

Third Party Verification Checklist

Single-Family New Construction

**WHO IS RESPONSIBLE FOR THIS ITEM KEY:** B-Builder; V-Verifier; BG-Built Green® Director; SV1-Site Visit 1; SV 2-Site Visit 2; SSV-Special Site Visit

Company Name: #REF!

Project Name & Address: #REF!

Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
<b>PROGRAM CERTIFICATION REQUIREMENTS</b>						
R1	*	Meet Washington State water use efficiency standards	*	B	Pass building inspections	
R2	*	Meet Washington State Energy Code	*	B	Pass building inspections	
R3	*	Meet Washington State Ventilation/IAQ Code	*	B	Pass building inspections	
R4	*	Meet local code requirements and regulations for stormwater management	*	B	Pass building inspections	
R5	*	Burying of construction waste is prohibited	*	B	Pass building inspections	
R6	*	Dispose of non-recyclable hazardous waste at legally permitted facilities	*	B	Receipt or other documentation	
R7	*	Do not dispose of topsoil or any other materials into drainage channels, low-lands, or wetlands	*	B	Photo of protected topsoil/stockpile or written description	
R8	*	Recycle antifreeze, oil, and oil filters at appropriate outlets	*	B	Receipt or other documentation	
R9	*	Meet local jurisdiction codes, including structural and fire safety	*	B	Pass building inspections	
R10	*	Prepare Job Site Recycling Plan and post on-site	*	B	Provide a copy of the plan	
R11	*	Install CO detector for all houses with combustion devices or attached garage	*	SV2	Site visit or spec sheet	
R12	*	Take extra care to establish and maintain a single stabilized construction entrance (quarry spall or crushed rock)	*	SV1	Site visit	
R13	*	Establish and post clean up procedures for spills to prevent illegal discharges	*	B	Provide a copy of the plan	
R14	*	Seal at doors, windows, plumbing, and electrical penetrations against moisture and air leaks	*	SV1	Site visit	
R15	*	Complete Built Green® Program Orientation (one time only)	*	BG	Built Green® Program Director	
R16	*	Provide home owner with Built Green® home owner operations and maintenance Tool Kit	*	B	Provide copy or other documentation	
<b>1-STAR REQUIREMENTS: 50 POINTS</b>						
R17	*	Achieve 50 points, with at least 5 points from each of sections 2 through 5	*	V		
<b>2-STAR REQUIREMENTS: 130 POINTS</b>						
R18	*	Meet One-Star requirements plus point minimum	*	V		
R19	*	Achieve 130 points, with at least 10 points from each of sections 2 through 5	*	V		
R20	*	Attend a Built Green® approved workshop within 12 months of certification	*	BG	Built Green® Program Director	
<b>3-STAR REQUIREMENTS: 230 POINTS</b>						
R21	*	Meet Two-Star requirements plus point minimum	*	V		
R22	*	Achieve at least 230 points, with at least 15 points from each of sections 2 through 5	*	V		
R23	*	Provide waste reduction resource sheet to on-site personnel and subcontractors. Post on-site in English and Spanish	*	SV1	Provide a copy of the plan	
<b>4-STAR REQUIREMENTS: 325 POINTS</b>						
R24	*	Meet Three-Star requirements plus point minimum	*	V		
R25	*	Achieve at least 325 points, with at least 20 points from each of sections 2 through 5	*	V		
R26	*	Certify home according to NORTHWEST ENERGY STAR® Standards	*	B or V	Provide documentation	
<b>5-STAR REQUIREMENTS: 420 POINTS</b>						
R27	*	Meet Four-Star requirements plus point minimum	*	V		
R28	*	Achieve at least 420 points, with at least 25 points from each of sections 2 through 5	*	V		
<b>SECTION 1: BUILT GREEN® TEAM</b>						
1-1	1 to 10	Use Built Green® member subcontractors, vendors, and service providers		B	Provide list of subs	
1-2	3	Attend 3 or more Built Green® approved workshops per year		BG or B	Built Green® Program Director or documentation	
1-3	3	Use approved third-party verifiers to review checklist		V		
1-4	1 to 10	Promote the Built Green® brand through innovation in marketing		BG & B	Approval from Director & documentation from builder	
1-5	5	Provide all documentation/copies to third party verifier electronically		V		
<b>SECTION 1: BUILT GREEN TEAM SUBTOTAL:</b>			<b>0</b>			
<b>SECTION 2: SITE AND WATER</b>						
<b>SITE PROTECTION</b>						
<b>Overall</b>						
2-1	6	Build on an infill lot to take advantage of existing infrastructure and reduce development of virgin sites		SV1	Site visit or photo/map/site plan that shows lot and surrounding density	
2-2	5	Build in a Low Impact Development		B	Letter from developer confirming status	
2-3	10	Build in a Built Green® Development		BG	Copy of Built Green community/development certificate	
2-4	3	Restrict heavy equipment use zone to the site entry and building footprint		SV1 or B	Site visit or photo or letter from builder	
2-5	3	Take extra precautions to protect trees during construction		B	Photos or other documentation	
2-6	3	Exceed code requirements to preserve and protect critical areas during construction		SV1 or B	Site visit or letter from contractor stating preservation steps that were taken	
2-7	5	Set aside a % of the site to be left undisturbed, emphasizing protection of critical areas, wildlife habitat, and dust control		SV1 or B	Site visit or site plan that shows undisturbed areas	
2-8	1 to 3	Add deciduous trees to shade the house		SV2	Site Visit or photo	
2-9	2	Exceed code requirements to install temporary erosion control devices and optimally maintain them		SV1 or B	Site visit or site plan or photos that show erosion control devices or letter stating methods used	
2-10	1	Use biodegradable slope stabilizing materials		SV1 or B	Site visit or photo	
2-11	2 to 3	Limit grading to an average of 20ft outside building footprint, OR for infill lots, use compost to amend soils		SV1 or B	Site visit or site plan showing limits of construction	
2-12	2	Grind landclearing wood and stumps for reuse		SV1 or B	Site visit or photo or other documentation	
2-13	2 to 4	Amend disturbed soil to a depth of 2 to 4 inches to restore soil environmental functions		B	Provide documentation	
2-14	5	Replant or donate removed vegetation for immediate reuse		B	Provide documentation	
2-15	5	Use a water management and on-site infiltration system to allow groundwater to recharge		SV1 & B	Site visit & letter describing system and how it is effective or photo or drawing	
2-16	4	Design to reduce effective impervious surface to 0% or equivalent		SV2	Site visit or other documentation	
2-17	1 to 5	Use pervious materials for a percentage of the total area for driveways, walkways, and patios		SV2 or B	Site visit or site plan showing area installed with pervious material	
2-18	5	Use plants donated from another site		B	Provide documentation	
2-19	2	Use alternative foundation system that minimizes volume of foundation material, minimizes disruption to site hydrology, and/or keeps topsoil in place		B	Provide documentation	
<b>Eliminate Water Pollutants</b>						



