

SBGD - Part A – Pre-Project Sustainability Requirements Checklist

Strategic Planning Team / Project Sponsor

The checklist below is intended to be a high-level guidance document to help a project's Strategic Planning Team / Project Sponsor work through the requirements of The City's Sustainable Building Policy. This checklist is to be completed during the pre-project phase, as defined by The City's Project Management Practices Guide.

1. Review Sustainable Building Policy Documentation

Review relevant policy documentation including:

- The Sustainable Building Policy,
- The Sustainable Building Guidance Document:
 - Part B: Minimum Sustainability Performance Requirements
 - Part C: Sustainable Building Policy Compliance Path Selection Tool

2. Contact the Policy Steward

Policy Steward Contact Information:

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| Arsheel Hirji Leader, Sustainable Infrastructure Corporate Analytics & Innovation Corporate Engineering & Energy T 403.268.5978 C 403.650.2742 arsheel.hirji@calgary.ca | Tyler Young, P.Eng., LEED AP BD+C Sustainable Infrastructure Engineer Corporate Analytics & Innovation Corporate Engineering & Energy T 403.268.1455 C 587.998.2045 tyler.young@calgary.ca | Yichao Chen, P.Eng., CEM, CMVP, LEED AP BD+C Sustainable Infrastructure Engineer Corporate Analytics & Innovation Engineering & Energy Services T 403.268.3213 C 403.801.1979 yichao.chen@calgary.ca |
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3. Review Part B: Minimum Sustainability Performance Requirements with the Policy Steward and confirm the applicability of each requirement

4. Complete SBGD Part C: Sustainable Building Policy Compliance Path Selection Tool with the Policy Steward

5. Sign-off on Sustainability Objectives with the Policy Steward

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Project Manager

The checklist below is intended to be a high-level guidance document to help Project Managers (PM) work through the requirements of The City's Sustainable Building Policy. Items 1 to 3 of the checklist are intended to be reviewed and completed during the pre-project phase, however a PM may not yet be assigned at this stage of the project. In this instance the checklist should be reviewed and completed as soon as possible once a PM has been dedicated to the project. Items 3 and 4 extend beyond the pre-design stage but have been included in the checklist so they are identified as requirements early.

1. Review Policy Documentation

Review relevant policy documentation including:

- The Sustainable Building Policy,
- The Sustainable Building Guidance Document,
- Sustainability Objectives signed off by the Strategic Planning Team / Project Sponsor and the Policy Steward including
 - Part B: Minimum Sustainability Performance Requirements
 - Part C: Sustainable Building Policy Compliance Path Selection Tool

2. Review SBGD Part D Consultant Scopes of Work to determine their relevance and if they will be used

3. Ensure Project Team Develops and Maintains the Owner's Project Requirements (OPR) document

4. Ensure Project Handover Package is Provided to the Facility Operator and The Policy Steward at project completion