



## An Informational Newsletter for GBH Verifiers and Builders

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Hello to all GBH Verifiers and Builders. I will be covering three major issues with this newsletter. 1) Explain updates made to the Verifiers on-line Checklist; 2) explain the Verifier Re-Certification requirements, and 3) Ask for your help! It is our hope that this newsletter will be informative and helpful. We also hope it will give you solutions to your questions and allow you a way to let us know what works and what doesn't work. Hopefully this will make the verification process work efficiently for everyone. Together we can make the Verification process as simple as possible.

### UPDATES to Verifier

#### Checklist!

##### **-New Home:**

updated to  
fix known  
bugs.



##### **-Remodel:** now available

#### Checklist Updates:

- Newest Versions will be labeled "Final New Home Cklist V100109" and "Final Remodel Cklist V100109"
- we have added formulas in many areas. Formulas will now calculate D25 correctly so you don't need to manually change anything anymore.
- CAUTION: do not enter any data in any PINK areas -- pink is being used to designate a formula area so don't inadvertently change the formula by typing something in those areas. If you do you can pull a "clean" copy from the GBH web site.

### TIPS and TRICKS and CHANGES to Checklist!

- Photo at Rough Stage Eliminated
- Labeling of Checklists and Photos

- We are eliminating the requirement for a photo at the Rough Inspection. A photo will still be required at the Final Inspection.
- Checklist and Photo: It would be helpful if you could follow this format when submitting checklists and photo:

- 1. Attached the final photo as a tab in the checklist file. Label it

"photo." To do this follow these steps:

- 1) Open your photo and from the top menu choose "Edit" then "Copy" Close Photo file when this step is done.
- 2) Open the Checklist file and click on the "Add Photo Here" box on the tab section at the bottom of the checklist.
- 3) Rename it to "Photo" by Right clicking and moving down to "rename." Type "Photo" and then hit the return. The curser will move to the first box in the worksheet.
- 4) Paste the photo into the first box of the worksheet (upper left) by clicking on "Edit" and then "Paste."
- 5) Resize the photo to fit onto the first page by moving your curser to the bottom right corner until you see a "double arrow" symbol. Click on the lower right double arrow and hold it down while you move the double arrow to the left and or up and to the left until the complete photo fits into the first page.
- 6) Save your document as "Street Number, Street Name Cklist and Photo" (i.e. 1256 N First Cklist and Photo)

WHAT? Didn't know that?  
Now you do.

## Verifiers must be Re-Certified Yearly

Verifiers must be re-certified on a yearly basis. Renewal happens within 30 days of the end of your initial appointment.

You must have 6 hours of continuing training in a "green building" area which needs to be taken some time before the end of your yearly appointment,

You must submit, yearly, proof of required insurance coverage including general liability, automobile liability, and workers compensation, and

You must submit a yearly accreditation and listing fee of \$125



We need your input. Please send your responses to Candy Pharo, [clp@treystagroup.com](mailto:clp@treystagroup.com)

We have had ongoing discussions on how to increase builder participation in the Green Built Home Program. We know you are a vital link to making this happen and we are considering some type of reward system for Verifier's and/or Builder's who solicit and encourage other builders to build GB Homes. We would appreciate it if you would please take a moment to respond to the following questions. Additional comments are encouraged.

- 1) Is a reward system feasible?
- 2) Is a reward system something you would be interested in participating in?
- 3) Should we be doing something specific to encourage new and continuing builders to build Green Built Homes?

We also feel we should have a least one meeting a year for Verifiers to go over processes and procedures and answer questions. We thought that we should hold them in several locations so that you would not have to travel too far to attend. Would you attend? If yes, please indicate which two or more locations would be easiest for you to attend:

Appleton  
Eau Claire  
Jefferson

LaCrosse  
Madison  
Stevens Point

**Building Green Built Homes today for tomorrow's future.**