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Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
2-20	1 to 3	Wash out concrete trucks into slab or pavement subbase areas or storage containers		SV1 or B	Photo or description of process or site visit	
2-21	2	Establish and post clean up protocol for tire cleaning and construct appropriate facility on-site if necessary		SV1 or B	Site visit or copy of plan or photo	
2-22	2	Use compost, vermi-compost, or slow-release organic fertilizers to establish vegetation		B	Provide spec sheet or statement from supplier	
2-23	2	Use less toxic form releasers		B	Provide spec sheet or receipt or statement from supplier	
2-24	1	Use non-toxic or low-toxic outdoor products for landscaping		B	Provide spec sheet or receipt or statement from supplier	
2-25	2	If clearing or grading during winter months, take extra precautions to avoid runoff and tracking to protect critical areas		SV1 or B	Site visit or description of plan	
DESIGN CONCEPTS						
Design Alternatives						
2-26	1 to 2	If adding a garage, minimize garage size. Include design features to reduce garage impact		SV2 or B	Provide copy of plans or site visit	
2-27	2	Provide an accessory dwelling unit or accessory living quarters		SV2	Site visit	
2-28	3	Build within .25 mile of a transit stop		SV2 or B	Site visit or municipal map	
Safe and Pedestrian Friendly Communities						
2-29	3	If adding a garage, position it so it is not in front of house and design for rear or side entry		SV2 or B	Provide copy of plans or site visit	
2-30	3	Provide a covered front porch		SV2 or B	Provide copy of plans or site visit	
2-31	1 to 5	Design Innovation to promote and encourage pedestrian friendly and safe neighborhoods		BG & B	Approval from Director & documentation from builder	
WATER PROTECTION						
Outdoor Conservation						
2-32	3	Use grass type requiring less irrigation and minimal maintenance		B	Provide spec sheet or statement from supplier	
2-33	2	Use compost soil amendment to establish turf and other vegetation with less irrigation		B	Written description stating where compost obtained and how applied	
2-34	1 to 10	Limit use of turf grass to a % of landscaped area		SV2 or B	Site visit or provide copy of plans	
2-35	2 to 5	Landscape with plants appropriate for site topography and soil types, OR Landscape with NATIVE plants appropriate for site topography and soil types, emphasizing use of plants with low watering requirements, OR Xeriscape		SV2 or B	Site visit or spec sheets or statement from supplier	
2-36	5	Plumb for graywater irrigation (check local permit and code requirements related to graywater use)		B	Provide copy of plans or other documentation	
2-37	5	Install rainwater collection system (cistern) for reuse in irrigation		SV2	Site visit	
2-38	5 to 10	Drip irrigation, rain & moisture sensors and other conservation techniques		SV2 or B	Site visit or statement/plans from licensed installer	
Indoor Conservation						
2-39	1 to 4	For bathroom and kitchen faucets, select fixtures with GPM less than code		B	Provide spec sheet or other documentation	
2-40	1	Install most water efficient aerators available on market		B	Provide spec sheet or other documentation	
2-41	1	For showers, install showerheads with GPM less than code		B	Provide spec sheet or other documentation	
2-42	1 to 6	Install high performance low-flush or dual flush toilets		SV2 or B	Site visit or provide spec sheet	
2-43	8	Install composting toilets		SV2 or B	Site visit or provide spec sheet	
2-44	10	Use graywater for toilet flushing (check with local jurisdiction for permitting requirements)		SV2 or B	Site visit or copy of plan	
Eliminate Water Pollutants						
2-45	2 to 4	Plumb for and/or install a whole house water filtration system		SV1 or B	Site visit or spec sheet	
2-46	2	Install a chemical and salt free water softener system		SV2 or B	Site visit or spec sheet	
2-47	4	Provide food waste chutes and compost or worm bins instead of a food garbage disposal		SV2 or B	Site visit or spec sheet	
Reduce Dust and Air Pollutants						
2-48	2 to 4	Use pervious materials or landscaping techniques for dust suppression as part of landscaping plan		SV1 or B	Site visit or spec sheet or statement from supplier or photo	
2-49	2	Cover stockpiled topsoil with mulch, jute, or other appropriate material during dry periods and on windy sites		SV1 or B	Site visit or written description of plan or photo	
2-50	3	Implement comprehensive dust control plan as described in handbook		B	Copy of plan	
2-51	3	Preserve and protect existing native vegetation on-site to maintain its natural dust-suppression function		SV1 or B	Site visit or written description of plan or photo	
2-52	1 to 4	Use a biodiesel mix in on-site equipment and/or vehicles		B	Receipts or other documentation	
INNOVATION						
2-53	4 to 10	Include innovative design, equipment and operation solutions to protect the site's natural features, conserve water and reduce impact on water resources		BG	Approval from Program Director	
SECTION 2: SITE AND WATER SUBTOTAL:			0			
SECTION 3: ENERGY EFFICIENCY						
OVERALL						
3-1	5	Orient home on site to optimize passive solar strategies		SV2 or B	Site visit or copy of plans	
3-2	10 to 30	Build an Energy Star Northwest certified, 50% better than IECC, or net-zero home		B	Provide applicable documentation or certification	
ENVELOPE						
Thermal Performance						
3-3	1 to 10	Document envelope improvements beyond code (component performance approach)		B	Provide documentation of energy modeling	
3-4	1 to 10	Document envelope improvements beyond code (prescriptive scoring approach)		B	Provide copy of worksheet documenting improvements or other documentation	
3-5	1 to 5	Install a uniform, continuous insulation system in walls and ceilings		SV1 or B	Site visit or photo	
Air / Vapor Sealing						
3-6	2	Wrap home/structure with an exterior moisture barrier/vapor plane to manufacturer's specifications		SV1 or B	Site visit or photos	
3-7	3	Use Airtight Drywall Approach for framed structures		SV1	Site visit	
3-8	5 to 7	Use airtight building method, such as Structural Insulated Panels or Insulated Concrete Forms, for building envelope and fix potential leak areas along ceiling and in attic		SSV or B	Special site visit or photos	
3-9	1 to 5	Use a blower door test to determine envelope performance and achieve ACH 50 performance standards		B	Provide documentation from test	
Reduce Thermal Bridging						
3-10	1	Use insulated headers		SV1 or B	Site visit or photo	
3-11	1	Where applicable, use 2-stud instead of 3-stud corners, and fully insulate corners		SV1	Site visit	
3-12	1	Fully insulate at interior/exterior wall intersection		SV1	Site visit	




