

Detailed Course Itinerary (10 hours):**LEED AP Existing Buildings Operations and Maintenance Overview and Process**

- When to use the LEED for Existing Buildings rating system
- How to monitor and report building data throughout specific performance periods
- How to create and implement effective facility policies
- The tools and standards incorporated into LEED and how to comply with/exceed their requirements

Location and Transportation

- How to reduce your building's impact on the environment due to automobile dependence
- Incorporating your building with existing infrastructure and public transportation
- Where to build the project in order to reduce its environmental impact and halt urban sprawl
- How to select the correct project site to maximize LEED points and mitigate environmental impact

Sustainable Sites

- How to reduce the heat island effect through efficient use of hardscapes and building materials
- How to integrate pest management, erosion control and landscape management plan into the building
- Reduction of storm water runoff through use of mechanical and natural strategies
- Integrating your building with public transportation and reducing light pollution

Water Efficiency

- How to effectively monitor and meter water usage throughout the building
- How to reduce potable water consumption by installing low flow fixtures and reusing gray water
- How to reduce potable water use for irrigation and treat waste water on site

Energy and Atmosphere

- How to read and utilize an ASHRAE Level One energy audit for a building
- How to minimize refrigerants impacts on the environment and also meter energy usage
- How to retrofit to reduce energy losses from the building and how to source energy from renewables
- How to report building emissions and continuously commission the building

Materials and Resources

- Sustainable Purchasing including: selecting ongoing goods, durable goods and mercury reduction
- Solid Waste Management including how to conduct a waste stream audit

Indoor Environmental Quality

- How to improve indoor air quality through monitoring, ventilation and reducing airborne particulates
- How points are awarded for lighting and thermal control and comfort
- How to incorporate daylight and views to positively contribute to the indoor environmental quality
- Green Cleaning including sustainable products, equipment and pollutant source control

Innovation in Design and Regional Priority

- How LEED rewards sustainable strategies which are out of the scope of LEED
- How to receive points for having a LEED AP O+M as a principle participant on the project
- How to receive exemplary performance points for exceeding existing credit requirements
- Documenting sustainable building cost impacts
- How LEED rewards points for satisfying credits of utmost importance to specific regions

Exam registration, materials overview and Exam taking tricks

- How to self-study for the exam and the exact procedure to ensure the highest passing rate
- How to register with the USGBC and find the best location to take the exam
- How to use the most effective strategy during the exam