

LBC Ready 4.0 Documentation Requirements

IMPERATIVE	LBC READY AUDIT	CERTIFICATION AUDIT
01: Ecology of Place	X	X
02: Urban Agriculture	X	X
03: Habitat Exchange*	X	
04: Human-Scaled Living	X	
05: Responsible Water Use	X	X
06: Net Positive Water	X	X
07: Energy + Carbon Reduction	X	X
08: Net Positive Carbon*	X	X
09: Healthy Interior Environment	X	
10: Healthy Interior Performance	X	X
11: Access to Nature	X	
12: Responsible Materials	X	
13: Red List	X	
14: Responsible Sourcing	X	
15: Living Economy Sourcing	X	
16: Net Positive Waste	X	X
17: Universal Access	X	
18: Inclusion*	X	X
19: Beauty + Biophilia	X	
20: Inspiration + Education²⁰	X	X

Key:

- Performance Data
- Could be performance data
- Plain text = Documentation expected for "Ready Audit" (NO Highlight)

Place Petal

I01 BASIC DOCUMENTATION

I01-1 Site Conditions Documentation

- Overview narrative with photographs describing site conditions at the start of the project and a general history of the site.
- Reference Habitat documentation.
- Completed Recovery Wheel showing baseline ecological condition per SER Five Star Methodology.
- If the project appears to be on land appropriate for (or surrounded by) farming, also include documents demonstrating that the project is not on prime farmland.

For U.S. Projects

- A FEMA-issued flood map documenting the project's location relative to any nearby flood zones.

For Projects outside the U.S.

- A zoning diagram or letter from the **Authority Having Jurisdiction** (AHJ) may be submitted.

I01-2 Positive Ecological Contribution Documentation

- A comprehensive Adaptive Plan with illustrations that documents how the project meets the requirement to restore or enhance the ecological function of the site, including the vision, goals, objectives, measures, metrics, and monitoring and maintenance plan.
- Completed Recovery Wheel showing long term Adaptive Plan goals.
- Completed Recovery Wheel showing anticipated progress at the end of the 12-month performance period.
- A results narrative of how the site evolved over the 12-month performance period, including:
 - Comparison to the pre-project baseline condition and plan goals and objectives referencing the Recovery Wheel.
 - The results from implementation of the monitoring and maintenance plan.
 - Efforts related to connections with other sites and/or efforts aimed at increasing biodiversity.
 - Lessons learned, and an outline of steps planned to remedy any deficiencies and continue the enhancement effort.
- Photographs documenting change over the performance period.

I01-3 Cultural and Social Equity Assessment

- An equity narrative that describes the assessment of cultural and social equity factors and needs of the place. This should include:

- Identify the process and tools used to learn about the community—describe the community assets, attributes, characteristics, needs and opportunities, including responses to the questions for all teams listed under the Requirements Clarification.
 - Describe how these considerations informed the design process and final programming and design of the site and building.
 - Describe limitations the project encountered in finding meaningful ways to benefit the community.
 - Describe the lessons learned that helped the project team and can help other project teams as they aspire to build equity into their projects.
- Evidence of the community's response to the project, such as photos from an event, survey responses, or publications about the project.

I01-4 Fertilizers and Pesticides

- A list of chemicals used and planned for use in the maintenance and operation of the on-site landscape and agriculture showing that they do not contain petrochemicals or that they meet the requirements of an applicable organic program.

I02 BASIC DOCUMENTATION

I02-1 Agriculture Narrative

A one-to-three-page narrative written by the landscape architect or other appropriate project team member describing the methods of agriculture used to meet the Imperative (crops planted, livestock raised, etc.), their intended use, and a long-term support and harvest plan. The narrative should address:

- Why the selected strategies were chosen and how non-edible plants, if any, meet related requirements.
- How the surrounding climate is supportive of the proposed species as a harvestable resource.
- Occupants' access to the infrastructure necessary for harvest and use of agriculture.
- A clear plan of use for the harvest and how the urban agriculture will be maintained over time.

Where production is being carried out on the project site by outside parties, also include a copy of the agreement demonstrating a minimum 15-year commitment.

I02-2 Weekly Food Access Narrative (if relevant)

Project teams choosing the weekly food access pathway must provide a narrative that describes the strategies used to provide community access to healthy local food. This narrative should identify

specifically how access is meeting a community need, including:

- The community need being addressed and how it was identified.
- The food or activity being provided, and how it meets the need.
- Where/how the access is being provided, how frequently, and how much of the year. · Who is benefitting.
- What external partners are involved, if any.
- The arrangements put in place to support the activity long-term.

