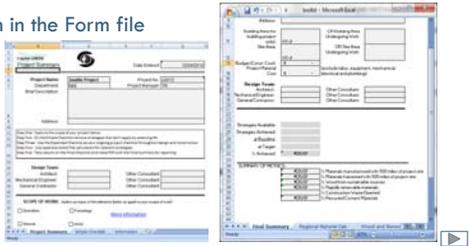


Using Capital GREEN



Getting Started

- Open both the capital green form.xls and the toolkit.xls files.
- Begin in the Form file

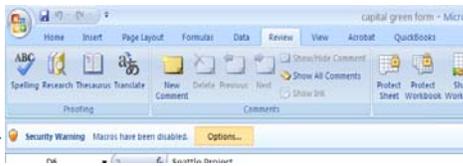


Using Capital GREEN



Enabling Macros

- Your computer security will automatically prevent Macros from running when you open a new file

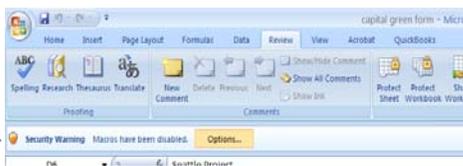


Using Capital GREEN



Enabling Macros

- Click Options



Using Capital GREEN



Enabling Macros

- Enable this content and click OK



Project Summary Form



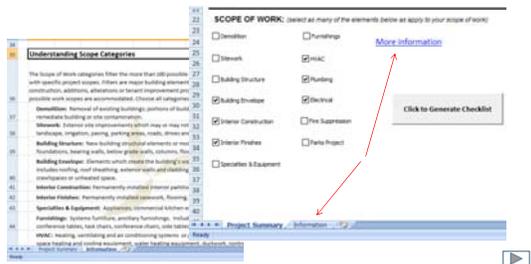
- Fill out Project Summary Form
- Project No. must be alphanumeric – no punctuation marks
- Make sure Toolkit file is open
- Grey cells are for user entry. White cells autofill.



Project Scope Categories



- Check all boxes that match your scope of work
- Click to Generate Checklist



Generating Simple Checklist



- If you see this message



- Go up to the Security Alert on your navigation bar and click Options to Enable Macros
- Then click Generate Checklist again

Generating Simple Checklist



- Macros will only run one time. If you click to Generate Checklist twice, you will see this message:

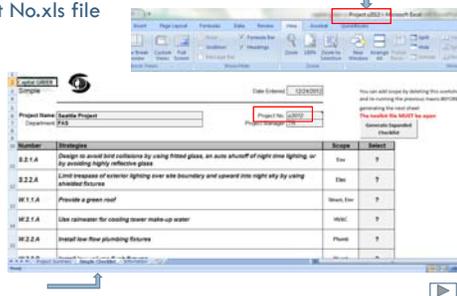


- Click End and then delete the empty tab you are now on.
- Go to Simple Checklist tab.

The Simple Checklist



- You are now on the Simple Checklist tab of a Project No.xls file



The Summary Tab



- Go to the Summary tab to explain your NAs
- Then return to the Expanded Checklist tab

Number	Comments	Selection
11	C 3 F B	N/A
12	M 3 F A	N/A
13	M 2 F B	N/A

The Expanded Checklist



- All applicable strategies are reset to Yes.
- Evaluate each with compliance info, calculators and resource links now available.

Number	Links	Goal	Strategies	Selection
M 1 1 A		Use materials manufactured within 500 miles of site.		yes
11	calculator	A. Source materials manufactured within 500 miles of the project site.		
12		Baseline: 20% cost of materials		
13		Target: 40% cost of materials		
14		Comments: <i>(please provide explanation if strategy was not achieved or other comments as desired)</i>		
M 1 1 B		Use materials harvested or extracted within 500 miles of site.		yes
15	calculator	B. Source materials harvested or extracted within 500 miles of the project site.		
16		Baseline: 5% cost of materials		
17		Target: 10% cost of materials		
18		Comments: <i>(please provide explanation if strategy was not achieved or other comments as desired)</i>		

The Expanded Checklist



- This is your checklist during design and construction
- As strategies are incorporated or rejected select Y/N/NA
- Explain N and NA selections in the comment field below the strategy

Number	Links	Goal	Strategies	Selection
M 1 1 A		Use materials manufactured within 500 miles of site.		yes
11	calculator	A. Source materials manufactured within 500 miles of the project site.		
12		Baseline: 20% cost of materials		
13		Target: 40% cost of materials		
14		Comments: <i>(please provide explanation if strategy was not achieved or other comments as desired)</i>		
M 1 1 B		Use materials harvested or extracted within 500 miles of site.		yes
15	calculator	B. Source materials harvested or extracted within 500 miles of the project site.		
16		Baseline: 5% cost of materials		
17		Target: 10% cost of materials		
18		Comments: <i>(please provide explanation if strategy was not achieved or other comments as desired)</i>		
M 1 1 C	Link	A. Implement Construction Waste Management Plan.		
19		Baseline: 10% waste diverted		
20		Target: 20% waste diverted		

Project Scope Changes



- If your scope changes, you have a few choices depending on where in the process you are.
- If you have gone no further than the Simple Checklist, delete that Tab and start again. You will be prompted to overwrite your Project No.xls file. Say Yes.
- If you have already selected and explained your NA's and generated an Expanded Checklist, first print out the Summary tab to save your NAs. Then delete all Tabs except Project Summary and Information, and start again. You will be prompted to overwrite your Project No.xls file. Say Yes.



