



New Jersey Housing and Mortgage Finance Agency
Green Future Submittal Checklist 2011

SUBMITTAL CHECKLIST (FOR ALL PROGRAMS):

Some items may be indicated in other submitted documents (e.g. plans, elevations, landscape plans). Please note the drawing number and exact location if not including a copy of the item.

SITING AND LAND USE

SL-1 Passive Solar, Ventilation & Shading Design

- Site plan with north arrow clearly displayed and nearby buildings noted with the number of floors for each. Locate the placement or maintenance of desirable trees to utilize passive design.
- Engineer's narrative describing roof durability and structural integrity to carry a reasonably-sized solar array,
- Roof plan indicating conduit runs for solar electric.
- Elevation with exterior shading devices, where applicable.
- If the project is in an infill lot with no alternate site options, or there is something that precludes the project from incorporating passive solar design, please submit a narrative to this effect and what attempts have been made to comply.

SL-2a Preservation Plan

- Site plan with tree/plant preservation plan and note
- Tree preservation details
- Include tree demarking and preservation procedures in Specifications

SL-2b Historic Preservation Plan

- Documentation verifying that a development is qualified for special consideration as a Historic Building
- Documentation on 'character defining features'

SL-3 Follow State Plan & Smart Growth Principles

- Plans and written description of Smart Growth Principles employed.

SL-3a Pedestrian Paths (Sidewalks) & Bike Trails (Required for Single Family)

- Submit plans and specifications
- During construction:** Submit photographs of, at least, connections between living and parking spaces; site and neighborhood; walking trails and different buildings.

SL-3b Secure & Safe Bike Racks

- Submit plans and specifications
- During construction:** Submit photographs of bike lock signage and bike lock areas.

SL-3c Safe Shelter for Commuters

- Submit plans and specifications indicating transit stop and commuter shelter
- During construction:** Submit photographs of commuter shelter

SL-3d Access to Neighborhood or Project Park

- Site and neighborhood plans
- During construction:** Submit photographs of community or neighborhood park and access routes

SL-3e Access to Public Transit

- Submit plans and specifications noting public transit option(s). Include schedule(s) of operation

SL-3f Compact and Clustered Development

- Plans with indication of open space preserved by design
- Calculation of density per acre.

SL-4 Space for a Community Garden

- Site Plan indicating beds (bed outlines), borders, nearby storage and water supply
- Describe landscaping/gardening plan if garden beds are NOT used by residents
- During construction:** Submit photographs of community garden areas.

SL-5 Onsite Stormwater Retention & Filtration

- Site Engineering Plan
- During construction:** Submit photographs of onsite stormwater retention

INDOOR AIR QUALITY

IA-1 Ducts and HVAC protected from dust during construction

- Contract language indicating duct and equipment protection requirement and method
- Signed statement by GC indicating acknowledgement of requirement
- During construction:** Submit 3 dated photos of protected ductwork and equipment

IA-1 SF Completely clean all ducts and equipment prior to occupancy (Required for Single Family)

- Contract language indicating duct and equipment cleaning requirement and method
- Signed statement by GC indicating acknowledgement of requirement
- During construction:** Submit 3 dated photos of cleaned ductwork and equipment

IA-2 Low VOC Interior Paints & Finishes (Required for Single Family)

- Complete list of all paints and sealants with VOC content in g/l for each item in specifications
- During construction:** Submit photographs of paint cans, with label and VOC content clearly visible

IA-3 Low VOC Adhesives & Sealants (Required for Single Family)

- Complete list of all adhesives and sealants with VOC content in g/l for each item in specifications
- During construction:** Submit photographs of product labels and VOC content clearly visible

IA-4 Durable, Healthy Flooring

- Floor plan highlighting flooring type in each area of building.
- Cut sheets for all flooring installed clearly highlighting (1) Green-Label-Plus status and tack-down installation procedures for carpet; (2) Recycled content; and (3) Registration Number of FloorScore® Certified products.

IA-5 MERV 8 (or higher) air filters in ducted forced air systems (Required for Single Family)

- Filter cut sheet showing MERV value
- For homeownership units signed statement indicating box (minimum 6) filters left on site near furnace
- During construction:** Submit photographs of MERV filters used during construction, filters replaced prior to occupancy, and filters left for regular maintenance.

IA-6 Combustion Devices Directly Vented or Sealed (Required for Single Family)

- Venting detail in plans and specifications
- Combustion equipment cut sheets, with model numbers highlighted
- Clothes dryer exhaust: Clothes dryers must be vented directly to the outside
- During construction:** Submit photographs of vented devices with seal to exterior indicated.

