

LEED PERFORMANCE PROGRAM (LPP)

#12 LEED INSPECTION CHECKLIST

Community Development
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6702
 planning@menlopark.org



LEED inspection checklist					
<p>The LEED inspection checklist below should be used in conjunction with LPP #8 LEED Construction Documentation and LPP #11 LEED Inspection Guidelines. This LEED inspection checklist must be signed and completed after each required inspection by the LEED inspector. Observation of the credits with shaded boxes below are not applicable. Please refer to the LEED checklist provided by the applicant for project-specific credits. Each credit being pursued must be identified and explained at the pre-construction meeting (inform). Documentation of progress in those credits shall be provided and/or observed at subsequent inspections (observe). Some items shall be verified at the final LEED inspection (verify). The LEED inspection checklist shall be submitted after the final LEED inspection in accordance with the process outlined in LPP #11 LEED Inspection Guidelines.</p>					
LEED Credits	Pre- Con	Preliminary Photos	LEED Rough	LEED Final	
LTc6:	Bicycle facilities				
	LEED template	Inform			Verify
	Bike rack cut sheets for short-term and long-term bicycles	Inform			Verify
SSp1	Construction activity pollution prevention				
	LEED template	Inform	Observe	Observe	Verify
	SWPPP plan	Inform	Observe	Observe	Verify
	SWPPP measures in place	Inform	Observe	Observe	Verify
	Photo documentation and description of actions taken	Inform	Observe	Observe	Verify
SSc5	Heat island reduction				
	LEED template	Inform			Verify
	Roofing submittal showing SRI values	Inform			Verify
	Hardscape submittals showing SRI values	Inform			Verify
WEp1	Indoor water use reduction				
	Water fixture and fittings submittal	Inform			Verify
	Cut sheets of water fixtures and fittings	Inform			Verify
	USGBC Indoor Water Use Reduction Calculator	Inform			Verify
WEp2	Outdoor water use reduction				
	USGBC Outdoor Water Use Reduction Calculator	Inform			Verify
WEc4	Water metering				
	LEED template	Inform			Verify
	Cut sheets of water meters	Inform			Verify

EAp1	Fundamental commissioning & verification				
	LEED template	Inform			Verify
	Commissioning plan	Inform			Verify
EAp3	Building level energy metering				
	LEED template	Inform			Verify
	Cut sheets of energy meters	Inform			Verify
EAc1	Enhanced commissioning				
	LEED template	Inform			Verify
	Commissioning plan	Inform			Verify
	Test and balance (TAB) reports	Inform			Verify
EAc3	Advanced energy metering				
	LEED template	Inform			Verify
	Single line diagrams for energy, water, and gas	Inform			Verify
	Cut sheets of energy, water, and gas Meters	Inform			Verify
EAc7	Green power & carbon offsets				
	LEED template	Inform			Verify
	REC certificates	Inform			Verify
MRp1	Construction & demolition waste management plan				
	LEED template	Inform	Observe	Observe	Verify
	C&D waste management plan	Inform	Observe	Observe	Verify
	USGBC Construction and Demolition Waste Calculator	Inform	Observe	Observe	Verify
	Waste recycling facility weight tags	Inform	Observe	Observe	Verify
Mrc2	Building product disclosure – materials ingredients				
	USGBC Building Product Disclosure Optimization Calculator	Inform	Observe	Observe	Verify
	Manufacturer documents	Inform	Observe	Observe	Verify
Mrc3	Building product disclosure – sourcing of raw materials				
	USGBC Building Product Disclosure Optimization Calculator	Inform	Observe	Observe	Verify
	Manufacturer documents	Inform	Observe	Observe	Verify
Mrc4	Building product disclosure – materials ingredients				
	USGBC Building Product Disclosure Optimization Calculator	Inform	Observe	Observe	Verify
	Manufacturer documents	Inform	Observe	Observe	Verify

MRC5	Construction & demolition waste management				
	LEED template	Inform	Observe	Observe	Verify
	C&D waste management plan	Inform	Observe	Observe	Verify
	USGBC Construction and Demolition Waste Calculator	Inform	Observe	Observe	Verify
	Waste recycling facility weight tags	Inform	Observe	Observe	Verify
EQp2	Environmental tobacco control				
	Signage details	Inform			Verify
	Exterior smoking location (if applicable)	Inform			Verify
EQc2	Low-emitting materials				
	LEED template	Inform			Verify
	USGBC Low Emitting Materials Calculator	Inform			Verify
	Cut sheets or materials safety data sheets (MSDS)	Inform			Verify
EQc3	Construction IAQ management plan				
	LEED template	Inform	Observe	Observe	Verify
	IAQ management plan	Inform	Observe	Observe	Verify
	IAQ photo documentation and narrative	Inform	Observe	Observe	Verify
EQc4	IAQ assessment				
	LEED template	Inform			Verify
	Flush-out or air-testing documentation	Inform			Verify
LPP#10	Construction tracking summary	Inform	Materials Received	Materials Received	Materials Received
LEED inspector initials:					
Date of inspection:					