Expanded Checklist tracks the strategies your project **pursued** through design and construction
- The Final Checklist compiles your project's **achievements** for reporting and is the last step in the process
- On the Expanded Checklist, make sure each strategy shows Y/N/NA selected, any N or NA selections are explained in the comment field, and any calculators are complete
- Then Generate Final Checklist



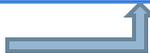


## □ You are now on the Final Checklist tab

1	Capital GREEN		Date Entered: <input type="text" value="12/27/2012"/>		Available	22
2	Final				Achieved	0
3					Baseline	0
4					Target	0
5	Project Name: <input type="text" value="Seattle Project"/>		Project No.: <input type="text" value="x2012"/>			
6	Department: <input type="text" value="FAS"/>		Project Manager: <input type="text" value="TR"/>			
7						
8						
9						
10	<b>Number</b>	<b>Links</b>	<b>Goal</b>	<b>Select Level of Achievement</b>		
11	M.1.1.B		Use materials harvested or extracted within 500 miles of site.	N		
12		<a href="#">calculator</a>	B. Source materials harvested or extracted within 500 miles of the project site.			
13			Baseline: 5% cost of materials	Baseline Achieved ?:	N	
14			Target: 10% cost of materials	Target Achieved ?:	N	
15			Comments: <Please provide explanation if strategy was not achieved or other comments as desired>			
16	M.1.2.A		Use wood from Forest Stewardship Council (FSC) sources	N		
17		<a href="#">calculator</a>	A. Use wood from Forestry Stewardship Council (FSC) sources			
18		<a href="#">ATF</a>	Baseline: 20% cost of wood products	Baseline Achieved ?:	N	
19		<a href="#">SFI</a>	Target: 50% cost of wood products	Target Achieved ?:	N	
20		<a href="#">FSC</a>	Comments: <Please provide explanation if strategy was not achieved or other comments as desired>			
21	M.1.2.B		Use rapidly renewable materials, i.e., materials that are harvested within a 10 year or shorter timeframe	N		
22		<a href="#">calculator</a>	B. Materials include cork, linoleum, wheatgrass, bamboo, cellulose insulation, etc.			
23			Baseline: 1% cost of materials	Baseline Achieved ?:	N	

Project Summary | Summary | Simple Checklist | Expanded Checklist | **Final Checklist** | Information | All Strat...

Ready





- Tally of available strategies appears
- All strategies reset to N pending level of achievement

Project x2012

A	B	C	D	E	F	G	H	I
1								
2	Capital GREEN					Available	22	
3	Final		Date Entered:	12/27/2012		Achieved	0	
4						Baseline	0	
5						Target	0	
6	Project Name:	Seattle Project	Project No.:	x2012				
7	Department:	FAS	Project Manager:	TR				
8								
9								
10	<b>Number</b>	<b>Links</b>	<b>Goal</b>	<b>Select Level of Achievement</b>				
11	M.1.1.B		Use materials harvested or extracted within 500 miles of site.	N				
12	<a href="#">calculator</a>		B. Source materials harvested or extracted within 500 miles of the project site.					
13			Baseline: 5% cost of materials	Baseline Achieved ?:	N			
14			Target: 10% cost of materials	Target Achieved ?:	N			
15			Comments: <Please provide explanation if strategy was not achieved or other comments as desired>					
16	M.1.2.A		Use wood from Forest Stewardship Council (FSC) sources	N				
17	<a href="#">calculator</a>		A. Use wood from Forestry Stewardship Council (FSC) sources					
18	<a href="#">ATF</a>		Baseline: 20% cost of wood products	Baseline Achieved ?:	N			
19	<a href="#">SFI</a>		Target: 50% cost of wood products	Target Achieved ?:	N			
20	<a href="#">FSC</a>		Comments: <Please provide explanation if strategy was not achieved or other comments as desired>					

Project Summary Summary Simple Checklist Expanded Checklist **Final Checklist** Infor



- Each strategy has a baseline and target level of performance

9	10	11	12	13	14	15
	Number	Links	Goal	Select Level of Achievement		
	M.1.1.A		Use materials manufactured within 500 miles of site.			Y
		<a href="#">calculator</a>	A. Source materials manufactured within 500 miles of the project site.			
			Baseline: 20% cost of materials	Baseline Achieved ?:		Y
			Target: 40% cost of materials	Target Achieved ?:		N
			Comments			
			:			<i>&lt;Please provide explanation if strategy was not achieved or other comments as desired&gt;</i>

- To achieve the strategy, you must at minimum meet the baseline
- Target performance exceeds minimum compliance





- Some thresholds require calculations to demonstrate compliance
- Some thresholds do not

26	M.2.1.A	<b>Implement a construction waste management plan to divert recyclable waste from the landfill</b>	N
27	<a href="#">CWM</a>	A. Implement Construction Waste Management Plan.	
28		Baseline: 75% waste diverted	Baseline Achieved?: N
29		Target: 85% waste diverted	Target Achieved?: N
30		Comments: <Please provide explanation if strategy was not achieved or other comments as desired>	
31	M.2.2.A	<b>Provide convenient and appropriately sized recycling collection and storage</b>	N
32		A. Provide conveniently located and appropriately sized recycle collection & storage for paper, metal, cardboard, plastic and glass.	
33		Baseline: ✓	Baseline Achieved?: N
34		Target: Include composting storage	Target Achieved?: N
35		Comments: <Please provide explanation if strategy was not achieved or other comments as desired>	





