How to use the Capital GREEN Toolkit

The Capital GREEN Toolkit consists of a folder with two Excel files – the capital green form.xls and toolkit.xls. These two files must stay together in the folder, and the toolkit must be open for macros to run. These two source files should never be changed or overwritten. You can save as and rename a toolkit file to keep calculators.

Step One – The Project Summary Form
1. Open both files
2. In the capital green form.xls file Enable Macros by clicking the Options button next to Security Warning on your navigation bar.
3. Enter basic project information.
4. Check boxes for as many categories as necessary to reflect the scope of work of the project. (See Information Tab for more on work category definitions.)
5. Click Generate Checklist button to create new tab called Simple Checklist.

Step Two – The Simple Checklist
1. You are now on a tab called Simple Checklist in a file called Project#.xls with a list of potential sustainable strategies for your project.
2. Select "NA" in the right column to remove any sustainable strategies that do not apply to your project scope.
3. Click Generate Expanded Checklist to open a new tab.
4. If you already have a Toolkit file from a previous run, you must rename it now and click Okay to continue.
5. Go to the Summary tab and explain each NA. Then return to the Expanded Checklist tab.

Step Three – The Expanded Checklist
1. Each strategy is now presented in more detail with links to relevant resources and calculators.
2. Mark strategies Y or N for pursuit as they are incorporated or rejected. This Expanded Checklist serves as your project checklist throughout the process and can be distributed to consultants and subcontractors. This Checklist is about pursuit, not achievement.

Step Four – The Toolkit File Calculators
1. Use Toolkit file calculators to track progress of materials, heat island, flushout and sound absorption strategies.
2. Add project detail on Final Summary tab.

Step Five – Final Checklist and Reporting

1. When the project is substantially complete and you are ready to make your final report, click Generate Final Checklist.
2. You are now on the Final Checklist tab, and a tally has appeared in the upper right corner showing how many sustainable strategies are available to your project scope.
3. For each strategy achieved, select the baseline or target level attained. The tally above will change to reflect your selections.
4. Make sure any calculators in Toolkit file are complete. Metrics will feed the Final Summary tab.
5. Output both the Expanded Checklist and the Final Summary from the Toolkit file as your Final Report.
6. Send to Sandra Mallory.

Additional Scope and Do Overs

1. If you find yourself on the Simple Checklist and didn't include a scope of work category you need, delete the Simple Checklist tab and start over.
2. If you have already generated an Expanded Checklist and the scope of the project changes, delete all tabs (excepting Project Summary) and start again.
3. Or simply close out of the project#.xls file and then delete it. If you have already filled in calculators, be sure to rename the toolkit.xls file. Then see Step One.

Understanding Scope Categories

The Scope of Work categories filter the more than 100 possible sustainable strategies to reflect only strategies associated with specific project scopes. Filters are major building elements and systems. There is no distinction made between new construction, additions, alterations or tenant improvement projects. Some categories have significant overlap to ensure all possible work scopes are accommodated. Choose all categories that apply.

Demolition: Removal of existing buildings; portions of buildings or site improvements. Includes destructive work to remediate building or site contamination.

Sitework: Exterior site improvements which may or may not be associated with a building. Includes grading, utilities, landscape, irrigation, paving, parking areas, roads, drives and pedestrian plazas.

Building Structure: New building structural elements or modifications to a building's structural elements. Includes, foundations, bearing walls, below grade walls, columns, floors and floor/ceiling structures and roof structure.

Building Envelope: Elements which create the building's weather tight enclosure. May, or may not be structural. Includes roofing, roof sheathing, exterior walls and cladding, fenestration, insulation, slab on grade and floors over crawlspaces or unheated space.

Interior Construction: Permanently installed interior partition walls, ceiling systems, doors and relites.

Interior Finishes: Permanently installed casework, flooring, trim and/or other finishes.

Specialties & Equipment: Appliances, commercial kitchen equipment or other specialty refrigeration or fuel systems.

Furnishings: Systems furniture, ancillary furnishings. Includes non-permanently installed partitions, desks, file storage, conference tables, task chairs, conference chairs, side tables and coffee tables.

HVAC: Heating, ventilating and air conditioning systems or portions of thereof and water heating systems. Includes, space heating and cooling equipment, water heating equipment, ductwork, controls, and airflow devices. May also include renewable energy systems.

Plumbing: Domestic water systems and fixtures, storm water systems, sanitary systems and fluid distribution systems for space conditioning.

Electrical: Interior and exterior lighting and associated controls, power distribution and metering systems, renewable energy systems and vehicle charging stations.

Fire Suppression: Fire detection, sprinkler systems, and warning systems.

Parks Project: A project which includes, but may not be limited to work on a City of Seattle park.

Each sustainable strategy contained in the Data_Source file is coded to reflect the one or more scope categories it relates to. (For example, while a low flow water fixtures strategy may only apply to Plumbing, a low emitting adhesives and sealants strategy might apply to Interior Finishes for flooring but also to HVAC for duct sealant and to Plumbing for pipe cement. If any of these scope categories are checked, the low emitting adhesives and sealants strategy will appear.)

Understanding Toolkit Calculators

The separate Toolkit file contains a variety of calculators that are linked to strategies that require calculations to demonstrate compliance. Along with a link to the City's Construction Waste Diversion calculator, the following are included:

- Recycled Material
- Regional materials
- Sustainably Harvested Wood and Rapidly Renewables
- Building Reuse
- Heat Island
- Room Sound Absorption
- Building Flushout

Each calculator has its own Tab, while the linked Project Summary information will be reflected on the first tab. These calculators can be accessed via a calculator hyperlink provided adjacent to each strategy or directly through the toolkit file. The results of each calculator used will feed to the Project Summary page on the first tab of the Toolkit.xls file.

ArchEcology LLC is a Seattle-based sustainable consulting firm that specializes in practical solutions for incorporating environmentally responsible practices into design and construction projects. Our projects range from civic and municipal buildings to mixed use housing and from commercial office buildings to recreational facilities and retail. We partner with non-profit organizations, building owners, public agencies, private developers, and design consultants to offer a breadth of sustainable consulting services for new and existing buildings. See www.archecology.com.