Kinship House Apartments
LEED Gold Certified
Healthy Home Operations & Maintenance Guide for Staff and Residents
12200 Fairhill Road, Cleveland, OH 44120
216-421-1350
Lifelong Learning, Earning & Service
TABLE OF CONTENTS

I. Introduction and Orientation

II. How To Keep Your Home Clean and Healthy
   A. Housekeeping and Cleaning
   B. Cleaning Products
   C. Clothes Cleaning

III. Trash And Recycling

IV. Hazardous Waste Disposal

V. Pest Control
   A. Pest Prevention Tips
   B. Bed Bug Prevention and Control
TABLE OF CONTENTS continued

VI. Smoking Policy

VII. How to Save Energy and Water
   A. Lights
   B. Heat
   C. Water
   D. Other

VIII. Green Materials and Systems

IX. Quick Reference Guide for Staff and Residents

X. Resources for more information on Green Housing
I. INTRODUCTION and ORIENTATION

Welcome to Kinship House and Kinship Village.

Kinship Village is a planned, older adult (55+) community in the Larchmere neighborhood of Cleveland, designed both to promote successful aging for all and offer a supportive environment for older adult relatives raising children (kinship caregivers).

Kinship House is a LEED Gold Certified nine-unit apartment building designated especially for kinship families and older adult volunteers.

All older adult residents of Kinship House or the adjacent townhomes are expected to volunteer in a role approved by the Property and Operations Supervisor to promote the well-being of the community.

This guide is intended to help residents to promote the economic and environmental sustainability of the community, efficiently and effectively.
In addition to this guide, you have a set of owner’s manuals for the appliances in your apartment or townhome.

Please keep those manuals handy, and refer to them for information on operating and maintaining your appliances. You may request additional copies of those manuals from the Property and Operations Supervisor as needed.

If anything breaks in your apartment or townhome, or if you need some other type of maintenance or repair help, please call 216-421-1350, or go to the office to request help from the Property and Operations Supervisor.
II. HOW TO KEEP YOUR HOME **CLEAN & HEALTHY**

A. Housekeeping and Cleaning

It’s important to take care of your home, to keep it clean and pest-free, using **safe** products, in order to help protect your health and maintain a pleasant living environment for everyone in Kinship Village.

The following are some recommendations on general housekeeping practices, cleaning products, and clothes cleaning.
**GENERAL HOUSEKEEPING TIPS**

- Sweep the floors regularly *(preferably at least once a week)*, and mop whenever they start to get dirty or sticky.
- Vacuum the carpet regularly.
- Wash dirty dishes and clean kitchen surfaces with a damp cloth, daily.
- If water or any liquid is spilled on the carpet, sop it up immediately with a dry towel or rag, to avoid mildew or mold.
- Wipe up any puddles of water from your bathroom or kitchen floor.
- If your toilet overflows and you can’t get it to stop, immediately call the **Maintenance Team Leader at 216-421-1350**, or the on-call **Emergency Staff Person at 216-534-0240**.
• Discoloration on surfaces (white, orange, green, brown, or black), or a musty smell, might be mold or mildew. Clean with baking soda or Borax. If the discoloration does not go away or gets worse, notify the Maintenance Team Leader.

• Open the window whenever there are odors or fumes from cleaning products, or excess moisture in your home.

• When using the stove, turn on the exhaust fan in the kitchen ceiling.

• Clean the microwave filter monthly, per the operating instructions booklet. (Contact the Maintenance Team Leader at 216-421-1350 if you have any questions).

• Do not use stiff bristle brushes or other abrasive cleaning products.
• Throw out and replace used sponges and cloths/rags if they’re dirty or smelly.

• Carefully follow all directions on the label when using a cleaning product.

• Do NOT mix different cleaning products together.

• Do NOT dispose of a chemical cleaning container with product still in it. See the “HAZARDOUS WASTE DISPOSAL” section for instructions.
Some very basic and multi-purpose household substances can be used as safe and effective alternative cleaning solutions for most household cleaning jobs (**baking soda, white vinegar, lemon juice, and salt, as well as hydrogen peroxide and Borax**).