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Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
3-13	5	Specify and use raised-heel trusses (>= 6in.) or extended trusses to allow full insulation over conditioned space		SV1	Site visit	
3-14	4	Use insulated exterior sheathing (R-7 minimum) in conjunction with R-21 wall insulation		SV1 or B	Site visit or spec sheet	
3-15	3	Use structural insulated panels (SIPs), insulated concrete forms (ICFs) or straw bale for building envelope		SV1 or B	Site visit or spec sheet or photos	
3-16	3	Use advanced wall framing—24 in OC, w/double top plate		SV1 or B	Site visit	
3-17	3 to 5	Use NFRC certified windows with a U-value of .32 or better OR, When Using Unlimited Glazing, Use Windows of U-Value Better than 0.30		SV2 or B	Site visit or spec sheet or other documentation	
3-18	1	Do not install skylights; or, use insulated solar tubes as a substitute for designed skylights		SV2 or B	Site visit or spec sheet	
<b>Passive Solar Design Features</b>						
3-19	2	Install properly sized overhangs on south facing façade		SV2	Site visit	
3-20	2	Orient and design glazing to make the best use of passive solar		SV2 or B	Site visit or copy of plans	
3-21	2 to 4	Use glazing with solar heat gain coefficient less than 0.35		SV1 or B	Site visit or spec sheet or other documentation	
3-22	2	Use building and landscaping plans that reduce heating/cooling loads naturally		B	Provide copy of plans or other documentation	
3-23	1 to 5	Demonstrate an overall reduction in space conditioning energy due to passive solar design, using approved energy modeling software		B	Provide documentation	
3-24	1 to 10	Implement passive solar design innovations including sun-tempered design, passive radiant heating, light-colored roof, thermal mass design, additional innovative glazing and overhang strategies, and airflow strategies		B	Provide documentation	
<b>HEATING/ COOLING</b>						
<b>Equipment and Distribution</b>						
3-25	3	Centrally locate heating / cooling system to reduce the size of the distribution system		SV2 or B	Provide copy of plans or site visit	
3-26	1	Install at least one Energy Star ceiling fan in rooms with ceiling heights greater than 8 feet		SV2 or B	Site visit or label or other documentation	
3-27	2 to 4	Install ENERGY STAR® (or equivalent) or better heating equipment		SV2 or B	Site visit or copy of ARI certification	
3-28	2	Insulate any ducts located in unconditioned space to at least R-11		SV1	Site visit	
3-29	2	Use direct vent gas or propane hearth products (AFUE rating)		B	Spec sheet	
3-30	2	No fireplaces or only high efficiency units (Rumsford or Russian fireplace, masonry heater)		SV2 or B	Site visit or spec sheet	
3-31	5	Design and implement passive cooling system (no A/C; radiant cooling or passive cooling system)		SV2 or B	Site visit or spec sheet	
3-32	1	Seal ducts in accordance with Energy Star Requirements [RC 1/08/08]		SV2 or B	Site visit or provide documentation	
3-33	3	Performance test duct for air leakage meets third-party review and certification		B	Provide documentation of test results	
3-34	2 to 5	Locate air handler and distribution system inside conditioned envelope		SV2	Site visit	
3-35	10	Use ductless distribution system (e.g. hydronic, radiant, ductless minisplits)		SV2	Site visit	
3-36	5	Install geothermal heat pumps (ground- source and/or water-source)		SV1 or B	Site visit or provide documentation	
3-37	3 to 4	Install a heat recovery or energy recovery ventilator		SV2	Site visit	
3-38	2 to 10	Right-size central air conditioner (if using AC) or ground source heat pump, with an equipment matched SEER level (as determined by an ARI coil/condenser equipment match and a Thermal expansion valve (TXV)). Maximum over-sizing of units is <15% of Manual J		B	Provide certificate or other documentation	
<b>Controls</b>						
3-39	1	Install 60-minute timers or humidistat for bathroom and laundry room fans		SV2	Site visit	
