

## Technical Tips: Submitting through CHPS Verified Program

The CHPS verification programs offer PK-14 schools two options for earning recognition for their achievements in new construction or major renovation of classroom or non-classroom buildings.

The CHPS Verified™ program provides a path to recognition through rigorous documentation of a school's design, construction, and operation. The CHPS Designed™ program provides a path to recognition through self-certification by the design team and a narrative review by CHPS.

There are typically two review phases for each program: Design Review and Construction Review. We also offer a Combined Review process for projects that decide to be CHPS Verified or CHPS Designed late in the project. Submissions for Design Review should be done toward the end of the construction document phase. This allows time for CHPS to review and provide comment prior to bidding. Construction Review submissions should be done within 90 days of substantial completion, or soon thereafter.

### Assembling a CHPS Verified Submittal

Ready to submit for review or new to submitting? Use the list below to put together the parts and pieces that make a complete submittal.

1. Use the [Verified Workbook](#) for the CHPS Criteria you have chosen. The Workbook is the core of the submittal and must be fully completed for consideration including the Scorecard, documentation tabs, and individual prerequisite and credit worksheets. Identify which prerequisites are required based on the type of project (modernization, new school, new building) and use the Scorecard to mark down the credits to pursue.
2. Pay attention to the sub-credits within the credit.
3. Complete the Project Summary tab or upload or post a separate short summary.
4. Record your targeted, pursued/claimed points on the Annotated Scorecard. The Annotated Scorecard is set up to total your points for you, allowing you to double check that you reach the threshold. Newer Workbooks (from early 2019 forward) have features that automatically check worksheet points as well to make sure you complete every necessary item.
5. Step 4 will also populate the points columns on the individual category Documentation Worksheets (II Documentation, EQ Documentation, etc.) in newer copies.
6. Review the Documentation Requirement section in the Criteria and shown on the Documentation Worksheets. There may be slight differences and in general the workbooks are updated more often than the Criteria; if there are any questions, ask us.
7. Determine the required documentation to convey compliance to the CHPS Reviewer.
  - a. Utilize the prerequisite and credit-specific worksheets within the Workbook, if available, to calculate compliance.
  - b. Add bookmarks to the plans and specifications where compliance information is shown.
  - c. Highlight or cloud relevant information on plans, specifications, policies, letters, and material cut sheets.
  - d. Provide detailed or summary calculations, and results, of raw data provided in engineering reports. In some cases, you may submit an entire report.

8. Create separate PDF or ZIP files containing documentation for all the prerequisites and credits pursued for each category (Integration, Indoor Environmental Quality, Energy, Water, Sites, Materials & Waste, Operations & Metrics). That means you will upload 7 PDFs or ZIP files, one for each category.
9. Provide the file or document name (from step 8) on the Documentation worksheets in the Attachment Location Reference column for each pursued prerequisite and credit. Use the appropriate Design Review or Construction Review columns. Short narratives or notes may also be added to convey information.
10. Upload the Verified Workbook and the 7 category-specific documentation files to Basecamp. Also upload a general site plan and building layout for reference.
11. Send an email to CHPS, through Basecamp, notifying CHPS that the project is ready for review.

Common mistakes to avoid:

- Not bookmarking the files.
- Not highlighting or bubbling the information on each page.
- Not completing the Documentation tabs of the Workbook.
- Not completing the individual prerequisite and credit worksheets.
- Submitting a single file containing all categories.
- Not notifying CHPS when the submission is ready

**Examples of Properly Notated Documentation, shown on next page**

*Courtesy of Group14 Engineering, PBC; RB+B Architects; and Cator Ruma from the design team of the Alsup Elementary School, Colorado*

### Bubbled and bookmarked mechanical CDs:

The screenshot shows a software interface with a list of mechanical CDs. The 'DUCTED SPLIT SYSTEM INDOOR UNIT SCHEDULE' is highlighted in pink. To the left is a 'Bookmarks' pane with a list of items including 'P303 DOMESTIC HOT WATER ISOMETRIC', 'P304 NATURAL GAS SCHEMATIC', 'P401 PLUMBING DETAILS', 'M001 MECHANICAL LEGENDS & NOTES', 'M002 MECHANICAL SCHEDULES', 'M003 MECHANICAL SCHEDULES', 'M004 MECHANICAL SCHEDULES', 'M005 MECHANICAL SCHEDULES', 'M006 MECHANICAL SCHEDULES', 'M007 MECHANICAL SCHEDULES', and 'M008 LEVEL ONE'.

### Highlighted fixture submittal:

WE 1.1

### WC-1 WATER CLOSET



## MADERA™ FloWise® 16-1/2" HEIGHT ELONGATED FLUSHOMETER TOILET

VITREOUS CHINA LESS EVERCLEAN®

### MADERA™ FloWise® 16-1/2" HEIGHT ELONGATED LESS EVERCLEAN®

- Floor mount flushometer valve toilet
- Vitreous china
- High Efficiency, Low Consumption. Operates in the range of 1.1 gpf to 1.6 gpf (4.2 Lpf to 6.0 Lpf)
- Meets definition of HET (High Efficiency Toilet) when used with a high efficiency flush valve **(1.28 gpf or 1.6 / 1.1 gpf dual flush)**
- Fully glazed 2-1/8" trapway
- Elongated bowl
- 10" or 12" roughing-in
- 16-1/2" rim height for accessible application
- Condensation channel
- Powerful direct-fed siphon jet action
- 10" x 12" water surface area
- 1-1/2" inlet spud