I02-3 Resilience Narrative & Calculations

Non-residential projects must provide a narrative describing:

- Provisions made to ensure access to the required quantity of emergency food. · Maintenance plans addressing how food quality will be maintained and how periodic resupplying will be managed without waste.
- Calculations showing compliance with Imperative requirements.

Residential projects must provide a narrative describing:

- The project's food-storage capacity.
- Rationale and calculations used to determine the number of occupants. · Other calculations showing compliance with Imperative requirements.

I02-4 Photographs or Graphic Depictions

Representative photographs and/or diagrams showing the agriculture area and use patterns throughout the year. If the agriculture area has not yet been used across all seasons provide diagrams or drawings of predicted use patterns.

When the weekly food access pathway is pursued, also include photographs and/or diagrams of sites or activities developed to provide community access to local food.

I02-5 Annotated Site Plan and Agriculture Area Calculation

- Annotated and dimensioned site plan, keyed to I02-1 Narrative, showing agricultural locations.
- Calculations demonstrating that the proper amount of required urban agriculture has been provided.

I03 BASIC DOCUMENTATION

All Projects

I03-1 Receipt

Receipt for the Habitat Exchange contribution from either the approved land trust or the Living Future Habitat Exchange Program reflecting the required habitat offset area.

All Projects Following the Approved Land Trust Compliance Path

I03-2 Legal Documents

An official letter or document from the approved land trust stating the terms of the habitat offset and confirming that the selected land trust meets pathway requirements.

I04 BASIC DOCUMENTATION

I04-1 Density Documentation

Calculations that show Project Area FAR before and after the project, or images that clearly show that the project has increased the density from the original condition.

I04-2 Human Scale and Human Powered Documentation

- Minimum one-page narrative describing how the project has addressed Imperative requirements and promotes pedestrian-oriented communities that reduce the use of fossil fuel vehicles.
- Plan indicating location and dimension of spaces available for community gathering
- Calculations showing the amount of compliant storage for human-powered vehicles.
- Photographs illustrating narrative contents.

I04-3 SOV Reduction/Best Practices Documentation

If the project has calculated at least 30% trip reductions:

- A narrative describing reduction strategies used;
- Documentation of the baseline referenced; and
- Calculations showing a reduction of at least 30% in SOV trips and trips by fossil fuel based vehicles to the building.

OR

If the project has implemented at least four best practices:

- A narrative describing the best practices employed to encourage human-powered travel or shared transit and reduce fossil fuel-based SOV trips.
- Graphics and other documentation as needed to support the narrative. *If*

advocacy to the local AHJ was one of the best practices, also include:

- Evidence of advocacy to promote a human-powered community, such as testimony to elected officials or a letter to the appropriate local jurisdictional authority.

Single Family Homes:

- A narrative describing the assessment to reduce the home's transportation impact and the minimum two strategies implemented.

I04-4 Parking Documentation

- Dimensioned drawings showing the location and area of the following:
 - Total impervious and previous surface parking area.
 - Expanses of surface parking before interruption by plantings.
 - Gathering areas.
 - Human-powered-vehicle storage.
 - EV Parking spot(s)
- Calculations demonstrating that total surface parking does not exceed maximum allowed percentage of the Project Area.
- Photos supporting the above drawings.

Water Petal

I05 BASIC DOCUMENTATION

I05-1 Potable Water Use Reduction Documentation

- A list of water end uses in the project.
- Baseline potable water use figures from table 5-1 or preapproved baseline.

- Metered water use data showing total potable water use during the performance period.
- Calculations showing that the potable water used meets the percentage reduction as required based on the building Typology.

I05-2 Irrigation Documentation

- A short narrative describing the landscaping strategy and irrigation needs, if any.
- Labeled landscape drawings showing all plantings, any irrigation sources, and that the landscaping on site either doesn't require any irrigation (after the performance period starts) or receives irrigation only from non-potable sources.

If landscape requires irrigation:

Metered data from non-potable water usage during the performance period.

I05-3 Stormwater Documentation

- Brief narrative of stormwater control strategy and control and treatment methods used. Narrative should address pre-development hydrology and current ecological conditions and how these are addressed in the project design.
- Calculations from applicable model showing that site is matching pre-development hydrology patterns.