For example, baking soda will clean and deodorize all kitchen and bathroom surfaces (**just dissolve a few tablespoons in some warm water, or use the baking soda directly on a damp sponge**).
Here is one recipe for a non-toxic, all-purpose cleaner (for cleaning countertops, floors, walls, etc). These ingredients can be used separately, as well:

1 quart warm water
1 teaspoon liquid soap
1 teaspoon borax
½ cup undiluted white vinegar

Mix ingredients and store in a spray bottle.
B. Cleaning Products continued

PRODUCTS TO AVOID:

• Never use chlorine bleach on any surface in your apartment.

• Also avoid most “anti-bacterial” products because these products can cause germs to become stronger and resistant to antibiotics.

• Also avoid products that are labeled as “Corrosive,” “Severely Irritating,” “Highly Flammable,” or “Highly Combustible.”

• As a general rule avoid ALL products labeled “Danger – Poison,” “Corrosive,” “Severely Irritating,” “Highly Flammable,” or “Highly Combustible.”
B. Cleaning Products continued

PRODUCTS TO AVOID:

- Avoid aerosols when possible; they contain flammable substances that contribute to indoor air quality problems.

- Avoid using most “air freshener” products, especially if their labels say that they contain para-dichlorobenzene.

- Also avoid using mothballs. Instead, store wool items in plastic bags or airtight containers.
C. Clothes Cleaning

- Choose a laundry detergent that is labeled as phosphate-free, biodegradable, and/or non-toxic. Borax and Arm & Hammer Washing Soda, for example.

- PLEASE clean the lint out of the dryer’s lint filter. It improves the dryer’s energy efficiency and prevents the lint from becoming a fire hazard.
III. **RECYCLING & TRASH**

- Please keep all recyclable materials separated from the trash – in a can or bin.
- Before putting recyclable bottles and cans into a bin, please rinse them out with water, so that they don’t attract pests.
- Wash out your recycling bin and trash can as often as necessary to remove sticky residue that might attract pests.
- Loose (NOT bagged) **Recyclables** should be put into the main recycling bin of the campus. They do not need to be separated according to the different types of recyclable materials.
RECYCLABLES INCLUDE THE FOLLOWING:

- Plastic Bottles or containers MARKED #1 – 7
- Glass food and beverage containers
- Metal cans
- Mixed paper: includes newspaper, magazines, catalogs, phone books, and junk mail.
- Flattened cardboard boxes
- Telephone books
  (ONLY June 1 through July 31)
RECYCLABLES DO NOT INCLUDE THE FOLLOWING:

- juice boxes
- light bulbs
- styrofoam
- ceramic dishes
- coat hangers
- mirrors
- waxed cardboard
- window glass
III. RECYCLING & TRASH continued

- At least once a week, deposit trash in the collection center.

- Wash out recycling bins and trash cans as often as necessary to remove sticky residue that might attract pests.

- If you collect plastic bags in a large plastic bag, many supermarkets will accept them for recycling.

- Hazardous waste materials may not be thrown in the garbage or poured down the sink!!
IV. HAZARDOUS WASTE DISPOSAL

- Hazardous waste materials **may not** be thrown in the garbage or poured down the sink.

- They must be dropped off at the appropriate city facility for safe disposal or recycling, *(so that they don’t contribute to contamination of the air, water, or soil).*

- If you have hazardous materials to dispose of and cannot arrange to drop them off at the appropriate city facility, let the **Maintenance Team Leader** know so that another arrangement can be made for the proper disposal of the material.
HAZARDOUS WASTE MATERIALS INCLUDE:

- chemical cleaning supplies
- batteries (*ALL types*)
- fluorescent lamps/light bulbs
- toxic glues & adhesives
- paint, primers, stains & paint thinners
- computers, TVs, and other electronic equipment
- used motor oil
- printer ink/toner
- pesticides, weed killer, chemical fertilizer
It is important to keep your apartment or townhome free of pests (such as cockroaches, rodents, etc.), as pests can carry disease.

- Do not use toxic pesticide products, such as Raid spray. Pesticides are poisons, and they are often poisonous to humans as well.

- Avoid products that are labeled “Danger—Poison.” Try sprinkling Borax where they are coming into your home.

