LEED® PROJECT REGISTRATION PROCEDURE

This procedure defines the process for LEED project registration for all University of Michigan projects pursuing LEED certification. All items below to be coordinated with the Design Manager.

- LEED Project Administrator to be a member of the University of Michigan Sustainability Team

- Design Manager to notify the LEED Project Administrator when Regental project approval is obtained and provide the following information to the LEED Project Administrator:

    - LEED Project Name: *University of Michigan <Building Name>*
    - Address (Street, City, State, Zip)
    - Anticipated construction start and end date.
    - Gross square footage
    - Project Type (Laboratory, Healthcare, Classroom, Housing, Office, etc)
    - Anticipated certification level
    - Provide the name and contact information of the A/E's designated LEED project manager. This person will be assigned as the LEED Project Manager in LEED Online.

- Tasks to be completed by LEED Project Administrator

    - Register the project in LEED Online.
        - Accept LEED Online version 3 *Terms and Conditions*.
        - Verify LEED Online version 3 *Minimum Program Requirements.*
        - Notify the Business Office to initiate Registration and Certification Payments through University of Michigan - Accounts Payable. The check shall be delivered to Project Administrator for mailing.
        - Assign the A/E's LEED Project Manager in LEED Online.
    - Notify the Design Manager when the project has been registered in LEED Online. The Design Manager shall then notify the A/E's LEED Project Manager.
    - From this point on, the LEED Project Administrator's tasks are complete.

- The LEED Project Manager will be responsible for assigning and managing the attempted credits within LEED Online and fielding administrative questions and review comments throughout the review process.

- At no time should the LEED Project Manager change the confidentiality classification in LEED Online.

Additional Information

LEED projects shall not choose Confidentiality within LEED Online because the information listed in the USGBC Project Directory (Certified & Registered) is limited to the following:

- LEED Project Name
- Registration Date
- LEED Rating System
- Address (Street, City, State, ZIP, Country)
- Owner Organization
- Owner Type
- Project Type
- Certification Level
- Gross Square Footage