If connecting to a municipal stormwater system:

- A signed letter from the utility stating that water will end up in the same water body as site runoff.
- Documentation showing that stormwater treatment requirements have been met.
- Calculations showing pumping energy required to transport water to municipal treatment plant.
- Calculations showing that the required amount of energy to offset the pump energy was generated on site using renewable sources.
- Metered data of showing total amount of water disposed in stormwater system during performance period versus how much fell on the site during this same period.

I05-4 Treatment Documentation

Documents (filter specifications and/or test results) demonstrating compliance with treatment requirements.

I05-5 Combined Sewer System Documentation

Official documents showing or stating whether the utility uses a combined or separated sewer system.

If on a combined sewer system:

- Letter from wastewater utility confirming storm event that is likely to cause a combined sewer overflow.
- Calculations and/or models showing that the project prevents any runoff during the CSO-causing design storm.

I06 BASIC DOCUMENTATION

I06-1 Water Narrative

A narrative, written by the water system engineer or designer, fully describing water system design and compliance with the Imperative, including:

- A summary of the site's **pre-development** and post-development hydrology and project systems.
- A detailed description of how project water needs are being met from on-site sources, including contributing system(s) and major components, their function and location, and the water treatment method(s). If less than 100% of project water needs are being met with on-site sources, the project team must show that on-site capture and reuse was maximized and water use was minimized. They must also list the major factors preventing them from meeting all of their water needs on site.
- A detailed description of the greywater and black water treatment and management system(s), their major components, and their function and location on site.

If the project pursues Option 2 Municipal Connection, also include:

- A detailed description of the municipal sewer system to which the project is connecting, noting how it meets each of the requirements listed in the Imperative.

If the project pursues Option 3 Handprinting, also include:

- A narrative describing the project team's handprinting strategy with calculations demonstrating compliance with requirements.

I06-2 Annual Water Balance Diagram

Enumerated Diagram showing general water flow and balance of project and site.

Figure 6-1 Annual Water Balance Diagram

I06-3 Metered Data Table

Completed **Water Supply and Use Table** showing total actual water use from monthly readings throughout the 12-month performance period from meter(s) or other on-site tracking systems that clearly record the amount of water used from each supply source.

If the project is affordable housing and has used handprinting, also include:

- Metered data showing the amount of water discharged to the sewer; and
- Metered or calculated data showing the reduction in water being sent to the sewer elsewhere based on the project team's handprinting strategy.

I06-4 Biosolids + Leachate Disposal Documentation

Evidence of appropriate beneficial use of biosolids and liquids within an approximately 100-mile radius of project if they are not treated and reused on site.

I06-5 Resilience

Narrative describing how project team is meeting the resiliency requirements, including:

- Documentation showing number of FTE occupants during peak hours.
- General approach to resiliency (e.g., on-site potable water storage, non-potable filtration).
- Calculations showing approach will provide one gallon per FTE occupant per day for one week.

I06-6 Photographs

Photographs of the systems with clear labeling, particularly portions that will be hidden from view at time of certification audit due to completion of construction.

Energy Petal

I07 BASIC DOCUMENTATION

I07-1 Energy Narrative + Schematic Drawing

A narrative that is written by the energy designers or engineers, includes a basic schematic of the energy system, and describes the energy system, including:

- Descriptions of how energy reductions will be achieved.

- Energy use of a typical building with comparable climate, size, use and occupancy.
- Summary reports from energy models or calculations to support claimed energy reductions.
- Building's anticipated needs and operational issues.
- Energy production design strategies and schematics.
- A description of any (or the lack of) combustion in or connected to the project.
- Electric drawings or description of meter locations.
- All subsystems of the energy-using and energy-producing systems, including all areas listed in the I07-3 Energy Production and Demand Table.
- Lessons learned.

I07-2 Energy Use Data

Twelve months of performance data in one of the following formats is required:

- Copies of utility bills for a continuous 12-month period, beginning with the designated start date of the performance period.
- Billing data spreadsheet from utility as verification that data is for LBC project. If utility data is not available, metered data from private system such as a building management system may be accepted if it is accompanied by a letter from project engineer or consultant on their letterhead verifying that the provided data is correct.

If the project does not have energy bills (due to no connection to a utility or to being sub-metered from a larger-scale utility meter), also include:

- A letter, signed and stamped by the energy or mechanical engineer and cosigned by the project owner, substantiating that this is the case.

I07-3 Energy Tracking Tables

- Completed **Energy Production and Demand Table** based on 12 months of performance data.
- Completed **Energy Sub-metering Tracking Table**.