- If necessary, traps should be used for rodents rather than poisons.
V. PEST CONTROL continued

The best strategy is to keep pests from coming into your apartment or townhome in the first place.

Many pests are attracted by grease, sweets, food, and standing water.

Keeping your apartment or townhome clean and dry is one of the best ways to prevent pests from entering your home.

The following are some specific steps you can take to keep pests from finding food, water, or hiding places.
A. Pest Prevention Tips

- Clean up any food or crumbs and wrap leftover food or place in a tightly sealed container in the refrigerator, or a closed cabinet.
- Do not leave dirty dishes out overnight.
- Clean up spills or sticky substances from all floors and surfaces.
- Keep your kitchen clean (counters, cabinets, sink, floors, stove, microwave, etc.). Clean up any grease with soapy water, and dry off any wet areas.
A. Pest Prevention Tips continued

• Sweep, mop, and vacuum regularly.

• Rinse bottles, cans, and containers before putting them in the recycling bins. Clean out the recycling bins to remove sticky residue.

• Take garbage and recyclables to the trash collection center at least once a week (or every evening, if there are any pests in your apartment or townhome).

• Minimize clutter and paper piles that can provide hiding places for pests.
B. Bed Bug Prevention and Control

“Bed bugs” are small, nocturnal insects that feed on blood and are typically found on mattresses, box springs and bed frames, clothing, bedding, furniture, or in any dark cracks, seams, or crevices in walls or floors.

Some people who are bitten by them get itchy welts on their skin.

It is critical to prevent bed bugs from being brought into the building.

Here are some rules for prevention, as well as tips for getting rid of them if they do appear.
Prevention of Bed Bugs

• Before you move in and bring clothing and bedding into your new apartment or townhome, wash the items in hot, soapy water and dry them on the hottest dryer setting.

• When bedding is brought into the building or is removed from your unit for washing, seal the items (e.g., sheets, blankets, pillows, and pillow cases) in a plastic bag before transporting them into or through the building, to avoid spreading the infestation to other areas.

• Used mattresses and bed frames are not allowed into the building, unless the Property and Operations Supervisor is certain that they do not harbor bed bugs and you have written approval.
Prevention of Bed Bugs continued

- Eliminate excess clutter (*particularly near beds and clothes*), to reduce the number of places where the bugs can hide.

*Places bed bugs often hide*
Control: Getting RID of Bed Bugs

- Wash any infested bedding or clothing with hot, soapy water and dry it on the hottest dryer setting.

- Use hot, soapy water or rubbing alcohol to wipe surfaces where the bugs are living.

- Vacuum cracks, crevices, and other hiding places in walls, floors, and furniture where adult bed bugs or eggs are found. Dispose of the vacuum contents in a sealed trash bag.

- A mattress infested with bed bugs will most likely need to be thrown out; the adult bugs live inside the mattress and can’t be reached. Do not treat mattresses with insecticides (unless the Maintenance Team Leader can verify that the treatment is non-toxic to humans).
VI. SMOKING POLICY

- Smoking is **not allowed anywhere** inside the buildings or on the grounds, **except the designated outdoor smoking area in the northwest parking lot**.

- **Smoking elsewhere on the campus** is grounds for lease termination and eviction.

- In the designated smoking area, you must dispose of cigarette butts in the assigned container.
Conserving energy and water resources benefits the environment in a variety of ways.

For example, using less electricity reduces power plant emissions (from burning fossil fuels), which reduces air and water pollution, and helps protect everyone’s health.

The less energy and water used in the building, the less money the building owner will have to pay for these utilities.

The more money the owner saves on utility bills, the more funding will be available to support services and programs that could benefit you and the other residents of the building.
SAVING ENERGY

A. Lights

• Turn off lights (*and any electronic equipment*) whenever you’re leaving your apartment or townhome, or when you do not need them.

• Be careful not to break & **DO NOT** throw away fluorescent light bulbs, because they contain small amounts of mercury, which is a hazardous substance.

  The **Maintenance Team Leader** will take them to the city’s hazardous waste facility for proper disposal.