3-40	2	Install programmable thermostats with nighttime setback, switch for furnace fan, and 7-day settings (no setback required for radiant mass construction)		SV2	Site visit	
<b>RENEWABLE ENERGY</b>						
3-41	2 to 20	Percentage or all of home powered by renewable energy source		B	Provide documentation	
3-42	2 to 10	Install a solar hot water system to supply all or a % of the household hot water needs		SV2 & B	Site visit & documentation	
3-43	4	Provide designated location on south roof area and rough-in for wiring and controls for future hot water heating and solar electricity (photovoltaics)		SV2	Site visit	
<b>WATER HEATING</b>						
<b>Distribution</b>						
3-44	2	Locate water heater within 20 pipe feet of highest use		SV1 or B	Site visit or provide copy of plans	
3-45	2	Insulate all hot water pipes		SV1	Site visit	
3-46	2	Install instant (tankless) hot water system		SV2	Site visit	
3-47	2	Install electric water heater efficiency to EF of .93 or higher		B	Provide documentation	
3-48	1 to 5	Install gas or propane water heater efficiency to EF of .61, .83, or .90		B	Provide documentation	
3-49	2	Install the water heater inside the heated space and conduct combustion area test (combustion test not needed for electric, direct vent, or sealed venting)		SV2 & B	Site visit AND documentation of test results as needed	
<b>Drainwater Heat Recovery</b>						
3-50	2	Install drainwater heat recovery system (DHR)		SV2 or B	Site visit or photo	
<b>APPLIANCES</b>						
3-51	1	Install an outdoor clothesline		SV2	Site visit	
3-52	1 to 2	Install an ENERGY STAR® washing machine		SV2 or B	Site visit or documentation	
3-53	1	Install an ENERGY STAR® dishwasher		SV2 or B	Site visit or documentation	
3-54	1	Install an ENERGY STAR® refrigerator		SV2 or B	Site visit or documentation	
3-55	5	Install an ENERGY STAR® appliance suite (clothes washer, dishwasher, and refrigerator) -- Cannot be combined with 3-53, 3-54, and 3-55		SV2 or B	Site visit or documentation	
<b>LIGHTING</b>						
<b>Natural Light</b>						
3-56	1	Use light-colored interior finishes on 80% of interior walls		SV2	Site visit	
3-57	2	Use clerestory or roof monitor for natural lighting		SV2 or B	Site visit or documentation	
3-58	1	Use insulated solar tubes or light tubes for natural lighting and to reduce electric lighting		SV2	Site visit	
<b>Solar Powered Lighting</b>						
3-59	1	Use solar-powered walkway or outdoor area lighting		SV2	Site visit	
<b>Efficient Lighting</b>						
3-60	1 to 2	Substitute all incandescent down lights for CFL downlights (recessed cans) or LEDs		SV2	Site visit	
3-61	1	Furnish eight ENERGY STAR® compact fluorescent light bulbs to owners		SV2 or B	Site visit or documentation	
3-62	1	Install motion detectors on exterior lights		SV2	Site visit	
3-63	1	Install lighting timers, and/or motion detectors on interior lights		SV2	Site visit	
3-64	1 to 5	Install hard-wired fluorescent fixtures		SV2	Site visit	
<b>INNOVATION</b>						
3-65	4 to 10	Include innovative design, equipment and operation solutions to enhance the energy efficiency of the home		BG	Approval from Program Director	
<b>SECTION 3: ENERGY EFFICIENCY SUBTOTAL:</b>			<b>0</b>			
<b>SECTION 4: HEALTH AND INDOOR AIR QUALITY</b>						
<b>OVERALL</b>						
4-1	5	Certify builder to have taken Energy Star Indoor Air Package training course (or other program as approved by Program Director)		B	Provide documentation of certification	
4-2	10	Certify house under Energy Star Indoor Air Package (or other program as approved by Program Director)		B	Provide documentation of certification	
<b>JOB-SITE OPERATIONS</b>						
4-3	1 to 2	Use only non-toxic and low- or non-VOC cleaners		B	Submit list of cleaners used or other documentation	
4-4	1	Require workers to use dust- and VOC-safe masks. Include in scope of work and incorporate job-site signage		B	Submit copy of specs of mask and work protocol	