I07-4 Embodied Carbon Reduction Documentation

- A one-to-two-page narrative describing actions taken to reduce project embodied carbon, including primary material reduction strategies and the phase(s) in which they occurred.
- List of interior materials selected, comparing their embodied carbon value to the industry baseline. Due to the ever-evolving nature of online tools, the results of any assessments must be exported with a timestamp.

I07-5 Embodied Carbon Data

The input assumptions and results from the selected life cycle assessment tool, showing:

- Primary materials project embodied carbon baseline.
- Primary materials project embodied carbon after reductions.
- Embodied carbon of materials + construction (A1-A5) of primary and interior materials.

Materials documentation supporting reductions in primary + interior materials claimed in narrative, such as:

- Basis of Design statements.
- LCA hot spot analyses.
- Material specifications.
- Procurement requests or letters.

I07-6 Zero Ready Documentation

Descriptions of zero ready design strategies, applicable schematics, and advocacy documents (i.e., letters, emails).

I07-7 Photographs

- Photographs of the energy systems, particularly portions that will be hidden from view at the time of audit due to completion of construction.
- Photographs of any critical and hidden materials for embodied carbon reductions. **I08**

BASIC DOCUMENTATION

I08-1 Energy Performance Documentation

All Energy Narrative + Schematic Drawing documentation from I07, now demonstrating net positive energy.

All Energy Use Data documentation from I07, now demonstrating net positive energy.

I08-2 Sub-metering Documentation

All projects (except single-family residential) must state sub-metering strategies and complete the

Energy [Sub-Metering Tracking Table](#) based on 12-month performance period.

Single-family residential project teams must provide a narrative stating methods to understand and/or troubleshoot energy use.

I08-3 Carbon Offset Documentation

Documentation of the project's embodied carbon offset, including either:

- Receipt from an approved carbon offset program as proof of purchase, or
- Calculations showing how carbon-sequestering materials and/or third-party verified sustainably harvested materials sufficiently account for the project's embodied carbon of sequestered carbon value.

I08-4 Resilience Strategy Documentation

Documentation showing the project has developed and incorporated a robust resiliency strategy in order to remain habitable for one week, including supporting documents such as:

- Results of an energy model showing that via passive design the building maintains survivability during both the coldest and hottest weeks of the year.
- Calculations showing on-site energy storage to maintain critical loads for one week.
- The Community Resilience Plan that was developed by the project team.

Health+Happiness Petal

I09 BASIC DOCUMENTATION

I09-1 HVAC Documentation:

- A statement from the project architect or mechanical engineer confirming project-wide compliance with current ASHRAE 62 or international equivalent, as well as relevant calculations, narratives, diagrams and/or drawings applicable to ASHRAE 62 compliance.
- Documentation showing the direct exhaust systems requirement has been met for required spaces, as well as any copies of relevant HVAC drawings.

I09-2 No-Smoking Documentation

Evidence of a policy prohibiting smoking within any buildings or enclosed spaces, and prohibiting smoking within 25' of any building opening, along with proof of method by which that policy is communicated to those who are on the project site. Methods of communication may include signage, employee manuals, etc.

I09-3 Healthy Indoor Environment Plan (HIEP)

A document that outlines the following:

- Cleaning protocols including cleaning products, frequency and methods, as well as an inspection, maintenance and cleaning schedule for HVAC, Plumbing and Exterior Envelope systems.
- A written plan for training and communicating the cleaning protocols to occupants and to those performing the cleaning.
- Particulate prevention strategies, which may include walk off mats, vestibules, curtains, screens and/ or relevant policies.
 - Multiple indoor air quality (IAQ) improvement strategies, such as toxin prevention policies, air flow systems, or filtration protocols that are appropriate to the project.
- Evidence that at least one IAQ improvement strategy was implemented in the project.

I09-4 Views and Daylight Documentation

Plans and/or diagrams and associated calculations showing the required outside views and daylight are provided for 75% of regularly occupied spaces.

I10 BASIC DOCUMENTATION

I10-1 IAQ Testing Results

Either:

- IAQ test results showing the project was tested one to six months after full occupancy and met the Pollutant and VOC thresholds established in Tables 10-1 and 10-2, or
- Current RESET or equivalent ILFI-approved continuous air monitoring program

compliance for 12-month occupancy period, along with post-construction test results for PM10, Formaldehyde, Carbon Monoxide, Carbon Dioxide, Nitrogen Dioxide, Ozone, and Radon, demonstrating thresholds established in Tables 10-1 were met.

