

# LEED Certification Checklist

By Campbell Rodriguez

- ☐ How to Get LEED Certification
  - ☐ Get information on the LEED certification process.
  - ☐ Decide what level of LEED certification you are aiming for.
  - ☐ Consider including an optional higher certification target to stimulate creativity.
  - ☐ Check what LEED documents you will require.
  - ☐ Check any reference guides.
  - ☐ Set a clear and adequate budget.
  - ☐ Register with the GBCI.
  - ☐ Prepare an application outlining the building's green features and how they meet the LEED criteria.
  - ☐ Check the directory of LEED-accredited professionals.
  - ☐ Hire LEED-accredited professionals to assist you in meeting your LEED goal.
  - ☐ Check information on LEED training workshops.
  - ☐ Check a calendar of green building industry conferences.
  - ☐ Have your application submitted for evaluation.
  - ☐ After application review, receive formal notification and a certificate of recognition.
  - ☐ If certification not awarded, appeal the decision.
- ☐ Tips
  - ☐ Stick to your budget and your LEED goal.
  - ☐ Be sure your entire project team is focused on meeting your LEED goal.
  - ☐ Be sure to examine green investments in terms of how they will affect expenses.
  - ☐ Learn ways to earn LEED credits without extra cost.