

A Handbook for



**Built Green**<sup>™</sup>  
Master Builders Association  
of King and Snohomish Counties

# A Green Building Program

Developed by Builders for Builders

June 2000

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# BUILT GREEN™ Mission Statement

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To work in partnership to improve and protect the valuable natural features and environmental resources within King and Snohomish Counties' cities and communities to promote safer, healthier buildings, through:

- Using a non-regulatory, market-driven approach to optimize the use of innovative, industry-based solutions to potential environmental problems and minimize impacts of construction, design, and development.
- Actively promoting the use of environmentally sound design, construction, and development practices by design and building professionals in King and Snohomish Counties, in particular by members of the Master Builders Association, in an attempt to make these practices the preferred consumer standard.
- Creating a credible program that reflects the Master Builders Association's commitment to building better communities through environmental responsibility.
- Creating a program that attracts broad-based participation of existing and potential Master Builder Association members.
- Creating a model for approaching environmental concerns that the Counties may face.

# Acknowledgments

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# Disclaimer

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The Master Builders Association of King and Snohomish Counties (MBA) has provided this Handbook as part of the BUILT GREEN™ program. It is intended for use by professional, licensed builders and contractors as an aid to participating in the program. It assumes a certain level of experience and familiarity with building technology and should not be used by untrained builders, do-it-yourselfers, or consumers.

The Handbook is not intended to eliminate or substitute for the builder's own judgment or accepted engineering and construction practices. Each building may have characteristics that could make any one or more of the Action Items suggested in the Handbook inappropriate. It is the responsibility of the builder to choose the Action Items that are appropriate in each case. Furthermore, product information provided in the Handbook is not intended to act as or imply a recommendation for using a particular product in a specific application. Where appropriate, products should be tested before installation. All products should be used according to the manufacturer's recommendations.

In addition, local, state, and federal regulations must be followed and are not to be superseded by any recommendations made in this Handbook. Every effort was made to ensure consistency with the standards of King and Snohomish Counties and its incorporated municipalities at the time of this writing. Several regulatory reviewers were provided drafts of all or part of the Handbook.

Health and safety-related measures described in the Handbook are not intended to offer medical advice or to substitute for professional medical consultation.

The BUILT GREEN™ program is a self-certification program. The MBA does not warrant whether or not a builder or developer has taken a specific action. The builder or developer warrants his actions by signing the appropriate Self-Certification Checklist and providing the executed checklist to the customer or customer's representative. A Checklist has been provided for this purpose at the front of Part I of the Handbook.

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# Introduction

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This Handbook is a reference for those enrolled in the BUILT GREEN™ program of the Master Builders Association of King and Snohomish Counties (MBA). It includes a Project Enrollment Form as well as the Checklist used to certify BUILT GREEN™ projects. The Checklist contains over 260 Action Items to choose from and *functions as a menu* of environmentally friendly Action Items to include in your homes. In addition, the Handbook contains specific, detailed information about each Action Item listed in the checklist and resources for more information. Additional information about BUILT GREEN™ Action Items will be provided through technical seminars and the BUILT GREEN™ Resource Library housed at the MBA Education Foundation office.

BUILT GREEN™ is a market-based program—consumer education and outreach is critical to using it successfully. Please contact the MBA Education Foundation office about marketing tools you can use to personally promote your BUILT GREEN™ homes. In addition, the MBA will be providing support through marketing seminars and a public marketing campaign.

## Handbook Organization

The Handbook is organized into three parts: *Program Information* (this section), *Part I: Home Builder*, a general information section containing brief narratives for each Action Item, and *Part II: Home Builder Resources*, containing additional resources for each Action Item.

*Part I: Home Builder* describes environmentally friendly Action Items arranged in six major categories:

- **Build to “Green” Codes and Regulations**  
As a builder, you are required to meet energy, air quality, water efficiency, and stormwater management standards. The BUILT GREEN™ Program recognizes you for meeting these standards.
- **Site and Water**  
BUILT GREEN™ offers a variety of common-sense site protection, water protection, and development techniques you can use to earn points and be a “fish-friendly” builder.
- **Energy Efficiency**  
This category promotes energy efficiency and improved comfort with Action Items intended to push your project beyond Energy Code minimums.
- **Health and Indoor Air Quality**  
Action Items in this category include selected practices to improve indoor air quality and reduce health risks for occupants and installers.
- **Materials Efficiency**  
Numerous options help you reduce job-site waste, saving both you and your customer money. In addition to using materials efficiently, this section offers recognition for using a variety of “green” building materials that are easier on the environment.

