OBTAINING LEED PLAQUES FOR CERTIFIED PROJECTS
July 2014

- **GENERAL NOTE:** USGBC/LEED Project Administrator will confirm level of achievement to Team Leader and this will initiate the process by the Team Leader to obtain and install a LEED plaque

- **SPECIFICATION:** Who will specify the plaque?
  - Explanation: Specification for the purpose of this conversation is to identify size and material of plaque
  - Decision: Team Leader will specify
  - General Guidelines:
    - Size – when located adjacent to the dedication plaque, should use a 16” Diameter option; when installed in other locations, size is determined by Team Leader, as appropriate
    - Material – should match material and hardware of the building but decision is by the Team Leader

- **PROCUREMENT:** Who will order the plaque?
  - Explanation: How will the Team Leader procure the plaque?
  - Decision: Team Leader will work with UAO Business Office to procure the plaque (Purchase with PCard)
    - Resource for plaque will be provided to the Team Leader with award of certification by USGBC/LEED Project Administrator (current vendor is [http://www.greenplaque.com/](http://www.greenplaque.com/))

- **FUNDING:** How are plaques funded? How is installation funded?
  - Decision: both plaque and installation will be funded out of the Project budget
    - Cost Model should include a line item for $2,000 to account for the plaque (should be a bullet point under “Specialty Signage”)
    - Team Leader to work with Business office regarding funding/account information

- **INSTALLATION:**
  - Where and how will it be installed?
    - Decision: determined by Team Leader
    - General Guidelines:
      - Should be installed in public space such as an entry or lobby
      - Always wall mounted
      - Mounting location and other necessary direction for specifics of installation to be provided to the Physical Plant/CFS/Physical Plant Directors (for Regional Campuses) by the Team Leader
  - Who will install it? Per campus, contact will be made by the Team Leader to the following, through appropriate contact methods:
    - IU Bloomington – Physical Plant
    - IUPUI – CFS
    - IUSE, IUE, IUK, IUN, IUSB – Installation is the responsibility of the Physical Plant Director; Team Leader will make contact to initiate request for installation