• Avoid using halogen lamps. Not only are halogen lamps **major energy wasters**, but they also pose a significant fire hazard.
**SAVING ENERGY** continued

**B. Heat**

Thermostat:

- During cold months, typically the highest comfortable setting is 68-69 degrees.
- Set at a lower temperature at night and when not at home.
- If the building temperature is too hot or cold, or if your heat will not turn on, notify the Maintenance Team Leader.
- When you have the heat on, **DO NOT** open the window. Heating and cooling the room at the same time **wastes energy**.
- Keep heating/cooling registers clean and dusted.
- Do not place furniture next to the registers.
C. Other

- Clean the dust off refrigerator coils twice a year.
- Remove the grill at the bottom of the refrigerator and clean the coils in front and back; pull the refrigerator out to sweep and dust behind it.
- If you would like to be shown how to do this, or if your refrigerator is not working properly, contact the Maintenance Team Leader.
- In the laundry room, clean lint out of the dryer before or after each load of laundry. This helps the machines run more efficiently and prevents the lint from becoming a fire hazard.
D. Water

- Sink or shower: don’t run the water longer than necessary; make sure water is turned off all the way.
- Try to keep showers to 10 minutes or less.
- Notify the maintenance team leader if you hear trickling water, have a leaking faucet, notice the toilet is running too long after flushing or will not stop running, so they can fix the leak.
- When washing clothes, try to clean fairly full loads. If you must wash a smaller load, select a light-load setting, to use less water.
### VIII. GREEN MATERIALS AND SYSTEMS

The following is an abbreviated list of the green materials, finishes, furnishings, systems, equipment, and appliances that are featured in this LEED Gold Certified building:

<table>
<thead>
<tr>
<th>Within the apartment or townhome units</th>
<th>In other parts of the building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Carpet</td>
<td>• Carpet</td>
</tr>
<tr>
<td>• Flooring</td>
<td>• Flooring</td>
</tr>
<tr>
<td>• Paint</td>
<td>• Insulation</td>
</tr>
<tr>
<td>• Refrigerator</td>
<td>• Lighting</td>
</tr>
<tr>
<td>• Showerhead</td>
<td>• Paint <em>(Low-VOC / low-odor)</em></td>
</tr>
<tr>
<td>• Toilet</td>
<td>• Window</td>
</tr>
<tr>
<td></td>
<td>• Geothermal heating &amp; cooling system</td>
</tr>
</tbody>
</table>
IX. Quick Reference Guide for Staff and Residents:
Recommended Tips and Techniques for keeping your apartment or townhome, and Fairhill Partners, environmentally sensitive and sustainable.
Maintenance Responsibilities

WINTER
Resident Maintenance Responsibilities

- Vacuum all carpets at least weekly (*clean annually*).
- Clean lint screen and dryer vent.
- Adjust thermostat for season change.
- Check that exhaust fans are clean, unobstructed, and working, including in the kitchen & bathrooms.
- Avoid toxic chemicals for pest control and chemical fertilizer.
• Remove excess snow from roof to prevent ice dams.*

• Clean or replace furnace filter.*

• Check/adjust humidity levels; air out damp basement.*

• Check/clean mechanical ventilation system.*

• Check/clean air intakes and exhausts for debris.*

• Prevent pipe freezes: Turn off outdoor faucets.*

• Keep water heater temperature at 120F.*

• Avoid damaging de-icers.*
Maintenance Responsibilities
Resident Maintenance Responsibilities

- Vacuum all carpets at least weekly (clean annually).
- Clean lint screen and dryer vent.
- Adjust thermostat for season change.
- Check landscaping sprinklers to ensure proper flow and that they do not spray on home.
- Avoid toxic chemicals for pest control and chemical fertilizer.
Building Maintenance Staff*
Maintenance Responsibilities

- Clean or replace walk-off mats.*
- Clean debris from gutters and downspouts.*
- Inspect basement/crawl space for seepage/leakage.*
- Check/repair roofing and flashing for signs of wear or damage.*
- Check if exterior automated lighting controls are working.*
- Check/adjust humidity levels; air out damp basement.*
• Check/clean mechanical ventilation system.*

• Check/clean air intakes and exhausts for debris.*

• Fix leaks immediately in pipes, appliances, etc.*

• Keep water heater temperature at 120F.*

• Keep drain system functional and make sure ground slopes away from building are maintained.*
Maintenance Responsibilities