- Though target achievement implies baseline achievement, only one level will tally to keep metrics clean

Project x2012

Number	Links	Goal	Select Level of Achievement
11		M.1.1.B Use materials harvested or extracted within 500 miles of site.	Y
12	<a href="#">calculator</a>	B. Source materials harvested or extracted within 500 miles of the project site.	
13		Baseline: 5% cost of materials Baseline Achieved?: Y	
14		Target: 10% cost of materials Target Achieved?: Y	
15		Comments: <Please provide explanation if strategy was not achieved or other comments as desired>	
16		M.1.2.A Use wood from Forest Stewardship Council (FSC) sources	Y
17	<a href="#">calculator</a>	A. Use wood from Forestry Stewardship Council (FSC) sources	
18	<a href="#">ATF</a>	Baseline: 20% cost of wood products Baseline Achieved?: Y	
19	<a href="#">SFI</a>	Target: 50% cost of wood products Target Achieved?: N	
20	<a href="#">FSC</a>	Comments: <Please provide explanation if strategy was not achieved or other comments as desired>	

Summary Statistics:

Available	22
Achieved	2
Baseline	1
Target	1

Project Details:

Date Entered: 12/27/2012

Project Name: Seattle Project Project No.: x2012

Department: FAS Project Manager: TR

Navigation: Project Summary / Summary / Simple Checklist / Expanded Checklist / **Final Checklist** / Infor...



□ The Final Summary tab in the Toolkit file collects your metrics

**Capital GREEN**  
Final Summary

Date Entered: 2/14/2013

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Project Name: **Seattle Project** Project No.: 1097  
 Department: **fas** Project Manager: **tr**  
 Brief Description: 4,500 SF Tenant Improvement

Address: 700 5th Avenue, Suite xxx

Building Area (for building project only):  OR Building Area Undergoing Work: 4,500 SF  
 Site Area:  OR Site Area Undergoing Work: None

Budget (Const. Cost): \$ 300,000.00  
 Project Material Cost: \$ 140,000.00 (exclude labor, equipment, mechanical, electrical and plumbing):

Design Team:  
 Architect: 123 Design Other Consultant:   
 Mechanical Engineer: HVAC Design-Build Other Consultant:   
 General Contractor: ABC Contractor Other Consultant:

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Strategies Available: 36  
 Strategies Achieved: 28  
 at Baseline: 18  
 at Target: 10  
 % Achieved: 78%

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SUMMARY OF METRICS:

34.29%	% Materials manufactured w/in 500 miles of project site
6.83%	% Materials harvested w/in 500 miles of project site
0.00%	% Wood from sustainable sources
1.89%	% Rapidly renewable materials
90.00%	% Construction Waste Diverted
16.30%	% Recycled Content Materials

Project Summary tab in Capital Green form file

Final Checklist tab in Capital Green form file

Calculators In Toolkit file





□ The Final Checklist tab in the Form file captures your Strategies and comments

Number	Links	Goal	Select Level of Achievement
Capital GREEN Final  Date Entered: 2/9/2013			
Project Name: Seattle Project		Project No.: 1097	
Department: fas		Project Manager: tr	
W.2.2.A		<b>Install low flow plumbing fixtures</b>	Y
A. Install low flow plumbing fixtures including lavatory faucets, showerheads and kitchen sink faucets.			
	Baseline:	Exceed Seattle Plumbing Code with 2.0 gpm kitchen sink and showerhead	Baseline Achieved?: N
	Target:	Exceed Seattle Plumbing Code with 1.75 gpm kitchen sink and showerhead plus 0.5 gpm lavatory w/auto sensor	Target Achieved?: Y
Comments: Only kitchen sink is in scope. Installed 1.8 gpm.			
E.1.1.A		<b>Commission building energy systems.</b>	Y
<a href="#">Seattle 2009 Energy Code</a> A. Seattle Energy Code requires all mechanical work and lighting controls be commissioned. This strategy expands the requirement to include electrical systems.			
	Baseline:	Commission all mechanical and electrical work, regardless of project size, to meet the Seattle Energy Code.	Baseline Achieved?: Y
	Target:	design and construction documents, specifications and submittals. Cx to participate in operator training and provide post occupancy	Target Achieved?: N
Comments: Baseline commissioning was performed.			
Number	Comments		Selection
1	E.1.3.A+ Submetering is not required by code. Project cannot afford additional meter expense.		N
2	M.3.1.A+ Will save demising walls and some doors, but probably not enough.		N
3	M.3.2.B+ Not in project budget.		N
4	M.3.2.C+ Not in project budget.		N
5	E.1.1.F+ Project does not have control of locations for outdoor air intakes.		n/a
6	E.1.4.C+ Not in project budget.		N





- The Final Summary tab of the Toolkit file **plus** the Final Checklist tab of the Form file together serve as your reporting
- PDF these two tabs and send them to Sandra Mallory