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Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
4-5	1 to 3	Keep materials dry during construction and/or conduct a moisture test prior to close-in of walls and conditioned space; verify 15% or less		SV1 or B	Site visit or provide documentation	
4-6	2	Manage construction dust and air pollution within building envelope during construction		SV1 or B	Site visit or provide copy of plan	
4-7	2	Protect exterior building components from water or moisture damage, and properly apply flashing at all exterior penetrations		SV1 or B	Site visit or photo	
4-8	3	Properly ventilate with fans after each new finish is applied, except where non-VOC finishes are applied		B	Provide description of process or other documentation	
4-9	5	Do not use unvented combustion heaters during construction		B	Provide description of process or other documentation	
4-10	2	Clean duct and furnace thoroughly at job completion/before move-in; OR seal ducts and air handler immediately after installation		B	Provide documentation	
4-11	4	Involve and train subs in implementing a healthy building job-site plan for the project		B	Provide description of process or other documentation	
4-12	5	No use of ducted HVAC during construction		SV1 & SV2 & B	Site visits & provide documentation	
LAYOUT AND MATERIAL SELECTION						
4-13	3	If using carpet, specify low VOC carpets with the Carpet and Rug Institute (CRI) Indoor Air Quality (IAQ) label		B	Provide documentation	
4-14	1 to 5	If using carpet, install low-pile or less allergen-attracting carpet and pad, carpet made with recycled materials, and choose carpet without brominated flame retardant, made of natural fibers (e.g., jute, sisal, wool) and/or recycled materials		B	Provide documentation	
4-15	3	If using carpet, limit carpet to one-third or less of home's conditioned area		SV2	Site visit	
4-16	1	If using carpet, install using dry method (no glue)		B	Photos or other documentation	
4-17	10	No carpet in home		SV2	Site visit	
4-18	2	Do not install any woodburning fireplaces and appliances without sealed combustion		SV2 or B	Site visit AND documentation as needed	
4-19	1 to 2	Provide track-off mats or shoe storage at entry(ies) to home		SV2	Site visit	
4-20	1	Provide a lockable storage unit for hazardous cleaning and maintenance products, detached from occupied space		SV2	Site visit	
4-21	1	If installing water filter at sink, select one with biodegradable carbon filter		SV2 or B	Site visit or documentation	
4-22	1	Install showerhead filter		SV2 or B	Site visit or provide documentation	
4-23	3	If garage is attached, air-seal it from occupied space using Energy Star sealing standard		B	Provide documentation	
4-24	3	Use urea-formaldehyde-free insulation or GreenGuard certified product		B	Provide documentation	
4-25	4	Do not use fiberglass insulation (excluding ductwork)		SV1 or B	Site visit or spec sheet or other documentation	
4-26	1 to 8	Use only non- or low-VOC/toxic, water-based, solvent-free sealers, grouts, mortars, caulks, stains, pigments, additives, and adhesives inside the house		B	Provide documentation	
4-27	3	Use plywood and composites of exterior grade or urea-formaldehyde-free (for interior use)		B	Provide documentation	
4-28	3	Use cabinets and countertops made without added urea-formaldehyde board or exterior grade plywood, and low- or non-toxic finish		B	Provide documentation	
4-29	1 to 10	Use glass, ceramic, porcelain, or concrete flooring for occupied space		SV2	Site visit	
4-30	1 to 3	Use materials without added urea-formaldehyde for finish work, including shelving, window and door trim, and base molding		B	Provide documentation	
4-31	3	Eliminate PVC from water distribution system		SV2 or B	Site visit or photos or documentation	
4-32	5	Use low- or non-VOC and non-toxic interior paints and finishes on all interior surfaces		B	Provide documentation	
4-33	1	Use recycled, low- or non-VOC paint for large surface areas		B	Provide documentation	
MOISTURE CONTROL						
4-34	1	If slab is used, install poly barrier properly; if no slab, bottom of floor is sufficient height above backfilled dirt, with vapor barrier properly installed		SV1 or B	Site visit or photos	
4-35	1	Direct stormwater at least 5 ft away from building using grading and approved drain system as appropriate		SV1 or B	Site visit or photos	
4-36	1	Use roof gutters to drain out onto splash blocks or approved system to drain water away from building		SV2 or B	Site visit or photos	
4-37	1	Pitch and flash roofs properly		SV2	Site visit	
4-38	1	Install metal flashing at all windows and all door heads exposed to weather		SV1 or B	Site visit or photos	
4-39	3	Design wall system to allow water to drain out (e.g., rain screen) in the event of possible water penetration		SV1 or B	Site visit or photos	
4-40	2	Fully insulate attached garage to minimize condensation-based mold growth		SV1	Site visit	
AIR DISTRIBUTION AND FILTRATION						
4-41	3 to 5	Install return-air ducts or passive pressure relief strategy in all bedrooms. Test and verify pressure relief meets Energy Star requirements		B	Provide copies of test documentation	
4-42	2	Use and verify a passive cooling strategy, such as operable skylights or clerestory windows, to take advantage of stack effect		B	Provide copies of test documentation	
4-43	3 to 5	Verify performance of ventilation systems, measuring supply and exhaust airflow, checking control activation and damper operation. Commission the air-to-air heat exchanger, if installed		B	Provide documentation	
4-44	3 to 5	Install medium-efficiency pleated filter MERV 10, high efficiency MERV 12 or better, or HEPA filter		SV2 or B	Provide documentation	
4-45	2	Do not install metal mesh, horse hair, or non-pleated fiberglass filters		SV2	Site visit	
4-46	2 to 4	Install central vacuum, bonus if exhausted to outside		SV2	Site visit	
4-47	1	Provide for cross ventilation using operable windows		SV1 or B	Site visit or copy of plans	
4-48	1	Install CO detector(s)		SV2	Site visit	
HVAC EQUIPMENT						
4-49	2	Flow test all fans in the house		B	Provide documentation	
4-50	1 to 3	Install crank or electronic timers and humidistat controls, or occupancy sensors for bath exhaust fans		SV2 or B	Site visit or provide spec sheet	
4-51	2	Install spot ventilation fans to same noise standard as whole house fan (<= 1.5 sones)		SV2 or B	Site visit or spec sheet or other documentation	
4-52	1	Install exhaust fans in rooms where office equipment is used		SV2	Site visit	
4-53	3	Install both sealed combustion heating and hot water equipment		SV2 or B	Site visit or spec sheet or other documentation	
4-54	5	Provide balanced indoor pressure using controlled ventilation		SV2 or B	Site visit or documentation	
4-55	5	Install electrically commutated motor (ECM) or variable-speed airhandler for furnace fan		B	Provide documentation	
INNOVATION						
4-56	4 to 10	Include innovative design, equipment and operation solutions to protect human health and enhance indoor air quality during construction and/or occupation		BG	Approval from Program Director	
SECTION 4: HEALTH AND IAQ Subtotal: 0						
SECTION 5: MATERIALS EFFICIENCY						
JOBSITE OPERATIONS						
5-1	1	Provide weather protection for stored materials		SV1 or B	Site visit or photo or other documentation	
5-2	2	Substitute products that require solvent-based cleaning methods with solvent-free or water-based methods		B	Provide spec sheet or other documentation	
Reduce						
5-3	5 to 10	Create functional, multi-purpose spaces while limiting overall square footage		SV2 or B	Site visit or provide copy of floor plans	