Should a project not meet the thresholds established in Tables 10-1 and/or 10-2 for any pollutant or VOC, they must provide a narrative describing the remediation measures undertaken to improve IAQ, and submit a subsequent retest of the noncompliant pollutant(s) and/or VOC demonstrating compliance with established thresholds.

I10-2 Photographs

Photographs that document the installation of any monitoring equipment that may not easily visible at the time of the audit site visit (if applicable).

I10-3 CDPH Compliance Documentation

Materials Tracking Table showing all interior building products that have the potential to emit Volatile Organic Compounds (VOCs) and supporting documentation and calculations showing CDPH v1.1-2010 / v1.2-2017 (or approved equivalent) compliance for 90% of Interior Building Products by cost or by volume.

I10-4 EPA Safer Choice-labeled Product Documentation

Provide documentation showing that the project's Healthy Indoor Environment Plan (HIEP, as required in I09) includes a cleaning protocol using only cleaning products that comply with the EPA Safer Choice label (or international equivalent, such as Globally Harmonized System, GHS).

I10-5 Access to Daylight Documentation

Plans, diagrams, and calculations showing access to views and daylight for 95% of regularly occupied spaces, as well as a narrative with photos describing how the remaining 5% of occupants have the opportunity to move to compliant spaces for a portion of their day.

I10-6 Occupant Control Strategy Documentation

Non-residential Projects

A narrative, plans, photos, and diagrams demonstrating that two of the following strategies have been implemented for occupant control:

- Sufficient operable windows to provide natural ventilation for at least six months of the year.
- Ability for the occupants to influence their local airflow and temperature through direct input or controls.
- Flexible options for working and learning such as sit/stand options and/or varied sensory experiences for living, working or learning.

Residential Projects

- A floor plan showing that operable windows have been provided for 100% of the project occupants in all regularly occupied spaces.

I11

I11 BASIC DOCUMENTATION

I11-1 Narrative

Narrative describing the design intent for human nature interactions and how these are accomplished and distributed in both the interior and exterior of the project. Frequency and duration of interactions as occupants move throughout the day should be anticipated and described in relation to the plans and/or diagrams outlined in I11-2 below.

I11-2 Plans and/or Diagrams

Plans and/or Diagrams etc. showing all opportunities for human nature interactions and showing how representative occupant groups experience these interactions throughout a typical day (see Sufficient and Frequent Clarification).

I11-3 Calculations

Calculations showing that 75% of all regular occupants benefit from sufficient and frequent human nature interactions, based on the plans / diagrams generated in I11-2.

I11-4 Photographs

Photographs of strategies used to create human nature interaction.

I11-5 Post Occupancy Evaluation

Completed 2-part Post Occupancy Evaluation, including a summary in narrative form with graphs or charts as needed of the quantitative and qualitative findings.

Materials Petal

I12 BASIC DOCUMENTATION

I12-1 Materials Tracking Table

A complete MTT that includes cost information must be provided in a sortable Excel format. A template is available from ILFI.

I12-2 Declare Documentation

- Active Third Party Verification (3PV) or self-disclosed Declare labels or Declare label ID Numbers must be provided for sufficient products to meet Imperative requirements based on gross building or **project area**.
- Calculations and a short narrative must be provided to illustrate that an adequate number of Declare-labeled products from an adequate number of manufacturers have been used in the project to meet Imperative requirements.
- Copies of all advocacy letters sent to product manufacturers not currently in Declare must be provided. Letter must request that the manufacturer disclose product ingredients and identify any Red List content.

I12-3 Living Product Challenge (LPC) Documentation

Active Living Product Challenge certification ID number (i.e. XYZ-LP001) for at least product used in the project must be provided.

I12-4 FSC-Certified, Salvaged, and Intentionally Harvested Wood Documentation

Documents must be provided for all wood-containing products, including those with a Declare or LPC label, correlating wood in the project with FSC, salvaged or intentionally harvested sources.

Documents may include:

- Receipts referencing FSC-certified wood acquisition and final FSC Chain of Custody (COC) numbers.
- Receipts from the seller/broker of all salvaged wood procurements.
- If intentional on-site harvest occurred: An illustrated narrative documenting both why tree removal either was required for construction or was part of a reforestation/restoration program, and information documenting that the extraction was minimally invasive.

I12-4 Low Risk Wood Documentation

Documents confirming country of origin of the wood that meets the definition of low risk wood.

