



CALGREEN NON-RESIDENTIAL CHECKLIST – MANDATORY ITEMS

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION
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PURPOSE:

The non-residential provisions of the 2013 CalGreen Code outline planning, design and development methods that include environmentally responsible site selection, building design, building siting and development to protect, restore and enhance the environmental quality of the site and respect the integrity of adjacent properties; establishes the means of conserving water used indoors, outdoors and in wastewater conveyance; outlines means of achieving material conservation and resource efficiency; and outlines means of reducing the quantity of air contaminants.

Project Name: _____

Project Address: _____

Project Description: _____

Instructions:

1. The Owner or the Owner’s agent shall employ a licensed professional experienced with the 2013 California Green Building Standards Codes to verify and assure that all required work described herein is properly planned and implemented in the project.
2. The licensed professional, in collaboration with the owner and the design professional shall initial **Column 2** of this checklist, sign and date **Section 1 - Design Verification** at the end of this checklist and have the checklist printed on the approved plans for the project.
3. Prior to final inspection by the Building Department, the licensed professional shall complete **Column 3** and sign and date **Section 2 - Implementation Verification** at the end of this checklist and submit the completed form to the Building Inspector.

MANDATORY FEATURE OR MEASURE	Column 2	Column 3
	Project Requirements	Verification
CHAPTER 5 – NONRESIDENTIAL MANDATORY MEASURES		
General Requirements		
The project meets all the requirements of Divisions 5.101 through 5.508.	<input type="checkbox"/>	<input type="checkbox"/>
Division 5.1 PLANNING AND DESIGN		
Planning and Design - Site Development		
5.106.1 Storm water pollution prevention. For projects of one acre or less, develop a Storm Water Pollution Prevention Plan (SWPPP) that has been designed, specific to its site, conforming to the State Storm water NPDES Construction Permit or local ordinance, whichever is stricter, as is required for projects over one acre. The plan should cover prevention of soil loss by storm water run-off and/or wind erosion, of sedimentation and/or of dust/particulate matter air pollution.	<input type="checkbox"/>	<input type="checkbox"/>