Third Party Verification Checklist

Single-Family New Construction

WHO IS RESPONSIBLE FOR THIS ITEM KEY: B-Builder; V-Verifier; BG-Built Green® Director; SV1-Site Visit 1; SV 2-Site Visit 2; SSV-Special Site Visit

Company Name: #REF!

Project Name & Address: #REF!

Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
5-4	1	Use suppliers who offer reusable or recyclable packaging		B	Provide spec sheet or other documentation	
5-5	2	Create detailed take off and materials list for use by framers		B	Provide a copy of list	
5-6	2	Use central cutting area or cut packs		SV1 or B	Site visit or photos	
5-7	1 to 3	Contractually require subcontractors to participate in waste reduction and recycling efforts		B	Provide copy of contract or agreements	
Reuse						
5-8	5	Design and build for deconstruction concept, or dismantle on-site existing building		B	Provide written description of process	
5-9	5	Salvage and reuse existing on site building materials. NOTE: reclaimed dimensional lumber; must be regraded for structural use		B	Provide written description of process	
5-10	1	Use reusable supplies for operations, such as construction fences, tarps, refillable propane tanks		B	Provide written description of process	
5-11	1	Move leftover materials to next job or provide to owner		B	Provide written description of process	
5-12	1	Sell or donate wood scraps, lumber, or land clearing debris for re-use		B	Provide written description of process	
5-13	1	Donate, give away, or sell reusable finish items		B	Provide written description of process	
5-14	2	Use reusable forms, including wood if it is well maintained		B	Photo or written description of process	
5-15	1 to 11	Reuse building materials for your job and/or use reclaimed building materials when appropriate(view materials detail in handbook)		B	Provide written description of process	
5-16	1	Save and reuse site topsoil		SV1 or B	Site visit or written description	
Recycle						
5-17	1 to 15	Achieve 85% minimum recycling rate for at least two of the following products: cardboard, metal scraps, wood/pallet scraps, packaging & pallet wrap, drywall, concrete, asphalt rubble, rock, brick, paint, asphalt roofing, land clearing, yard waste, and soil, glass, carpet padding, and upholstery foam		B	Provide written description or receipts from recycling facility or other documentation	
5-18	5 to 7	Bonus points: Overall recycling rate above 50%, 70%, or 90% by weight		B	Provide written description or receipts from recycling facility or other documentation	
DESIGN AND MATERIAL SELECTION						
Overall						
5-19	1	Use standard dimensions in design of structure		B	Provide copy of plans with written description	
5-20	1	Install materials with longer life cycles		B	Provide documentation	
5-21	1 to 5	Install locally produced materials from within the Pacific NorthWest – approximately 500 miles radius		B	Provide documentation	
5-22	5	Use re-milled salvaged lumber		B	Provide spec sheet or other documentation	
5-23	1	Do not use new endangered wood species		B	Provide documentation	
5-24	1 to 3	Use wood products certified as sustainably produced by a recognized third party		B	Provide spec sheet or other documentation	
5-25	2	Use rapidly renewable building materials and products made of plants harvested within a 10 year cycle or shorter		B	Provide spec sheet or other documentation	
5-26	2	Use environmentally preferable products with third party certification such as SCS, Greenguard, Green Seal, and Floor Score (Not applicable to carpet)		B	Provide spec sheet or other documentation	
5-27	1 to 3	If using wood interior doors, select products from sustainably, domestically grown or reclaimed wood		B	Provide spec sheet or other documentation	
Framing						
5-28	1	Design for efficient floor design, stacking where possible and minimizing wasted space		SV2 or B	Site visit or provide copy of plans and written description	
5-29	1	Use engineered structural products and do not use dimensional 2x's larger than 2x8 or 4x's larger than 4x8		SV1	Site visit	
5-30	3	Use structural insulated panels (SIP), insulated concrete forms (ICF), or straw bale for building envelope		SV1	Site visit	
5-31	2	Use factory framed wall panels		SV1 or B	Site visit or photos or other documentation	
5-32	3	Use cementitious foam-formed walls with flyash concrete		B	Provide documentation	
5-33	1	Use advanced wall framing—24 in OC, w/double top plate		SV1	Site visit	