Acceptable documentation includes, but is not limited to:

- Documentation of FSC Mixed, FSC Recycled, or FSC Controlled Wood compliance
- Applicable pages of Bill of Lading
- Details of the supply chain, including contracts or approvals
- PEFC certification certificate (for certified suppliers)
- Risk assessment information

I12-5 Distance Documentation

Map

A map showing a circle with a 500 km radii from the construction site.

Supporting Documents

Documents stating manufacturer location information for each tracked product. Acceptable options include:

- Active 3PVor self-disclosed Declare label or Declare label ID Number

- Active Living Product Challenge certification ID number (i.e. XYZ-LP001) ●
- Manufacturer documentation (cut sheet, letter, or other document that states the manufacturer location information)

I12-6 Waste Diversion Documentation

Table

Completed construction waste diversion table, in Excel format, showing percentages of waste diverted (by weight) in each category (metals; paper + cardboard; soil + biomass; rigid foam; carpet + insulation; and all others). The calculations must be based on tangible data that correlates to receipts and/or reports provided.

Diversion Documentation

- Copies of receipts, recycling percentage reports, and provider names for all tipping fees, recyclers, and building materials salvage services.
- Photographs of specific designated on-site areas for separated or commingled construction waste.
- If relevant, documentation of quantity and type as well as proper disposal of any hazardous materials.
- For surplus materials that are sold or donated, provide a brief narrative with photographs showing the quantity and type of materials sold or donated, the means used to verify the diverted weight or volume, who the materials were sold or donated to, and the intended eventual use and timeframe for use.
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I13 BASIC DOCUMENTATION

I13-1 Materials Tracking Table (MTT)

A complete Materials Tracking Table (MTT) that includes cost information must be provided in a sortable Excel format. A [template](#) is available from ILFI.

I13-2 Materials Vetting Process Narrative

A detailed 2- to 3-page narrative outlining the project team's materials research and vetting process.

The narrative must address:

- Timeline of materials vetting in relation to project design and construction schedule.
- Parties responsible for product selection and specification.
- Parties responsible for manufacturer outreach and Materials Petal vetting and documentation.
- Specific resources and databases used for vetting and documentation.
- Materials vetting achievements by the project team, specifically identification of new compliant products, product substitutions, manufacturer education, and other examples of market transformation.
- Types of products requiring the General Red List Exception and explanation of market limitations experienced by the project team.

I13-3 Ingredients List (Product Content Inventory) Documentation

Product content inventory documentation is required for each product. The following is **accepted documentation** confirming no Red List chemicals are present:

- Active Living Product Challenge certification ID number (i.e. XYZ-LP001).
- Active Third Party Verified (3PV) or self-disclosed Declare label ID number with Red List Free or Red List Approved Declaration Status (Products renewed or published before February 1, 2020 must have a Red List Free or LBC Compliant Declaration Status).
- Published HPD inventoried at 100 ppm representing 100% of intentionally added ingredients and residuals present in the final product (HPD marked “Yes” for Characterized, Screened, and Identified).
- Product Content Inventory (Ingredients List) at 100 ppm representing 100% of intentionally added ingredients and residuals present in the final product.

I13-4 VOC Content Documentation

Supporting data is required for each wet applied product. Acceptable documentation must include one of the following, confirming compliant VOC content:

- Active Declare Label with VOC disclosure.

- Health Product Declaration (HPD) with VOC disclosure.
- MSDS or GHS SDS with VOC data.
- Image of VOC content on product label.
- Signed statement of compliance and VOC content disclosure from manufacturer.

I14 BASIC DOCUMENTATION

I14-1 Advocacy Letters

Three types of advocacy letters are required for this Imperative:

- Copies of letters written to the National Trade Associations and/or ASTM International requesting third-party verification standards for sustainable resource extraction and fair labor practices for the metal, rock, and mineral industries.
- Copies of letters sent to quarries and manufacturers for all dimension stone products used on the project.
- Copies of all advocacy letters sent to product manufacturers not currently in Declare. Letters must request that they register their products in the Declare Database.

I14-2 FSC-Certified, Salvaged, and Intentionally Harvested Wood Documentation

Documents must be provided for all wood containing products, including those with a Declare or LPC label, correlating wood in the project with FSC, salvaged, or intentionally harvested sources, including:

- Receipts referencing FSC-certified wood acquisition and final FSC chain-of-custody (COC) certificates and numbers.
- Receipts from the seller/broker of all salvaged wood procurements.
- If intentional on-site harvest occurred: An illustrated narrative documenting both why tree removal either was required for construction or was part of a reforestation/restoration program, and information documenting that the extraction was minimally invasive.