SUMMER
Resident Maintenance Responsibilities

- Vacuum all carpets at least weekly (clean annually).
- Check/repair caulking/grout in and around showers/baths.
- Clean lint screen and dryer vent.
- Adjust thermostat for season change.
- Do not plant within 24” of the building.
- Avoid toxic chemicals for pest control and chemical fertilizer.
Building Maintenance Staff*
Maintenance Responsibilities

- Check/repair all cracked or missing exterior caulking.*
- Check/repair damaged shingles.*
- Clean or replace furnace filter.*
- Check/adjust humidity levels; air out damp basement.*
- Fix leaks immediately in pipes, appliances, etc.*
- Keep water heater temperature at 120F.*
Maintenance Responsibilities
Resident Maintenance Responsibilities

- Vacuum all carpets at least weekly (clean annually).
- Clean lint screen and dryer vent.
- Adjust thermostat for season change.
- Avoid toxic chemicals for pest control and chemical fertilizer.
Building Maintenance Staff*

Maintenance Responsibilities

- Check/replace batteries in carbon monoxide alarms.*
- Clean debris from gutters and downspouts.*
- Check/repair roofing and flashing for signs of wear or damage.*
- Check if exterior automated lighting controls are working.*
- Remove leaves, debris around air conditioning condenser.*
- Check/adjust humidity levels; air out damp basement.*
Building Maintenance Staff*
Maintenance Responsibilities continued

- Check that roof/soffit vents are open and debris-free if vented.*
- Check/clean mechanical ventilation system.*
- Fix leaks immediately in pipes, appliances, etc.*
- Keep water heater temperature at 120F.*
- Keep drain system functional and make sure ground slopes away from building are maintained.*
- Disconnect all outside hoses by mid-November or sooner if hard freeze is predicted (< 20 degrees F).*
Maintenance Responsibilities

EVERY FEW YEARS
If paint is needed, use only low emission paint (*Low-VOC*).

When replacing lights, use only ENERGY STAR labeled lighting.

Use power strip to reduce phantom loads from chargers, small appliances, TV, etc.

If replacing appliances, use only ENERGY STAR labeled equipment.

Maintain landscaping to assure ongoing permeability.
Building Maintenance Staff*  
Maintenance Responsibilities

- Check/repair air leakage inside: replace weather-stripping.*
- Have air conditioner and heating system serviced.*
- Clean in and around grills and registers; vacuum inside of ducts.*
- Check hot water heater for mineral buildup; drain, and refill*
X. RESOURCES FOR MORE INFORMATION ON GREEN HOUSING

- [www.usgbc.org](http://www.usgbc.org) *(general use)*
- [http://www.usgbc.org/leedhomes](http://www.usgbc.org/leedhomes) *(specific information pertaining to LEED for homes)*
- [www.greenhomeguide.com](http://www.greenhomeguide.com) *(general information about green home living)*
- [www.resnet.us](http://www.resnet.us) *(information/tips for energy efficiency)*
- [www.resnet.us/smarthome](http://www.resnet.us/smarthome) *(interactive home energy tutorial)*
# LEED for Homes Simplified Project Checklist

**Builder Name:** Fairhill Partners  
**Project Team Leader (if different):** Tom Ziska, Ziska Architecture  
**Home Address (Street/City/State):** 12200 Fairhill Rd, Building # 6, Cleveland, Ohio

**Project Description:**  
**Building type:** Multi-family  
**Project type:** Multi-family De  
**Certified:** 35.0  
**Gold:** 65.0  
**Avg. Home Size Adjustment:** -10  
**Silver:** 50.0  
**Platinum:** 80.0  

**Project Point Total**  
- **Prelim:** 73 + 0 maybe pts  
- **Final:** 73  

**Certification Level:**  
- **Prelim:** Gold  
- **Final:** Gold

**Adjusted Certification Thresholds**  
- **ID:** 4.5  
- **SS:** 11.5  
- **EA:** 20.5  
- **EQ:** 9  
- **LL:** 9  
- **WE:** 5  
- **MR:** 10.5  
- **AE:** 3

