

Protocol for GBI's Green Globes[®] Virtual Site Assessments

Under its standard assessment model, GBI requires an in-person site visit (i.e. "Onsite Assessment") as the final assessment for most Green Globes[®] building certifications. However, in response to the COVID-19 pandemic and social distancing recommendations, GBI is offering virtual site assessments temporarily for all Green Globes certifications worldwide.

To conduct the virtual site assessment, the project team may use the video conferencing platform of their choice, with prior approval from the assigned assessor. If preferred, GBI can facilitate the assessment using Zoom or an alternative video conferencing platform.

Prior to the virtual site assessment, project teams must provide the assessor with the following:

- Completed final questionnaire through the Green Globes online software
 - "Post-Construction Survey" for projects registered prior to 12/19/2019
 - "Final Assessment Questionnaire" for projects registered on or after 12/19/2019
- Final construction documents (if applicable)
- Records of the design and construction processes
- Specifications and drawings
- Meeting minutes
- Reports
- Computational models
- Photos
- Anything else as specified by the assessor in advance

On the day of the virtual site assessment, the project team will need:

- Phone or tablet with a camera with ability to take approximately 200 photos - a portable device that you can walk around with that has a battery life of at least 2 hours
 - Uninterrupted hot spot or wireless internet connectivity from a basement to a rooftop
- Flashlight
- Tape Measure
- Access to various spaces within the building (depending on building type) that may include:
 - Mechanical room
 - Roof
 - Common spaces
 - Surrounding outdoor space
 - Janitor's closets, restrooms and break rooms

The virtual site assessment will begin with a kickoff conference call to review the documentation provided, and the assessor will indicate which spaces they will need to see during the building "walkthrough." A member of the project team will then walk the building and follow the assessor's instructions for examining and photographing various items as needed for verification. The project team will need to ensure the area is appropriately lit for the assessor to see. If not lit, a flashlight may be required.

Following completion of the virtual site assessment, the assessor will indicate if any follow up items are required. The project team should submit any outstanding documentation to the assessor within two weeks of the virtual site assessment. If more time is required, the project team should discuss the anticipated timeline with the assessor immediately. After receipt and review of the assessor's final report, GBI will issue the report and Green Globes certification—typically within 4-6 weeks of the virtual site assessment or receipt of the last piece of missing documentation.