

# *Pilot Program*

# **GREEN CONTRACTOR CERTIFICATION APPLICATION**



**The Virginia, Metro Washington, and Baltimore Chapters of the Associated Builders and Contractors will conduct a Pilot Program for the Green Building Certification process.**

**This Pilot Program will consist of using our respective Chapter's member firms to gain certification with the proposed Green Contractor Certification process for the purpose of evaluating the pre-requisites and electives prior to a nationwide rollout.**

**Its purpose is also to collect data and create templates for use in assisting firms in implementing these practices after the national rollout.**

**This pilot program will be available to the first 50 applications received from the participating chapters from October 1, 2008 to December 31, 2008.**

**The certification process for this pilot program will consist of the following until a formal process is adopted by the ABC National Green Building Committee.**

- 1. The pilot chapters will use staff members to audit a firm's office/jobsites offices to ensure compliance with the checklist submitted by the firm.**
- 2. Once the Chapter staff approves the application and checklist, it will be forwarded to the ABC National Green Building Committee for approval and final certification.**
- 3. The member firms who gain the Pilot Program certification will be grandfathered into the formalized certification process and will be required to have the certification renewed at the three year recertification window with the system in place at time of recertification.**

**The fee for the pilot program will be \$450.**

**It is expected that applicant firms will share cost, strategies and documentation to help create templates and cost information for the final roll-out of the program.**

ABC's Green Contractor Certification was designed by a group of ABC members to document and recognize the efforts made by the merit shop construction community to develop a sustainable workplace environment.

**The following application and subsequent audit has a two-fold purpose:**

1. To serve as a tool to help contractors benchmark their company's green practice efforts.
2. To recognize and honor those contractors who are taking a lead in our communities to make a conscientious choice to promote a sustainable workplace environment.

**\*Certification Process**

1. Complete the application and include appropriate documentation.
2. Send application with check for \$450 to your ABC chapter.
3. An onsite audit will be scheduled with you by our auditor.
4. Audit review team will provide certification eligible (certification valid for 3 years).

**Prerequisites**

Please provide your company sustainability statement regarding commitment to a green environment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The following policies must be in practice at your main and branch offices within the chapter jurisdictions (does not include project specific field offices).

<b>1</b>	Establish a recycling program for plastics/glass/cardboard/newspaper
<b>2</b>	Establish a recycling program for paper
<b>3</b>	Establish a company policy of copying on both sides of paper for internal documents
<b>4</b>	Purchase recycled or managed growth forest paper
<b>5</b>	Purchase office supplies from local companies
<b>6</b>	Utilize "Energy Star" office equipment or equivalent for all new equipment/appliance purchases
<b>7</b>	Use washable or recyclable tableware in main office
<b>8</b>	Have a policy to distribute documents electronically in lieu of printing
<b>9</b>	Designate a used goods area in office for reusable binders, folders, padded envelopes, boxes, etc..
<b>10</b>	Recycle toner cartridges
<b>11</b>	Install compact fluorescent or long burning light bulbs throughout office (building owners or triple net users) *
<b>12</b>	Use non-toxic biodegradable cleaning practices *

\* If unable to achieve this item, have documentation of your request and building owner denial.

### Elective Items

Company must show that at least 12 of the following 36 items have been met.

Main and branch office items:

<input type="checkbox"/>	<b>1</b>	Conduct an energy audit (call energy utility company)
<input type="checkbox"/>	<b>2</b>	Currently purchases/leases low emission vehicles as company vehicles and provide written policy on all future vehicles
<input type="checkbox"/>	<b>3</b>	Provide incentives for carpooling/public transportation/biking to work
<input type="checkbox"/>	<b>4</b>	Have a policy to recycle and/or donate old electronic equipment/phones
<input type="checkbox"/>	<b>5</b>	Locate bike racks and showers in office
<input type="checkbox"/>	<b>6</b>	Install motion sensor lights throughout office
<input type="checkbox"/>	<b>7</b>	Install personal temperature control devices with an automated thermostat for a minimum of 50% of occupants
<input type="checkbox"/>	<b>8</b>	Insulate all hot and cold water pipes
<input type="checkbox"/>	<b>9</b>	Equip at least one room with online meeting and teleconferencing capabilities
<input type="checkbox"/>	<b>10</b>	Have a policy for archiving documents electronically
<input type="checkbox"/>	<b>11</b>	Written policy for turning off lights and computers when not in use
<input type="checkbox"/>	<b>12</b>	Qualify as a carbon neutral company with proper 3 <sup>rd</sup> party verification
<input type="checkbox"/>	<b>13</b>	Install low-flush toilets and/or low-flush or waterless urinals throughout building
<input type="checkbox"/>	<b>14</b>	Install motion sensor faucets in all bathrooms
<input type="checkbox"/>	<b>15</b>	Install aerators on all office sinks
<input type="checkbox"/>	<b>16</b>	Locate office(s) within 1/2-mile walking distance of rail or bus stop
<input type="checkbox"/>	<b>17</b>	Locate offices(s) within a LEED certified building or LEED-CI
<input type="checkbox"/>	<b>18</b>	Complete a LEED certified project
<input type="checkbox"/>	<b>19</b>	Work with printing services that use soy based inks and recycled or managed growth papers
<input type="checkbox"/>	<b>20</b>	Include subcontract "boilerplate" language regarding sustainable jobsite procedures
<input type="checkbox"/>	<b>21</b>	Innovation -

