



Rahm Emanuel  
Mayor



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## APPENDIX PL-A PLANNING CHECKLIST

POINTS OBTAINED	CREDIT DESCRIPTION		POINTS	NARRATIVE
	<b>1.0 Administrative Procedures</b>		<b>8</b>	
	AP.1	<b>Prerequisite 1 - Green Meetings</b> Guide meeting hosts, planners and attendees toward more eco-friendly meetings and incorporate environmental considerations into planning and conducting meetings in order to minimize the negative impact on the environment.	Prereq	
	AP.2	<b>Prerequisite 2 - Document Reduction and Recycling Initiative (DRRI)</b> Reduce the volume paper used and facilitate the recycling of documents.	Prereq	
	AP.3	<b>Recycled Content Paper</b> Reduce the need for virgin materials, energy, and waste associated with the production of paper by promoting the use of recycled content paper..	3	
	AP.4	<b>Corporate Sustainability Policy</b> Keeping with the spirit and intent of this Manual, it is strongly encouraged that companies working in support of CDA on any project establish and adopt their own corporate policy on sustainable practices.	1	
	AP.5	<b>Green Procurement Policy</b> Reduce the environmental impact of products and services by developing a Green Purchasing Program.	4	



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**See “SUBMITTALS” within each credit  
for specific submittals to include with checklist.**

PL.1 Define Sustainability Vision Statement

PL.2 Determine Key Stakeholders and hold Initial Project Meeting to Discuss Sustainability Goals

PL.3 Sustainability Baseline Assessment and Cost/Benefit Analysis

PL.4 Develop a Sustainability Schematic

PL.5 Project Meeting to Finalize Sustainability Schematic

PL.6 Close the Feedback Loop at Project Completion