**Final Credit Category Total Points**

<table>
<thead>
<tr>
<th>ID</th>
<th>SS</th>
<th>EA</th>
<th>EQ</th>
<th>LL</th>
<th>WE</th>
<th>MR</th>
<th>AE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>11.5</td>
<td>20.5</td>
<td>9</td>
<td>9</td>
<td>5</td>
<td>10.5</td>
<td>3</td>
</tr>
</tbody>
</table>

**Innovation and Design Process (ID) (No Minimum Points Required)**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Points</th>
<th>Preliminary</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Preliminary Rating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Integrated Project Team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Professional Credentialization with Respect to LEED for Homes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Design Charrette</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Building Orientation for Solar Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Durability Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Durability Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Third-Party Durability Management Verification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Innovation #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Innovation #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Innovation #3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Innovation #4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total for ID Category:** 11  
**Points:** 4.5  
**Preliminary:** 0  
**Final:** 4.5

**Date last updated:** January 15, 2014  
**Last updated by:** Nate Steeber, Sol design + consulting
<table>
<thead>
<tr>
<th>Location and Linkages (LL)</th>
<th>(No Minimum Points Required)</th>
<th>OR</th>
<th>Max</th>
<th>Y/Pts</th>
<th>Maybe</th>
<th>No</th>
<th>Y/Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. LEED ND</td>
<td>LEED for Neighborhood Development</td>
<td>LL2-6</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Site Selection</td>
<td>Site Selection</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>3. Preferred Locations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1 Edge Development</td>
<td></td>
<td>LL 3.2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3.2 Infill</td>
<td></td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>3.3 Previously Developed</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4. Infrastructure</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>5. Community Resources/</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transit</td>
<td>Basic Community Resources / Transit</td>
<td>LL 5.2, 5.3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5.2 Extensive Community Resources / Transit</td>
<td></td>
<td>LL 5.3</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>5.3 Outstanding Community Resources / Transit</td>
<td></td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>6. Access to Open Space</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Sub-Total for LL Category: 10 9 0 9

