



EarthCraft Light Commercial (ECLC)  
Certification Process

# Steps to ECLC Certification

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## 1. Determine Project Eligibility

In order to start the EarthCraft process, design teams should contact an approved ECLC Technical Advisor (TA). ECLC TAs provide guidance on which EarthCraft program(s) best fit the goals of the project and will inform the design team about program criteria. In order to be eligible for the program, the building must have a complete exhaust and HVAC system.

## 2. Project Registration

Project teams should register the project as early in the design phase as possible. At the time of registration, projects shall identify their TA.

## 3. Design Review

The ECLC TA will work to schedule a Design Review meeting with key members of the project's design team, such as:

- Project Architect
- Mechanical Engineer/Contractor
- Owner's Representative
- General Contractor (if identified at this stage)

This meeting is a "working" meeting, where the project team meets with the EarthCraft representatives to participate in a 3-4-hour review of the project's plans. The design review is an opportunity to look carefully at the plans and determine how the ECLC program can be applied to the project. From this exercise, the team can ensure that all requirements can be met, and a tentative point total on the ECLC Worksheet can be determined.

## 4. Construction Kick-Off Meeting

Prior to construction, the GC (or primary project contact) must work with their ECLC TA to schedule a construction kick-off meeting. The project's construction manager and site superintendent are expected to be present for the meeting. HVAC and insulation subcontractors are encouraged to attend if available. The project goals and ECLC certification process will be discussed and review of the core requirements, required site visits, performance tests, and methods of collecting information will be presented.

## 5. First Site Visit

After the completion of all air sealing, but prior to the installation of cavity insulation and interior wall finishes, the general contractor (GC) must contact the ECLC TA to schedule this initial project walkthrough. The Site Superintendent must be present during this visit. During inspection, the ECLC TA will review project site strategies, building thermal envelope air-sealing measures, drainage plane/exterior insulation applications, and HVAC duct sealing measures.

## 6. Second Site Visit

After interior envelope insulation is in place but prior to inter-wall finishing material, the GC must contact the ECLC TA to schedule the second site inspection. The Construction Manager and Site Superintendent must be present during this site visit. During inspection, the ECLC Technical Advisor will review building thermal envelope, insulation coverage, and inspect installed ductwork, mechanical systems and additional air sealing opportunities to increase the likelihood of success of final performance testing. All relevant worksheet requirements and point

items that can be visually verified will also be documented. Once inspection is complete, an inspection report with photographs will be prepared and distributed to the team.

## **7. Final Site Visit and Testing**

Once construction is at a stage of substantial completion and all measures indicated on the project worksheet have been completed, the GC shall notify the ECLC TA that the team is ready to schedule the final inspection. The Construction Manager and Site Superintendent must be present during this visit. During inspection, all required leakage tests will be performed, and the team will participate in a final walkthrough of the building and project site. All relevant worksheet requirements and point items that can be visually verified will also be documented. Once inspection is complete, an inspection report with photographs will be prepared and distributed to team. A final worksheet with notes regarding any missing documentation will be provided to the team for final documentation gathering.

## **8. Certification Submission**

Once all documentation has been complete and all requested remediated items from inspections have been resolved, the ECLC TA will supply the project team with an ECLC Certification Application Form, which will state the certification level and points achieved. Upon receipt of the ECLC Certification Application Form, the team will be awarded an ECLC plaque to display on the building.