IA-7 Automatic Bathroom Ventilation (Required for Single Family)

- Spec Sheet and note on mechanical plans.
- During construction:** Submit photographs of equipment installed, with label clearly visible.

IA-8 Direct Vent of Kitchen (Required for Single Family)

- Venting details in plans and specifications
- Equipment cut sheets, with model numbers
- Engineering calculations that address kitchen venting, bathroom venting, and HVAC fresh air supply
- During construction:** Submit photographs of kitchen exhaust direct venting

IA-9 Encapsulation of non-UF (Urea Formaldehyde) free composite cabinets

- Contract language indicating what items will be sealed,
- A list of all interior wood composites, indicating which are zero formaldehyde.
- Provide cut sheets for zero-formaldehyde products
- During construction:** Submit photograph of person sealing edges of cabinetry and final result prior to final installation

IA-10 Insulation with Low Formaldehyde Content (Required for Single Family)

- Cut sheet for insulation used.
- During construction:** Submit photographs of insulation installation and of insulation labels.

IA-11 Operable Windows

- Cut sheets of windows selected
- During construction:** Submit photographs of open windows

IA-11 SF Operable Double-Hung Windows (Single Family)

- Cut sheets of windows selected
- During construction:** Submit photographs of open windows

IA-12 Access to Daylighting & View from Each Bedroom

- Unit plans
- Whole-building plans that indicate nearby buildings and visual obstructions.

IA-13 Smoke-Free Building (optional)

- Copy of lease agreement with a smoke-free building provision.

BUILDING DURABILITY & MOISTURE CONTROL

DM-1 Exterior Wall Drainage Plane

- Section drawing showing detail
- Specification indicating method and products
- During construction:** Submit photographs of installation

DM-2 Window Flashing Details

- Section drawing showing window flashing detail
- Specification indicating flashing method and products
- During construction:** Submit photographs of window opening and window flashing installation

DM-3 Gutter Downspouts discharge at least 3' from Foundation (Required for Single Family)

- Specifications & Drawing detail
- During construction:** Submit photographs of gutter discharge and where the water will drain.

DM-4 Roof: Install 30-yr for pitched & 20-yr for flat (Required for Single Family)

- During construction:** Specification and Copy of Roof Warranty

ENERGY EFFICIENCY

EE- 1 All Units ENERGY STAR Certified (Required for Single Family)

- All ENERGY STAR documentation during and upon completion of construction.

All of the above is outlined in the 'Guide to NJHMFA ENERGY STAR Requirements.'

EE-2 ENERGY STAR Appliances (Required for Single Family)

- Refrigerator, clothes washer and dishwasher specs with model number and ENERGY STAR rating
- During construction:** Submit photographs of appliances installed, with ENERGY STAR label clearly showing.

EE-3 ENERGY STAR Lighting Fixtures

- Plans and Specifications will clearly state that all lighting fixtures and lamps will be ENERGY STAR labeled
- During construction:** Submit photographs of a good sampling of ENERGY STAR fixtures and the lamps installed.

EE-3SF ENERGY STAR Lighting Fixtures & Bulbs (Required for Single Family)

- Plans and Specifications will clearly state that all lighting fixtures and lamps will be ENERGY STAR labeled
- During construction:** Submit photographs of a good sampling of ENERGY STAR fixtures and the lamps installed.

EE- 4 Windows w/ Low-E coating

- Spec Sheet
- During construction:** Submit photographs of windows installed, with ENERGY STAR label and/or low-E label clearly showing

EE-5 Insulation of Basement Ceiling

- Contract language indicating encapsulated insulation,
- Section drawing showing cut sheet for encapsulated batts
- During construction:** Submit photographs of installed insulation.

EE- 6 Ductwork in Conditioned Space (except plenum)

- Mechanical plans for building, which must show duct location
- During construction:** Submit photographs of ductwork in various places and mastic sealing.

EE-7 Occupancy & Daylighting Controls

- Include locations of all occupancy sensors and daylighting controls in plans
- Submit cut sheets for products
- During construction:** Submit photographs of occupancy sensors

EE-7 SF Occupancy & Daylighting Controls, where possible (Single Family)

- Include locations of all occupancy sensors and daylighting controls in plans
- Submit cut sheets for products
- During construction:** Submit photographs of occupancy sensors

EE-8 High Energy Factor Water Heaters beyond ENERGY STAR Requirements

- Provide equipment cut sheets, with model number and efficiency information as required above highlighted.
- During construction:** Submit photographs of equipment installed and of equipment labels with relevant information clearly visible.

