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## LEED for Homes Energy Operations & Maintenance Submittal Requirements

The information contained within this document is meant for a specific project that has been contracted with LTLB*envirotexture* and for no other purpose. Utilization of the information outside of the contracted specific project constitutes a violation of conditional use.

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### AE – AWARENESS AND EDUCATION

#### AE 1.1 - Basic Operations Training



##### USGBC Required Submittals

Proposed procedures and practices for training occupants. AND Operations and maintenance manual that includes the prescribed elements AND signed accountability form.

##### CLARIFICATION:

- 1) Provide training date(s), duration (minimum of four hours), and methods of training for the homeowner(s). Must include as a minimum:
  - a. Identification of all installed equipment
  - b. Introduction on how to use the measures and to operate the equipment.
  - c. Information on how to maintain the measures and equipment.
- 2) Provide either electronic or physical evidence of an operations manual which contains ALL of the following items in red text. (PLEASE NOTE THAT A TEMPLATE IS PROVIDED BY USGBC):

ITEM	NOTES	DONE
General information on efficient use of energy, water and natural resources / definition of green homes	Provided in the template in Part 1	X
Operations and maintenance guidance for any related equipment installed in the home, including	These items will be provided by someone on the building team and placed in Part 2 & 3 of the template	
<i>space heating and cooling equipment</i>	<i>See above</i>	
<i>Mechanical ventilation equipment</i>	<i>See above</i>	
<i>Humidity control equipment</i>	<i>See above</i>	



	<i>Radon protection system</i>	<i>See above</i>	
	<i>Renewable energy system</i>	<i>See above</i>	
	<i>Irrigation rainwater harvesting and or graywater system</i>	<i>See above</i>	
	Guidance on occupant activities and choices, including the following	Provided in the template in Parts 4 & 5	X
	<i>Cleaning materials, methods and supplies</i>	<i>See above</i>	X
	<i>Water efficient landscaping</i>	<i>See above</i>	X
	<i>Impacts of chemical fertilizers and pesticides</i>	<i>See above</i>	X
	<i>Irrigation</i>	<i>See above</i>	X
	<i>Lighting selection</i>	<i>See above</i>	X
	<i>Appliance selection</i>	<i>See above</i>	X
	Educational information green power	Provided in the template in Part 5	X
	Completed Checklist of LEED for Homes features	This will be provided by the green rater to the team once the project is certified and placed in appendix A of the template	X
	A copy of each signed Accountability Form	This will be provided by the green rater to the team once the project is certified and placed in appendix A of the template	X
	A copy of the Durability Inspection Checklist	This will be provided by the green rater to the team once the project is certified and placed in appendix A of the template	X
	Product manufacturers manuals for installed equipment, fixtures and appliances	This will be provided by someone on the building team and placed in appendix B of the template	
	Project Photos	Appendix C - Optional	X

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