Project Scope Changes



- If you have already entered data into your toolkit calculators, you can save that information by renaming the Toolkit file before you begin the process again.
- And of course, you always have the option of closing both files, deleting the Project No.xls file, and starting over again.



The Final Checklist



- While the Expanded Checklist tracks the strategies your project **pursued** through design and construction
- The Final Checklist compiles your project's **achievements** for reporting and is the last step in the process
- On the Expanded Checklist, make sure each strategy shows Y/N/NA selected, any N or NA selections are explained in the comment field, and any calculators are complete
- Then Generate Final Checklist



Performance Thresholds



- Some thresholds require calculations to demonstrate compliance
- Some thresholds do not

26	M 2.1.A	Implement a construction waste management plan to divert recyclable waste from the landfill	Y
27		A. Implement Construction Waste Management Plan.	
28		Baseline: 75% waste diverted	Baseline Achieved? N
29		Target: 85% waste diverted	Target Achieved? N
30		Comments: Please provide explanation if strategy was not achieved or other comments as needed.	
31	M 2.2.A	Provide convenient and appropriately sized recycling collection and storage	Y
32		A. Provide conveniently located and appropriately sized recycle collection & storage for paper, metal, cardboard, plastic and glass.	
33		Baseline: <	Baseline Achieved? N
34		Target: Include composting storage	Target Achieved? N
35		Comments: Please provide explanation if strategy was not achieved or other comments as needed.	

The Final Checklist



- Though target achievement implies baseline achievement, only one level will tally to keep metrics clean

36	M 1.1.B	Use materials fabricated or sourced within 100 miles of job	Y
37		B. Source materials fabricated or sourced within 100 miles of the project site.	
38		Baseline: 1% used of materials	Baseline Achieved? Y
39		Target: 10% used of materials	Target Achieved? Y
40		Comments: Please provide explanation if strategy was not achieved or other comments as needed.	
41	M 1.2.A	Use wood from Forest Stewardship Council (FSC) sources	Y
42		A. Use wood from Forest Stewardship Council (FSC) sources	
43		Baseline: 20% used of wood products	Baseline Achieved? Y
44		Target: 50% used of wood products	Target Achieved? N
45		Comments: Please provide explanation if strategy was not achieved or other comments as needed.	

Reporting



- The Final Summary tab in the Toolkit file collects your metrics

Project Summary tab in Capital Green form file

Final Checklist tab in Capital Green form file

Calculators in Toolkit file

Capital GREEN Final Summary

Date Entered: 2/14/2012

Project Name: Baseline Project

Department: P&A

Project No.: 1002

Project Manager: Jim

Address: 100 5th Avenue, Suite 500

Building Area (for building project only):

Site Area:

Budget Control Cost: \$ 100,000.00

Project General Cost: \$

Design Team:

Architect: []

Mechanical Engineer: []

General Contractor: []

Include Other Equipment, Mechanical:

Other Consultants: []

Other Consultants: []

Strategies Available: 100

Strategies Achieved: 100

% at Baseline: 100

% at Target: 100

% Not Achieved: 0

Summary of Metrics:

100%	% Materials Fabricated within 100 miles of project site
100%	% Materials Sourced within 100 miles of project site
100%	% Wood from Sustainable Sources
100%	% Recycled Content in Materials
100%	% Recycled Content in Structure

Reporting



- The Final Checklist tab in the Form file captures your Strategies and comments

Status	Issues	Details
2.1.1.1	Monitor the final planning process	Monitor the final planning process
2.1.1.2	Monitor the final planning process	Monitor the final planning process
2.1.1.3	Monitor the final planning process	Monitor the final planning process
2.1.1.4	Monitor the final planning process	Monitor the final planning process
2.1.1.5	Monitor the final planning process	Monitor the final planning process
2.1.1.6	Monitor the final planning process	Monitor the final planning process
2.1.1.7	Monitor the final planning process	Monitor the final planning process
2.1.1.8	Monitor the final planning process	Monitor the final planning process
2.1.1.9	Monitor the final planning process	Monitor the final planning process
2.1.1.10	Monitor the final planning process	Monitor the final planning process

Reporting



- The Final Summary tab of the Toolkit file **plus** the Final Checklist tab of the Form file together serve as your reporting
- PDF these two tabs and send them to Sandra Mallory