All Jobsite Office Complexes:

<input type="checkbox"/>	<b>22</b>	Locate bike racks and showers in office
<input type="checkbox"/>	<b>23</b>	Install motion sensor lights throughout jobsite office
<input type="checkbox"/>	<b>24</b>	Locate office(s) within 1/2-mile walking distance of rail or bus stop
<input type="checkbox"/>	<b>25</b>	Clean or replace air conditioning filters on a regular schedule
<input type="checkbox"/>	<b>26</b>	Use compact fluorescent bulbs at all jobsite office locations
<input type="checkbox"/>	<b>27</b>	Recycle glass, aluminum, paper and newspaper at all jobsite office locations – provide collection containers
<input type="checkbox"/>	<b>28</b>	Use washable or recyclable tableware on all jobsites
<input type="checkbox"/>	<b>29</b>	Utilize at least two “energy star” office equipment at each jobsite location (computer, fax, copiers, scanners, plotters, mail equipment, etc.)
<input type="checkbox"/>	<b>30</b>	Use filter water system or 5-gallon water bottles
<input type="checkbox"/>	<b>31</b>	Post “Jobsite Rules” outlining green initiatives at the site with green logo
<input type="checkbox"/>	<b>32</b>	Divert 50% of construction waste material from a landfill
<input type="checkbox"/>	<b>33</b>	Purchase 10% (by cost) of construction material within 500 miles of main office
<input type="checkbox"/>	<b>34</b>	Purchase 10% (by cost) of construction material that includes recycled material
<input type="checkbox"/>	<b>35</b>	Reuse 5% of building materials and products
<input type="checkbox"/>	<b>36</b>	Innovation –

**Education & Training**

The following education and training benchmarks must be achieved.

<p>1. Document that at least 10% of average annual number of craft workers and laborers have received a minimum of 4 hours of sustainability awareness education and/or training. Document plan to provide continual education to craft workers on sustainable issues.</p> <p>Total number of craft worker employees:</p>
<p>2. Document that at least 50% of foremen, superintendents, project managers, assistant project managers, project engineers and preconstruction department employees have received a minimum of 8 hours of green building awareness education and/or training.</p> <p>Total number of operations employees:</p>
<p>3. Document that 50% of senior managers (executives and vice presidents) have received a minimum of 8 hours of green building awareness education and/or training</p> <p>Total number of senior managers:</p>
<p>4. Document that at least one company employee has successfully passed the LEED AP exam or the Green Advantage Certification exam.</p>

Examples of acceptable training:

- USGBC LEED Training [<http://www.usgbc.org>]
- ABC Green Awareness Class [Contact Reenie Nichols, [reenie@abcva.org](mailto:reenie@abcva.org), 703-968-6205]
- Green Advantage Training [[www.greenadvantage.org](http://www.greenadvantage.org)]
- NCCER Green Module [Contact Reenie Nichols, [reenie@abcva.org](mailto:reenie@abcva.org), 703-968-6205]
- Other programs may also be considered for approval including internally lead classes [Submit syllabus and instructor's contact information]

Company:	Contact:
Phone:	Email:
Signature:	Date:

Upon completion of this application, please forward to your ABC chapter and complete one of the payment methods below for the \$450 fee.

**Ways to Pay**

Check Enclosed (Payable to ABC-VA)

Credit Card:  Visa  MasterCard  AMEX

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_ Billing Zip: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Email completed application to Pat Dean at [pat@abcva.org](mailto:pat@abcva.org) or fax to (703) 968-6861.

After receipt of your application, you will be contacted for an onsite audit. If you have any questions, please contact Patrick Dean at 703-968-6205 or via email at [pat@abcva.org](mailto:pat@abcva.org).

\_\_\_\_\_  
Auditor Signature

\_\_\_\_\_  
Audit Team Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certification #

\_\_\_\_\_  
Effective Date