- Promote Environmentally Friendly Homeowner O&M**  
 Action Items in this category help homeowners operate their residence in a more environmentally friendly manner. The BUILT GREEN™ program recognizes the importance of making certain the BUILT GREEN™ home *stays* green. By integrating homeowner education into your “green” building approach, you earn the respect of customers who appreciate value-added services.

*Part II: Home Builder Resources* mirrors the six sections and Action Items in Part I. It provides resources to help you learn more about each Action Item—general background information, technical information that will help you fulfill the action, product information where applicable, regulatory information, and relevant websites.

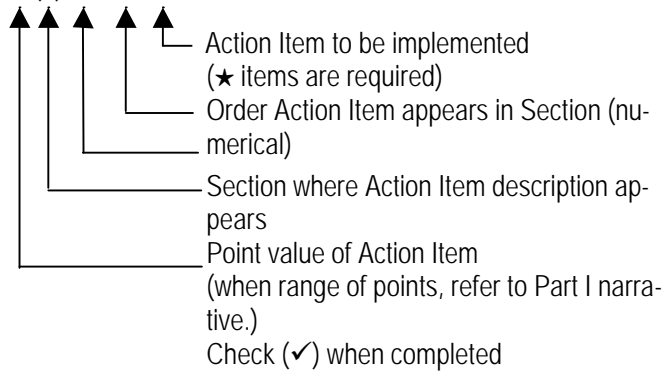
## How to use the Handbook

For ease of use, the Home Builder Self-certification Checklist coordinates directly with the Handbook sections in Parts I and II.

The checklists are “key-coded” to help you find information about each measure. The first number indicates what section to look in, and the following numbers indicate the order in which it appears. Here’s how it works, using an example Action Item from the Checklist:

### HOW TO USE THE CHECKLIST

(2) 2–33. Construct tire wash.



In this example, the action “Construct Tire Wash” is described in Section **Two** (Site and Water), Action Item **33**.

The sections appear in the same order in both Part I (General Information) and in Part II (Resources).

Review the checklist prior to starting your project, and note Action Items you are interested in investigating. Refer to the general information in the applicable section of Part I for discussion of these Action Items. Look for related resources in the corresponding section of Part II. Many resources listed are available in the BUILT GREEN™ Resource Library at the MBA.

# How to Qualify your Project

For a summary of requirements to qualify for project, see *Program-at-a-Glance* located just in front of the checklist.

All projects certified by the program must have completed each starred ( $\Delta$ ) Action Item on the checklist. Starred Action Items include Action Items required by code including all Action Items from Section One. Other required items are:

- Prepare and post a job-site recycling plan (Section Five).
- Provide a Homeowner's Kit to the owner (Section Six). A "starter" Homeowner's Kit is available from the MBA at no charge. However, you must include additional information for your homeowner's kit to qualify for credit in the program. Additional information you *must* provide, as well as optional recommended materials, are described in Part I for Action Item 6-1, *Provide Owner With An Operations & Maintenance Kit*.
- In addition, you must provide four screw-in compact fluorescent lamps to the homeowner if you are installing screw-in compact fluorescents (Section Six).

Some Action Items may already be required by code but are included in the checklist and assigned points because the BUILT GREEN™ Program encourages you to use some better-than-typical practices to meet code. The Part I narrative for each Action Item provides examples of such practices.

Complying with all starred Action Items, attending at a Program Orientation for first-time participants (described below), and earning a total of 25 points from Sections Two through Six (any Action Item) entitles the project to a 1-star rating.

For a 2-star rating, a project must meet 1-star requirements, PLUS earn 75 additional points for a total of 100 points. At least six points from each of Sections Two through Six are required to ensure a balanced approach. In addition, the builder must attend a technical workshop related to any of the Action Items. Seminars, conferences, or technical training sessions can be used to satisfy this requirement. Examples include a seminar on efficient framing techniques or a workshop on stormwater management. To count toward certification, workshops *should be completed some time within the 12 months prior to project certification* and must be approved by the BUILT GREEN™ Program Administrator. Proof of attendance must be submitted upon project completion (unless you have already submitted it to qualify another BUILT GREEN™ project within the 12-month period). King County, Snohomish County, MBA, the National Association of Home Builders, and the Building Industry Association of Washington are among likely sponsors of relevant workshops, seminars, etc., but there are numerous other opportunities. Call the MBA for a list of suggestions, 800-522-2209.