<table>
<thead>
<tr>
<th>Sustainable Sites (SS)</th>
<th>(Minimum of 5 SS Points Required)</th>
<th>OR</th>
<th>Max</th>
<th>Y/Pts</th>
<th>Maybe</th>
<th>No</th>
<th>Y/Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Site Stewardship</td>
<td>Erosion Controls During Construction</td>
<td>Prereq</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2 Minimize Disturbed Area of Site</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2. Landscaping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1 No Invasive Plants</td>
<td></td>
<td>Prereq</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2 Basic Landscape Design</td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2.3 Limit Conventional Turf</td>
<td></td>
<td></td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2.4 Drought Tolerant Plants</td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2.5 Reduce Overall Irrigation Demand by at Least 20%</td>
<td></td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Local Heat Island Effects</td>
<td>Reduce Local Heat Island Effects</td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. Surface Water Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 Permeable Lot</td>
<td></td>
<td></td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4.2 Permanent Erosion Controls</td>
<td></td>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4.3 Management of Run-off from Roof</td>
<td></td>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>5. Nontoxic Pest Control</td>
<td>Pest Control Alternatives</td>
<td></td>
<td>2</td>
<td>1.5</td>
<td>0</td>
<td>1.5</td>
<td>0</td>
</tr>
<tr>
<td>6. Compact Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Moderate Density</td>
<td></td>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6.2 High Density</td>
<td></td>
<td></td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6.3 Very High Density</td>
<td></td>
<td></td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Sub-Total for SS Category: 22 11.5 0 11.5
<table>
<thead>
<tr>
<th>Water Efficiency (WE)</th>
<th>(Minimum of 3 WE Points Required)</th>
<th>OR</th>
<th>Max Points</th>
<th>Project Points Preliminary</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Water Reuse</td>
<td>1.1 Rainwater Harvesting System</td>
<td>WE 1.3</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.2 Graywater Reuse System</td>
<td>WE 1.3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.3 Use of Municipal Recycled Water System</td>
<td></td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Irrigation System</td>
<td>2.1 High Efficiency Irrigation System</td>
<td>WE 2.3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2.2 Third Party Inspection</td>
<td>WE 2.3</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2.3 Reduce Overall Irrigation Demand by at Least 45%</td>
<td></td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Indoor Water Use</td>
<td>3.1 High-Efficiency Fixtures and Fittings</td>
<td></td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>3.2 Very High Efficiency Fixtures and Fittings</td>
<td></td>
<td>6</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total for WE Category:</strong></td>
<td></td>
<td></td>
<td><strong>15</strong></td>
<td><strong>5</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Energy and Atmosphere (EA)</th>
<th>(Minimum of 0 EA Points Required)</th>
<th>OR</th>
<th>Max</th>
<th>Project Points Preliminary</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Optimize Energy Performance</td>
<td>1.1 Performance of ENERGY STAR for Homes</td>
<td>Prereq</td>
<td>Y</td>
<td>18.5</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.2 Exceptional Energy Performance</td>
<td></td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Water Heating</td>
<td>7.1 Efficient Hot Water Distribution</td>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>7.2 Pipe Insulation</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>11. Residential Refrigerant Management</td>
<td>11.1 Refrigerant Charge Test</td>
<td>Prereq</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>11.2 Appropriate HVAC Refrigerants</td>
<td></td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total for EA Category:</strong></td>
<td></td>
<td></td>
<td><strong>38</strong></td>
<td><strong>20.5</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials and Resources (MR)</th>
<th>(Minimum of 2 MR Points Required)</th>
<th>OR</th>
<th>Max</th>
<th>Project Points Preliminary</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Material-Efficient Framing</td>
<td>1.1 Framing Order Waste Factor Limit</td>
<td>Prereq</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.2 Detailed Framing Documents</td>
<td>MR 1.5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.3 Detailed Cut List and Lumber Order</td>
<td>MR 1.5</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.4 Framing Efficiencies</td>
<td>MR 1.5</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>1.5 Off-site Fabrication</td>
<td></td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Environmentally Preferable Products</td>
<td>2.1 FSC Certified Tropical Wood</td>
<td>Prereq</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2 Environmentally Preferable Products</td>
<td></td>
<td>8</td>
<td>6.5</td>
<td>0</td>
</tr>
<tr>
<td>3. Waste Management</td>
<td>3.1 Construction Waste Management Planning</td>
<td>Prereq</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.2 Construction Waste Reduction</td>
<td></td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>Sub-Total for MR Category:</strong></td>
<td></td>
<td></td>
<td><strong>16</strong></td>
<td><strong>10.5</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
## LEED for Homes Simplified Project Checklist

### Indoor Environmental Quality (EQ)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Description</th>
<th>EQ</th>
<th>OR</th>
<th>Max</th>
<th>Y/Pts</th>
<th>Maybe</th>
<th>No</th>
<th>Y/Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ENERGY STAR with IAP</td>
<td>ENERGY STAR with Indoor Air Package</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>13</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2. Combustion Venting</td>
<td>Basic Combustion Venting Measures</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3. Moisture Control</td>
<td>Moisture Load Control</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>4. Outdoor Air Ventilation</td>
<td>Basic Outdoor Air Ventilation</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5. Local Exhaust</td>
<td>Basic Local Exhaust</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6. Distribution of Space Heating and Cooling</td>
<td>Room-by-Room Load Calculations</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7. Air Filtering</td>
<td>Good Filters</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8. Contaminant Control</td>
<td>Indoor Contaminant Control during Construction</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9. Radon Protection</td>
<td>Radon-Resistant Construction in High-Risk Areas</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10. Garage Pollutant Protection</td>
<td>No HVAC in Garage</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total for EQ Category:** 21

### Awareness and Education (AE)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Description</th>
<th>EQ</th>
<th>OR</th>
<th>Max</th>
<th>Y/Pts</th>
<th>Maybe</th>
<th>No</th>
<th>Y/Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Education of the Homeowner or Tenant</td>
<td>Basic Operations Training</td>
<td>Prereq</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Education of Building Manager</td>
<td>Education of Building Manager</td>
<td>EQ 1</td>
<td>Prereq</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Sub-Total for AE Category:** 3
CALL THE MAINTENANCE TEAM
LEADER 216-421-1350

IF.....

- You have a faucet that will NOT stop dripping.
- You have any water leaks or moisture damage.
- You have a toilet that does NOT stop running.

OR 216-534-0240