<p>5.407.2 Moisture control. Employ moisture control measures by the following methods;</p> <p>5.407.2.1 Sprinklers. Prevent irrigation spray on structures.</p> <p>5.407.2.2 Entries and openings. Design exterior entries and/or openings to prevent water intrusion into buildings.</p> <p>5.407.2.2.1 Exterior door protection. Primary exterior entries shall be covered to prevent water intrusion by using nonabsorbent floor and wall finishes within at least 2 ft around and perpendicular to such openings plus at least one of the following:</p> <ol style="list-style-type: none"> 1. An installed awning at least 4 ft in depth. 2. The door is protected by a roof overhang at least 4 ft in depth. 3. The door is recessed at least 4 ft. 4. Other methods which provide equivalent protection. <p>5.407.2.2.2 Flashing. Install flashings integrated with a drainage plane.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Construction Waste Reduction, Disposal and Recycling		
<p>5.408.1 Construction waste management. Recycle and/or salvage for reuse a minimum of 50 percent of the nonhazardous construction and demolition waste in accordance with Section 5.408.1.1, 5.408.1.2, or 5.408.1.3; or meet a local construction and demolition waste management ordinance, whichever is more stringent.</p> <p>5.408.1.1 Construction waste management plan. Submit plan per this section to enforcement authority.</p> <p>5.408.1.2 Waste management company. Utilize a waste management company that can provide verifiable documentation that the percentage of construction and demolition waste material diverted from the landfill complies with CalGreen Section 5.408.</p> <p>5.408.1.3 Waste stream reduction alternative. The combined weight of new construction disposal that does not exceed two pounds per square foot of building area may be deemed to meet the 50 percent minimum requirement as approved by the enforcing agency.</p> <p>5.408.1.4 Documentation. Provide documentation of the waste management plan that meets the requirements listed in Section 5.408.1.1 through 5.408.1.3.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5.408.3 Excavated soil and land clearing debris. 100 percent of trees, stumps, rocks and associated vegetation and soils resulting primarily from land clearing shall be reused or recycled.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Building Maintenance and Operation		
<p>5.410.1 Recycling by occupants. Provide readily accessible areas that serve the entire building and are identified for the depositing, storage and collection of nonhazardous materials for recycling.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5.410.2 Commissioning. For new buildings 10,000 square feet and over, building commissioning for all building systems covered by T24, Part 6, process systems and renewable energy systems shall be included in the design and construction processes of the building project. Commissioning requirements shall include items listed in Section 5.410.2.</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>5.410.2.1 Owner's Project Requirements (OPR). Documented before the design phase of the project begins the OPR shall include items listed in Section 5.410.4.</p> <p>5.410.2.2 Basis of Design (BOD). A written explanation of how the design of the building systems meets the OPR shall be completed at the design phase of the building project and updated periodically to cover the systems listed in Section 5.410.2.2.</p> <p>5.410.2.3 Commissioning plan. A commissioning plan describing how the project will be commissioned shall be started during the design phase of the building project and shall include items listed in Section 5.410.2.3.</p> <p>5.410.2.4 Functional performance testing. Functional performance testing shall demonstrate the correct installation and operation of each component, system and system-to-system interface in accordance with the approved plans and specifications.</p> <p>5.410.2.5 Documentation and training. A Systems manual and systems operations training are required.</p> <p>5.410.2.5.1 Systems manual. The systems manual shall be delivered to the building owner or representative and facilities operator and shall include the items listed in Section 5.410.2.5.1.</p> <p>5.410.2.5.2 Systems operations training. The training of the appropriate maintenance staff for each equipment type and/or system shall include items listed in Section 5.410.2.5.2.</p> <p>5.410.2.6 Commissioning report. A complete report of commissioning process activities undertaken through the design, construction and reporting recommendations for post-construction phases of the building project shall be completed and provided to the owner or representative.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5.410.4 Testing and adjusting. Testing and adjusting of systems shall be required for buildings less than 10,000 square feet or new systems to serve an addition or alteration subject to Section 303.1.</p> <p>5.410.4.2 Systems. Develop a written plan of procedures for testing and adjusting systems. Systems to be included for testing and adjusting shall include, as applicable to the project, the systems listed in Section 5.410.3.2.</p> <p>5.410.4.3 Procedures. Perform testing and adjusting procedures in accordance with industry best practices and applicable national standards on each system.</p> <p>5.410.4.3.1 HVAC balancing. Before a new space-conditioning system serving a building or space is operated for normal use, the system should be balanced in accordance with the procedures defined by national standards listed in Section 5.410.3.3.1.</p> <p>5.410.4.4 Reporting. After completion of testing, adjusting and balancing, provide a final report of testing signed by the individual responsible for performing these services.</p> <p>5.410.4.5 Operation and maintenance manual. Provide the building owner with detailed operating and maintenance instructions and copies of warranties/guarantees for each system prior to final inspection.</p> <p>5.410.4.5.1 Inspections and reports. Include a copy of all inspection verifications and reports required by the enforcing agency.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Outdoor Air Quality

5.508.1 Ozone depletion and greenhouse gas reductions. Installations of HVAC, refrigeration and fire suppression equipment shall comply with Sections 5.508.1.1 and 5.508.1.2.

5.508.1.1 Chlorofluorocarbons (CFCs). Install HVAC and refrigeration equipment that does not contain CFCs.

5.508.1.2 Halons. Install fire suppression equipment that does not contain Halons.

CALGREEN SIGNATURE DECLARATIONS

Project Name: _____

Project Address: _____

Project Description: _____

SECTION 1 – DESIGN VERIFICATION

Complete all lines of Section 1 – “Design Verification” and submit the completed checklist (Columns 1 and 2) with the plans and building permit application to the Building Department.

The owner and design professional responsible for compliance with CalGreen Standards have revised the plans and certify that the items checked above are hereby incorporated into the project plans and will be implemented into the project in accordance with the requirements set forth in the 2013 California Green Building Standards Code as adopted by the City of Cupertino.

Owner's Signature	Date
Owner's Name (Please Print)	
Design Professional's Signature	Date
Design Professional's Name (Please Print)	
Signature of License Professional responsible for CalGreen compliance	Date
Name of License Professional responsible for CalGreen compliance (Please Print)	Phone
Email Address for License Professional responsible for CalGreen compliance	

SECTION 2 – IMPLEMENTATION VERIFICATION

Complete, sign and submit the completed checklist, including column 3, together with all original signatures on Section 2 to the Building Department prior to Building Department final inspection.

I have inspected the work and have received sufficient documentation to verify and certify that the project identified above was constructed in accordance with this Green Building Checklist and in accordance with the requirements of the 2013 California Green Building Standards Code as adopted by the City of Cupertino.

Signature of License Professional responsible for CalGreen compliance	Date
Name of License Professional responsible for CalGreen compliance (Please Print)	Phone
Email Address for License Professional responsible for CalGreen compliance	