5-34	3	Use finger-jointed framing material (e.g. risers and studs) longitudinal compression loads only		SV1	Site visit	
5-35	1 to 3	Use at least 50% of dimensional lumber certified as sustainably produced by a recognized third party		B	Provide spec sheet or other documentation	
5-36	4 to 6	Use at least 90% of dimensional lumber and 50% of sheathing certified as sustainably produced by a recognized third party		B	Provide spec sheet or other documentation	
Foundation						
5-37	1	Use flyash in concrete for foundation		B	Provide documentation	
5-38	2 to 4	Use recycled concrete, asphalt, or glass cullet for base or fill for foundation		SV 1 or B	Site visit or provide documentation	
5-39	1	Use shallow frost-protected foundation and build to code, at least 1ft below grade.		SV 1 or B	Site visit or provide documentation	
5-40	2	Use alternative foundation system that minimizes volume of foundation material		SV 1 or B	Site visit or provide documentation	
Floors						
5-41	4	No vinyl flooring		SV2	Site visit (other documentation as needed)	
5-42	2	Use rapidly renewable flooring products with a 10-year harvest cycle or shorter (linoleum, cork, bamboo, or salvaged wood)		B	Provide spec sheet or other documentation	
5-43	1	If installing carpet, use recycled-content carpet pad		B	Provide spec sheet or other documentation	
5-44	3	If installing carpet, use recycled-content or renewed carpet, or replaceable carpet tile		B	Provide spec sheet or other documentation	
5-45	3	Use reclaimed wood flooring		B	Provide spec sheet or other documentation	
5-46	3 to 5	Use recycled-content glass, ceramic or porcelain tile		B	Provide spec sheet or other documentation	
5-47	1	Use a durable, spot repairable floor finish		B	Provide spec sheet or other documentation	
5-48	2	Use concrete slab or sub-floor as finished floor in living space		SV2	Site visit	
5-49	1	Use recycled-content underlayment for sub-floor		B	Provide spec sheet or other documentation	
Interior Walls						
5-50	1 to 2	Use drywall with recycled-content gypsum and/or use recycled or "reworked" paint and finishes		B	Provide spec sheet or other documentation	
5-51	1	Reduce interior walls through open floor plan for kitchen, dining, and living space		SV2 or B	Site visit or provide copy of plans	
5-52	1	Use natural wall finishes, such as lime paint and clay		B	Provide spec sheet or other documentation	
Other Interior - Recycling						
5-53	1	Provide sorting bins for recyclable materials		SV2	Site visit	
5-54	4	Provide built-in kitchen or utility room recycling center		SV2	Site visit	
Exterior Walls						
5-55	1	Use recycled-content sheathing		B	Provide spec sheet or other documentation	
5-56	1	Use siding with reclaimed or recycled material		B	Provide spec sheet or other documentation	
5-57	2 to 5	No vinyl siding or exterior trim		SV2	Site visit	
5-58	2	Use 50-year warranted siding product		B	Provide spec sheet or other documentation	
5-59	2	Use salvaged masonry brick or block for exterior		B	Provide documentation	
5-60	2	Use locally produced stone or brick for exterior		B	Provide spec sheet or other documentation	
5-61	12	Use straw bale, rammed earth, or cobb construction		SV1	Site visit	
Windows						
5-62	1	Use wood/composite or fiberglass windows		B	Provide spec sheet or other documentation	
5-63	1	Use finger-jointed wood windows		B	Provide spec sheet or other documentation	
5-64	1 to 3	Use wood windows that are third party certified sustainably harvested wood		B	Provide spec sheet or other documentation	
5-65	4	No vinyl windows		SV2	Site visit	
Cabinetry and Trim						
5-66	1	If using hardwood trim, use domestic products for cabinetry and trim		B	Provide spec sheet or other documentation	
5-67	1	Use finger-jointed trim for cabinetry and trim		B	Provide spec sheet or other documentation	
5-68	2 to 4	For cabinetry/trim, use domestic hardwood trim that is certified as sustainably produced by a recognized third party		B	Provide spec sheet or other documentation	
5-69	1 to 3	For cabinetry/trim, use tropical hardwood trim or cabinets only if certified as sustainably produced by a recognized third party		B	Provide spec sheet or other documentation	
5-70	4	Use cabinet casework and shelving constructed of agricultural fiber with no added urea formaldehyde		B	Provide spec sheet or other documentation	
5-71	3	Use countertops that are salvaged, recycled content, or third party certified for sustainably harvested wood.		B	Provide spec sheet or other documentation	