I14-3 Low Risk Wood Documentation

Documents confirming country of origin of the wood that meets the definition of low risk

wood. Acceptable documentation includes, but is not limited to:

- Documentation of FSC Mixed, FSC Recycled, or FSC Controlled Wood compliance
- Applicable pages of Bill of Lading
- Details of the supply chain, including contracts or approvals
- PEFC certification certificate (for certified suppliers)
- Risk assessment information

I14-4 FSC Project Certification

In lieu of documentation listed under I14-2 and I14-3 above, project teams may provide

written documentation from FSC showing the project has received FSC Project Certification at the required levels.

I14-5 Wood Calculations

Calculations, correlated with the inputs in the Materials Tracking Table, showing the percentage of each type of compliant wood, by cost.

I14-6 Declare Documentation

- Active third party verified (3PV) or self-disclosed Declare label or Declare label ID Number for sufficient products to meet requirements based on gross building or project area.
- Calculations and short narrative to illustrate that an adequate number of Declare labeled products from an adequate number of manufacturers have been used in the project to meet Imperative requirements.

I14-7 Living Product Challenge (LPC) Documentation

- Active Living Product Challenge (LPC) certification ID number(s) (i.e. XYZ-LP001) for LPC product(s) used in the project.
- Calculations and short narrative to illustrate that an adequate number of LPC-labeled products have been used in the project to meet Imperative requirements.

I15 BASIC DOCUMENTATION

I15-1 Materials Tracking Table (MTT)

A complete MTT that includes cost information must be provided in a sortable Excel format. [A template](#) is available from ILFI.

I15-2 Distance Map

A map showing 500 km, 1,000 km, and 5,000 km radii from the site.

I15-3 Supporting Documentation

Documents stating manufacturer location information for each tracked product. Acceptable options include:

- Active Third Party Verified (3PV) or self-disclosed Declare label or Declare label ID Number
- Active Living Product Challenge certification ID number (i.e. XYZ-LP001) ●
Manufacturer documentation (cut sheet, letter, or other document that states the manufacturer location information)

Products sourced from beyond 5000 km do not require any supporting

documentation. **I16 BASIC DOCUMENTATION**

I16-1 Pre-Building Audit Report, if applicable.

I16-2 Materials Conservation Management Plan (MCMP)

- Completed Materials Conservation Management Plan explaining how the project team optimized materials and reduced waste in the design, construction, and operations phases, and how they planned for reduced waste at the project's end of life.
 - Include quantitative documentation for implemented strategies wherever possible (e.g., quantity of material/waste reduction by area, transportation avoided, or carbon saved). At minimum one strategy in

each of the four phases must provide some quantitative documentation of the results.

- Include detailed summary of all changes and updates to the plan over the course of the project.

I16-3 Waste Diversion Documentation

Table

Completed [Construction Waste Diversion Table](#), in Excel format, showing percentages of waste diverted (by weight) in each category (metals; paper + cardboard; soil + biomass; rigid foam; carpet + insulation; and all others). The calculations must be based on tangible data that correlates to receipts and/or reports provided.

Diversion Documentation

- Copies of receipts, recycling percentage reports, and provider names for all tipping fees, recyclers, and building materials salvage services.
- Photographs of specific designated on-site areas for separated or commingled construction waste.
- If relevant, documentation of quantity and type, as well as proper disposal, of any hazardous materials.
- For surplus materials that are sold or donated, provide a brief narrative with photographs showing the quantity and type of materials sold or donated, the means used to verify the diverted weight or volume, who the materials were sold or donated to, and the intended eventual use and timeframe for use.

I16-4 Salvaged Materials Documentation

- Calculations and short narrative to illustrate that an adequate number of salvaged materials from an adequate number of product categories have been used in the project to meet Imperative requirements.
- Annotated drawings and photographs showing installed location and extent of all salvaged materials.

I16-5 Operations Documentation

Photographs of specific designated on-site areas for recycling and composting, accompanied by a narrative of operations strategy and relevant policies.

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I17 BASIC DOCUMENTATION

I17-1 Universal Access Narrative

Narrative with images outlining the project team's approach to each of the principles and guidelines of Universal Design, and outlining measures taken to provide benefit to all and to enhance the public realm.

