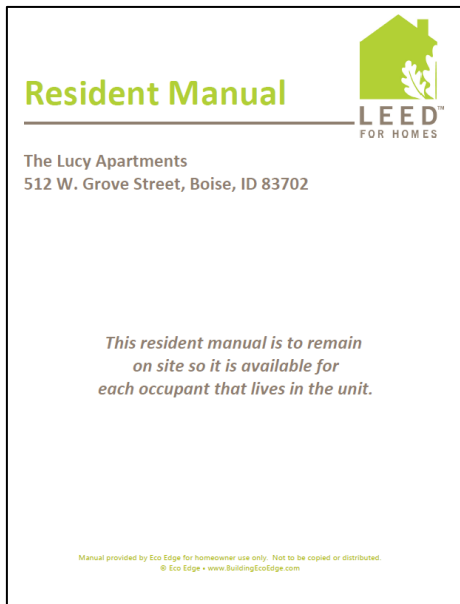


The Martha – Resident Training Policy for LEED Certification

1. Each new resident will receive the “LEED Resident Manual” for Operations and Maintenance (O&M) via email from Property Management who will provide the website in the move-in packet. These manuals are to be provided for each new resident. A printed version is on file in the Property Manager’s office.



2. To comply with the LEED EA Prerequisite “Education of the Homeowner, Tenant, or Building Manager,” the Property Manager will perform a one-hour operations training meeting with each new resident to go over how to operate and maintain installed equipment. To prepare the Property Manager, the LEED for Homes Accredited Professional (AP) will provide a 1-hour orientation meeting and walkthrough to train the Property Manager and will offer a workshop for all initial residents (or as many as possible) when the building achieves at least 80% occupancy. The LEED Resident Manual will be distributed prior to this meeting via email. The meeting will cover unique features of a LEED home and a discussion of the required items in the LEED Resident Manual, including identification of all installed equipment, instructions on how to use and operate the equipment and information on its maintenance.
3. Because this is a rental property with resident turnover, the Property Manager will coordinate a LEED operations training meeting with each subsequent new resident that moves in. The LEED AP will provide a slide deck and video of the 1-hour workshop that can be used for the training. This includes presenting the LEED Resident Manual and conducting a one-hour walkthrough to go over how to operate and maintain installed equipment. It is acceptable for more than one resident to participate in the training at the same time, so doing a group training each quarter or as needed might be an efficient way to accomplish this.