## Third Party Verification Checklist Single-Family New Construction

**WHO IS RESPONSIBLE FOR THIS ITEM KEY:** B-Builder; V-Verifier; BG-Built Green® Director; SV1-Site Visit 1; SV 2-Site Visit 2; SSV-Special Site Visit

Company Name: #REF!  
Project Name & Address: #REF!

Number	Points	Action Item	Points Earned	Who	Accepted Means of Certification	Notes
<b>Roof</b>						
5-72	2	Use recycled-content roofing material		B	Provide spec sheet or other documentation	
5-73	2 to 3	Use 40- or 50-year warranted roofing material		B	Provide spec sheet or other documentation	
5-74	5	Use photovoltaic shingles		SV2 or B	Site visit or provide documentation	
<b>Insulation</b>						
5-75	2	Use recycled-content (minimum of 40%) insulation		B	Provide spec sheet or other documentation	
5-76	4	Use environmentally friendly foam building products (urea-formaldehyde-free, CFC-free, HCFC-free)		B	Provide spec sheet or other documentation	
<b>Other Exterior</b>						
5-77	2	Use reclaimed or salvaged material for landscaping walls		B	Provide spec sheet or other documentation	
5-78	3	Use 100% recycled-content plastic or wood polymer lumber for decks and porches, or third party certified wood products		B	Provide spec sheet or other documentation	
5-79	1	Use non-toxic or low-toxic pressure-treated wood		B	Provide spec sheet or other documentation	
<b>INNOVATION</b>						
5-80	4 to 10	Include innovative design, equipment and operation solutions to conserve natural resources and minimize waste produced on the project		BG	Approval from Program Director	
SECTION 5: MATERIALS EFFICIENCY SUBTOTAL:			0			
<b>Project Summary</b>						
SECTION 1: BUILT GREEN TEAM			0			
SECTION 2: SITE & WATER			0			
SECTION 3: ENERGY EFFICIENCY			0			
SECTION 4: HEALTH AND INDOOR AIR QUALITY			0			
SECTION 5: MATERIALS EFFICIENCY			0			
TOTAL BUILT GREEN® SCORE:			0			