EE-9 Easy to Use Programmable Thermostats (Required for Single Family)

- Cut sheet with exact model highlighted
- Sample programming instructions
- During construction:** Submit photographs of models installed
- See Operations & Maintenance OM-2 for training requirement

EE-10 High & Low Registers (or Ceiling Fan) in Each Room

- HVAC plan noting the requirement for high and low registers at each location.
- During Construction:** Submit photographs of installed registers (or fans) in each room
See Operations & Maintenance OM-2 for training requirement

RESOURCE EFFICIENCY

RE-1 Recycle or salvage construction & demolition debris (Required for Single Family)

- Copy of on-site recycling and waste management plan.
- During construction:** Submit copies of tipping receipts and a tally indicating total weight or volume recycled, weight or volume in landfill and % recycled by weight or volume. All receipts and tally must be in EITHER weight or volume, not mixed.
- During construction:** Dated photograph of dumpsters labeled for separation
- During construction (alternate to previous):** Submit contract with hauler/recycler indicating off-site separation method.
- At Final Construction Meeting:** Submit photographs of various dumpsters with materials separated and one photograph of final hauler facility where materials are recycled.
- At Final Construction Meeting:** Summary of project waste diverted and recycled. Include final breakdown of recycled vs. non-recycled construction materials by weight and dumpster.

RE-2 Recycling Centers in Common Areas

- Plans highlighting recycling areas
- Cut sheet for bins
- During construction:** Submit photographs of common recycling area.
- At Final Construction Meeting:** Submit a copy of recycling contract with private company, municipality, or county for resident recycling.

RE-3 Recycling Plan for Each Unit (Required for Single Family)

- Plans highlighting recycling areas
- Cut sheet or other information for bins
- During construction:** Submit invoice for recycling bins
- During construction:** Submit photographs of each unit's recycling area.
- At Final Construction Meeting:** Deliver Operations & Maintenance info sheet about

municipal recycling plan (e.g. type of service, pickup dates) and recommended best waste practices.

WATER CONSERVATION

WC-1 Low-Flow Fixtures (Required for Single Family)

- Cut sheet for fixtures
- During construction:** Submit photographs of plumber(s) installing aerators.

WC-2 High Efficiency Toilets (Required for Single Family)

- Cut sheet for toilets
- Indicate model type in plans and specifications
- During construction:** Submit photographs of installed toilets, product label, and dual flush feature if installed.

WC-3 Water Efficient Landscaping (Native and/or drought tolerant plants and turf)

- Landscaping plan with list of plants (including native habitat), including type of turf.
- During construction:** Submit photographs of landscaping, showing extent of turf areas, planting beds, and significant trees.

WC-4 High Efficiency Irrigation

- Written explanation
- Include in specifications
- Site Plan indicating placement, type, and details
- During construction:** Submit photographs of installed drip irrigation, lack or irrigation, or greywater recycling system.

WC-5 Pervious Materials for Outdoor Patios & Walkways

- Site Plan noting pervious surfaces, and specifications of materials
- During construction:** Submit photographs on installed pervious pavers

OPERATIONS AND MAINTENANCE

OM-1 Property Management O&M Manual and Training

- Pre-construction meeting – review building-wide maintenance items with HMFA and building management staff to identify potential obstacles to maintenance (changing filters,

access to slop sink, access to other regularly replaced items, etc.)

- Due at final construction meeting - Copy of manual, including
- Overall maintenance schedule for owner, indicating maintenance item and frequency for that item.
- Copy of Owner's and installation manuals for all equipment in unit, including controls, in binder.
- General green building information about energy efficient and environmentally friendly products and equipment – for at least each Green Future item
- A description of all property management-relative features required within the Green Future program.

Video walkthrough on DVD of all systems being started up, and documenting any regular maintenance items, demonstrating best operating practices.

OM-2 Tenant Manual & Training (Required for Single Family)

- Due at final construction meeting - Copy of manual, including an overall description of controls, the importance of energy efficiency, sustainable design ideals, reference and direction for at least the following Green Future items (SL-3; IA-2; IA-3; IA-4; IA-5; IA-7; IA-8; IA-9; IA-11; EE-1; EE-2; EE-3; EE-7; EE-9; RE-2; RE-3; WC-1; and WC-2); and additional general green building information

OM-3 Integrated Pest Management

- Sign and submit an IPM plan (see example under Green Future resources) with 95% complete plans and specs.
- In IPM plan, illustrate how the building will be constructed according to IPM best management.
- Reference IPM plan in project specifications.
- Also, include plan in final Operations & Maintenance Manual (OM-1).
- Alternatively, have the building Green Shield Certified.