

CITY OF PLANO POLICIES AND PROCEDURES

430.000

Department Name: Facilities Manager
Procedure: LEED Certification

Effective Date: 3/31/2007

Revision Date(s): 3/31/2007

Review: Annual: 3/31/2008

I. Purpose

The purpose of a Citywide policy on sustainable building is to demonstrate the City's commitment to environmental, economic, and social stewardship, to yield cost savings to the City taxpayers through reduced operating costs, to provide healthy work environments for staff and visitors, and to contribute to the City's goals of protecting, conserving, and enhancing the region's environmental resources. Additionally, the City helps to establish a community standard of sustainable building.

II. Policy

- A. It shall be the policy of the City of Plano to finance, plan, design, construct, manage, renovate, and maintain its facilities and buildings to be sustainable. This applies to new construction and major remodels. The City will use the U.S. Green Building Council's LEED (Leadership in Energy and Environmental Design) rating system to determine what constitutes sustainable building by national standards. The City of Plano will require the highest level of LEED Certification possible for all city facilities.
- B. LEED Certification points will be prioritized based on their ability to provide future energy savings, water conservation, waste reduction, and improved indoor air quality. Key factors to incorporate into the design include:
 - 1. Use of passive solar energy
 - 2. Natural lighting (day lighting) and adjustable lighting systems
 - 3. Highly reflective roof and building exterior
 - 4. Indoor Air Quality (low VOC materials and ventilation)
 - 5. HVAC energy performance and efficiency
 - 6. Use of on-site renewable energy
 - 7. Waste minimization (recycling, reducing, reusing)
 - 8. Water reclamation and conservation (rainwater harvesting, use of gray water, soil amendment, native or adapted landscape material, efficient irrigation system)

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- C. Return on investment will be considered when determining feasibility of implementing the above features.
- D. While pursuing the highest level of LEED certification (certified, silver, gold or platinum) possible, the level will be determined by the points gained in incorporating the prioritized list of features into the design of the building. Decisions will not be based on including features just to gain additional LEED points.

III. Definitions

- A. Sustainable Building - Sustainable building integrates building materials and methods that promote environmental quality, economic vitality, and social benefit through the design, construction and operation of the built environment. Sustainable building merges sound, environmentally responsible practices into one discipline that looks at the environmental, economic and social effects of a building or built project as a whole. Sustainable design encompasses the following broad topics: efficient management of energy and water resources, management of material resources and waste, protection of environmental quality, protection of health and indoor environmental quality, reinforcement of natural systems, and integrating the design approach.
- B. LEED Rating System - LEED stands for Leadership in Energy and Environmental Design, and is a voluntary, consensus-based, market-driven green building rating system. It is based on accepted energy and environmental principles and strikes a balance between established practices and emerging concepts; while evaluating environmental performance from a "whole-building perspective. LEED is a self-certifying system designed for rating new and existing commercial, institutional, and multi-family residential buildings. It contains prerequisites and credits in five categories: Sustainable Site Planning, Improving Energy Efficiency, Conserving Materials and Resources, Embracing Indoor Environmental Quality, and Safeguarding Water. There are four rating levels: Bronze, Silver, Gold, and Platinum.

IV. Procedures

- A. Responsibility:
 - 1. The Facilities Division Manager whose responsibilities include planning, designing, constructing or renovating City-owned facilities shall be responsible for ensuring that facilities and buildings comply with this

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policy. Directors of departments will be responsible for supporting this policy as they develop their facility needs.

2. The Facilities Management Division of the City's Engineering Department shall be responsible for oversight of the construction and reporting to the Green Builder Committee how well applicable City construction projects meet the goal of sustainability.

B. Coordination

1. The City's Green Builder Committee, under the Department of Sustainability and Environmental Services, shall serve as a resource for acceptable LEED practices and assist in the process of selecting and prioritizing sustainable features and their impact on the building costs.
2. The City will encourage appropriate departmental staff become LEED Accredited Professionals to help provide technical expertise on specific sustainable building issues.