I17-2 Universal Access Statement

Signed statement by the Architect, affirming that the project complies with ADA and ABA requirements and Universal Design principals, that noxious emissions are not present, that there are no unresolved noise complaints from the community, and that all waterways have public access.

I17-3 Solar Shading Narrative and Calculations

- Narrative describing if any neighboring buildings are shaded, what the impacts are (if any), and how they are being addressed.
- Diagrams demonstrating maximum shading of adjacent properties, measured on the winter solstice between 10:00 a.m. and 2:00 p.m.

I17-4 Waterway Access (if applicable)

Site plan with dimensions showing compliant access to waterways.

I18 BASIC DOCUMENTATION

I18-1 JUST Label

A current JUST label for qualified project team organization.

I18-2 JUST Self-Assessment

JUST self-assessments for required number of project team members (see Resources for more information).

I18-3 Diverse Stakeholder Involvement Calculations

Calculations demonstrating that percentage compliance has been met.

I18-4 Diverse Stakeholder Contracts Backup Documentation

Documents that list all organizations working on the project by phase, including contracted dollar values (actual, not bid) as relevant.

I18-5 Nonprofit Donation Documentation (if applicable)

Documentation of a compliant donation to a regional, community-based nonprofit organization with a mission focus to advance social equity and inclusion. Documentation to include:

- Total Project Costs: A summary of project costs, including soft costs and hard costs. Hard costs should include a line item for materials (should be consistent with total materials construction budget in [Imperative 15, Living Economy Sourcing](#)), and should include systems furniture.
- Nonprofit Information: Name, location and mission of nonprofit(s) and evidence of legal or registered status as a 501©3 nonprofit, or international equivalent, as well as evidence of the equity focus, if not readily apparent.
- Donation receipt: Evidence of [charitable donation](#) (receipt, letter, etc.) to nonprofit, equal to 0.1% of project cost.

I18-6 Workforce Development / Training Calculations

Calculations demonstrating that percentage compliance has been met.

I18-7 Workforce Development / Training Backup Documentation:

- Name and job classification of individuals working on the project, total hours worked on the project, and information about the apprenticeship or training program the individual is enrolled in.

- Back-up information describing the Registered Apprenticeship Program, CBA, CWA, PLA, or Workforce Training and Development programs involved, as applicable.
- A signed statement attesting to accuracy from the General Contractor.

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I19 BASIC DOCUMENTATION

I19-1 Biophilic Design Exploration Documentation

- Agenda with times.
- Attendee list.
- Examples of the tools and instruments used in the Exploration, such as slideshows, handouts, activity sheets, etc.

I19-2 Biophilic Framework

- The final Biophilic Framework.
- Short narrative describing how the Framework evolved over the course of the project from the initial draft following the Biophilic Design Exploration to the final version.
- Any relevant cultural, ecological, and climatic studies.

I19-3 Biophilic Plan

- The Biophilic Plan, including communication and decision-making strategies as well as the means to, and schedule for, tracking the implementation of biophilic design strategies over the course of the project.

I19-4 Biophilic Results

- Narrative that explains how biophilic design was incorporated, reflects stakeholder priorities, and meets the requirements outlined in the requirements.
- Photographs of the completed project highlighting the biophilic elements and attributes in the project.

I20 BASIC DOCUMENTATION

All Projects

I20-1 Case Study Content

- A brief narrative for each targeted Imperative. Project teams pursuing two-part audit may complete case study narratives for the final audit Imperatives at the time of the final audit.

I20-2 Proof of Open Day

- The advertisement and agenda of the open day
- List or total number of attendees at the open day

For secure facilities, also include:

- A narrative of which spaces were open during the tour and which were not with rationale. For spaces not open, a description of how relevant LBC strategies were conveyed to visitors.

For projects with regular public tours provide:

- Narrative or copy of advertisement which describes the frequency, cost, and protocol to provide access to all regardless of ability to pay
- List or total number of attendees on regular tours throughout the 12 month performance period

I20-3 Operations and Maintenance Manual

- A copy of the Operations and Maintenance (O&M) Manual.

I20-4 Living Future Accreditation (LFA) Certificate

- International Living Future Institute-issued LFA certificate for a minimum of one project team member, confirming LFA is active when the project is submitted for audit.

I20-5 Video (Optional)

- An educational video describing the project's Living Building Challenge features.

All Projects Except Single-Family Residential

I20-6 Website

- Educational website URL

I20-7 Brochure

- A copy of the brochure

I20-8 Signage

- Photos of all interpretive signage
- Map showing location of each interpretive sign