For a 3-star rating, you are required to meet the 2-star requirements PLUS earn 105 additional points (any Action Items) for a total of 180 points.

The BUILT GREEN™ Program contains a number of Action Items that are awarded "Bonus Points" if you elect to do them. Bonus Items are environmentally leading edge and provide significant benefit. Most are challenging or more costly to accomplish. The number of Bonus Points reflects their difficulty *and* potential environmental benefit. (You can meet 1-star, 2-star, and even the 3-star rating without any Bonus Items, however.)

# Program Orientation

A BUILT GREEN™ Program Orientation is required for all first-time enrollees, whether builders or developers. To find out when an orientation can be scheduled, call the MBA Education Foundation Office, at 800-522-2209. The orientation is designed to take 20-30 minutes.

## Case Studies and Field Examples

As part of developing the BUILT GREEN™ program, the MBA of King and Snohomish Counties will spotlight several successful case studies of BUILT GREEN™ homes. These case studies will be summarized in press releases and case study/fact sheets that will provide a high profile to participating builders. You will receive copies of the case study/fact sheets as they are prepared. Use them along with the other marketing materials you receive to help promote your projects. *If you want your project to be used as a case study, please contact the MBA Education Foundation Office at 800-522-2209.*

If you wish to see field examples of specific Action Items on the checklist, please contact the MBA Education Foundation Office for the location of project(s) where that Action Item has been implemented. In addition, technical workshops offered as part of the BUILT GREEN™ program are expected to include “field trips” to enrolled projects to see how specific Action Items are implemented in the field.

## BUILT GREEN™ – for Today and Tomorrow!

The BUILT GREEN™ Program has been designed *for* builders and developers *by* builders and developers to set standards of excellence in King and Snohomish Counties. It focuses on actions that can make a significant impact and are readily “do-able” in King and Snohomish Counties today. When effectively applied to an individual building project or development, the program is expected to make a positive difference for the environment (and for building owners). The star-level certification process allows an incremental approach to incorporating the standards.

In order to ensure that BUILT GREEN™ certification is meaningful, it is important that each participant who enrolls a project accurately evaluate his or her own performance when completing the relevant self-certification checklist. Make sure all required steps have been performed before taking credit for an Action Item. If not certain about a particular measure, ask for clarification from the MBA or from one of the resources/contacts listed for that section. Note the MBA does not warrant that specific actions have been taken by a builder or developer. Your signature on the checklist (and on the certificate of merit provided for completed projects) is your guarantee to the consumer that measures were performed.

We recognize that building practices change and new products become available constantly, so the program’s materials will be updated from time to time. Please help us make a good program better by providing feedback on how it works for you. With your help, the BUILT GREEN™ Program can create a lasting foundation for builders interested in helping the environment in ways that make good sense. Contact the MBA Education Foundation Director, Doug Lengel, with your comments, 800-522-2209.



A Program of the Master Builders Association of King and Snohomish Counties

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## PROJECT ENROLLMENT FORM

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Builder/Developer: \_\_\_\_\_

Contact Name & Phone Number: \_\_\_\_\_

Project Address, Lot Number, Tax Number, or Location: \_\_\_\_\_

Brief Project Description: \_\_\_\_\_

In submitting the BUILT GREEN™ self-certification checklist, I agree to complete all Action Items checked. I agree to submit an amended checklist if any changes occur during the construction or development process regarding BUILT GREEN™ program Action Items. I understand the MBA does not warrant to the homeowner or anyone else that these Action Items have been completed; only that based on the checklist provided by me, the project qualifies for a certificate.

BUILDER: I understand I will receive a BUILT GREEN™ certificate showing a star rating for my submitted project based on the information I provide in the self-certification checklist.

\_\_\_\_\_ Signature and Date

I would like a BUILT GREEN™ outdoor sign for this project.

*For MBA Office Use:*

Checklist submitted.

Proof of workshop attendance submitted (3-star level).

“Homeowner’s Kit” provided to homeowner.

Payment received.