

Task Name	Duration	Start	Finish	Comments	Q3			Q4			Q1			Q2			Q3		
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
<b>SD Food Bank - Program Path</b>																			
Introductory meeting with executive team	2d	08/20/15	08/21/15																
<b>Establishment Period</b>	122d	09/01/15	12/31/15																
Find/Work with IEQ ventilation contractor	122d	09/01/15	12/31/15																
Talk w/ vendors, talk about ASHRAE Level 2, discuss LEED protocols (pests, purchasing, waste), brainstorm waste separator (discuss with Will and Casey)	1d	10/14/15	10/14/15																
Session 1 - Introduction to LEED O+M, Best Practices and Overview (3 hours)	1d	11/12/15	11/12/15	Meet at Food Bank (2-5 pm)															
HACK - Complete Policies, Water Calcs and EAp1 (4 hours)	1d	12/10/15	12/10/15	Meet at Food Bank (1:15 - 5pm)															
Complete ASHRAE Level 1 audit; Evaluate low/no cost measures; prep facility for Performance period	1d	12/17/15	12/17/15	Meet at Food Bank (tentative bc of floors) 2-5pm															
Establishment period ends	1d	12/31/15	12/31/15																
<b>Performance Period</b>	121d	01/01/16	04/30/16																
Begin tracking period	1d	01/01/16	01/01/16																
Session 2 - WEp1, evaluation of SS category credits, collect data back up sheets for equipment, roof, etc	1d	01/14/16	01/14/16	Meet at Food Bank (2-5pm)															
Session 2a - session 2 follow up	1d	01/28/16	01/28/16	Meet at Food Bank (2-5pm)															
Session 3 - Transportation/Comfort survey, collect purchase data	1d	02/11/16	02/11/16	Meet at Food Bank (2-5pm)															
Session 3a - session 3 follow up	1d	02/25/16	02/25/16	Meet at Food Bank (2-5pm)															
Session 4 - Waste Audit/ Purchase and waste tracking	1d	03/10/16	03/10/16	Meet at Food Bank (2-5pm)															
Session 4a - session 4 follow up	1d	03/24/16	03/24/16	Meet at Food Bank (2-5pm)															
Session 5 - APPA audit, task lights, Purchase and waste tracking	1d	04/14/16	04/14/16	Meet at Food Bank (2-5pm)															
Session 5a - session 5 follow up	1d	04/28/16	04/28/16	Meet at Food Bank (2-5pm)															
Performance period ends (collect final purchasing data)	1d	04/30/16	04/30/16																
Session 6 - Complete remaining LEED Online uploads	59d	05/01/16	06/28/16	Meet at Food Bank or off-site location															
LEED Submission	1d	06/29/16	06/29/16																
Session 7 - Preliminary Review comments	1d	08/14/16	08/14/16																
Submit Final Review	1d	09/14/16	09/14/16																