

Green Building Progress Report Form

Date: _____

Project Name : _____

Owner : _____

LEED Consultant : _____

Commissioning Authority (CxA) : _____

Main Contractor : _____

Executive Summary

Green Building Project Status

Description	Yes	No	Comments/Remarks
1.0 General Requirements			
a) The Approved Green Building Project Plan (GBPP) along with the EHS review comments and LEED Requirements have been specified in the tender drawings and documents			
b) Specific project related Commissioning Requirements have been specified in the tender documents			
c) A formal Green Briefing has been carried out to all the KEY site based stakeholders to underline the green credentials intended for the project.			
d) Contractor appointed LEED Coordinator is regularly coordinating with Green Building consultant and Commissioning Authority			
e) Design Phase submittals have been submitted to USGBC for review			
f) Owner / client / developer meets all its obligations for a successful progress and implementation of Green building regulation			
2.0 Design Phase USGBC Submittals			
a) AEC Consultant & Owner has submitted "issued for tender drawings and documents" to Green Building Consultant, incorporating all GBPP and LEED requirements, for submission to USGBC for design phase review			
b) Design Phase submittals to USGBC for review, has been completed.			
c) Project Team has responded to and incorporated all comments from USGBC on design phase submittals			
3.0 Construction			
a) Contractors and the project team are submitting Periodic Green Building (LEED) Progress Reports / updates to Green Building Consultants (as per specific project requirement).			
b) Action Plans are being submitted prior to commencement of construction for each LEED construction related credit (as applicable) for the project			

Green Building Project Status

Description	Yes	No	Comments/Remarks
c) Filling system for LEED/ Green building related documentation is maintained at site.			
d) Contractor tracks all sustainable materials and maintains documentation (invoices, MSDS sheets, log reports, etc)			
e) All targeted credits requirements are being implemented and on schedule			
f) All EHS Mandatory credits and pre-requisites are being implemented and on schedule			
g) Is Contractor/Consultant/Owner seeking exemption for any of the credits targeted / committed in GBPP?			
h) LEED Commissioning status reports are prepared and endorsed by the Green Building Commissioning Authority.			
i) Changes in Design / Green building strategy if any, occurring after the issuance of NOC-BP, are reported to EHS through the GB consultants.			
4.0 Construction Phase USGBC Submittals			
a) Contractor is fulfilling responsibilities of construction phase USGBC submittals.			
b) As built drawings and LEED documentation submitted to green Building Consultants for completing the submission process.			
c) Construction Phase submittals to USGBC for review, has been completed.			
d) Project Team responded to and incorporated all comments from USGBC on construction phase submittals			
e) Obtained LEED Certificate (Minimum Silver) from USGBC			
5.0 Post Construction			
a) Project Team provided all data to Green Building Consultants for GBPP Reporting			
b) GBPP Report for obtaining NOC for OFC submitted to EHS			

NOTE:

1. The above table is provided as a guidance to ensure that key activities required for Green Building compliance, during construction phase, are successfully carried out by the project team.
2. The table shall be completed by the Project's Green Building Consultant at regular intervals already committed and approved by the department.
3. Reference to all the reports would be made in the NOC-BCC submissions
4. It should be ensured that ONLY the latest / most recent version of the forms as reflected in the portal are used for the submissions. Forms bearing the earlier revisions or those that have been superseded will not be accepted

END OF DOCUMENT