

GREEN BUILDING CERTIFICATION CHECKLIST

Project:

Plot:

Registration No:

Client:

S.NO	DOCUMENT DETAILS	ATTACHED (Yes / No)	REMARKS
1	Covering letter from the Green Building Consultant / Client		
2	Copy of the "Form GBF-13a - Letter of Undertaking for EHS GB Certification "		
3	Copy of Registration form and Proof of payment of <i>In-House Certification Fees</i> (Certification fee receipt)		
4	Copy of EHS Letter of Acceptance		
5	Final Green Building Report		
6	Final Summary of Credits being targeted and submitted for certification		
7	Proof of Training to staff on Waste Management, IAQ during construction, Sustainability tool box talk		
8	LEED / Equivalent templates for credit compliance		
9	As- Built Drawings for ALL the credits where relevant		
10	Calculations for ALL relevant credits where relevant		
11	Energy Simulation report with software output (Visual DOE / equivalent) as used		

S.NO	DOCUMENT DETAILS	ATTACHED (Yes / No)	REMARKS
12	Approved material data sheets for relevant credits		
13	Laboratory Reports and specifications as appropriate and relevant for targeted credits		
14	Test certificates from independent certification bodies as relevant for targeted credits		
15	Photographic evidence of ALL the credits being reported as complied		
16	Summary of Commissioning report of ALL systems referred to in EApl		
17	Systems Manual		
18	Proof of training of operating personnel and building occupants		
19	Readiness / Awareness of the client towards M & V program		
19	Letters of undertaking from Stakeholders if relevant		

Notes

- 1) The above check-list should be submitted as part of Certificate submissions
- 2) Item no 5, Final Green Building Report (GBR) is an extension of the Green Building Project Report (GBPR) submitted originally during the NOC-BCC process and should reflect the completed status of all the credits originally sought together with any other credits additionally targeted in the project. This should be a detailed document that provides a full understanding of the strategy and the compliances to the credits. This also purports to serve as a reference document for the client.
- 3) Letters of undertaking should ONLY relate to the activities that are being scheduled during the operations phase of the project.
- 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 Forms bearing the earlier revisions or those that have been superseded will not be accepted.***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