



## THE BUILT GREEN CANADA PRODUCT CATALOGUE

Effective: January 01, 2011

### Purpose:

The purpose of the **BUILT GREEN™** Product Catalogue is, primarily, to identify products that are appropriate for use in energy efficient homes. The Product Catalogue is a service to Built Green builder and renovator members to enable them to build "Built Green" easily and efficiently. This activity area falls under the auspices of Built Green Canada and does not impact the delivery agents.

### Criteria:

Manufacturers and suppliers are required to meet the criteria (as approved by the Board) for listing product in the catalogue, namely:

- The manufacturer or supplier is a member of a professional industry association;
- They meet the criteria for product inclusion in the **BUILT GREEN™** Product Catalogue;
- They list a minimum of one product in the catalogue each year; and
- They pay the Built Green Canada fees."

Only products and services that have been accepted and approved by the Built Green Canada, Standards Committee, will be listed in the Product Catalogue. The Product Catalogue will continue to mirror the **BUILT GREEN** checklists.

### Fees:

There will be one fee structure:

- Listing of first product - \$600
- Listing of subsequent products - \$100

### Process:

1. The Product Catalogue process will be outlined on the **BUILT GREEN™** website.
2. Any questions by the applicant will be directed to the Executive Officer at 780-758-6484 or by e-mail.
3. Completion of the application form and with accompanying documentation, including all certifications, contact information and a 50 word (maximum) description of the product to be submitted on-line to [annralph@builtgreencanada.ca](mailto:annralph@builtgreencanada.ca).
4. The Executive Officer will coordinate with the Standards Committee to review the application.
5. Applications will be processed within ninety (90) days, once received.

6. Once the application has been approved or rejected an email will be sent to the applicant describing the next steps.
7. Once approved the Executive Officer will need the following information from the applicant to post the product information on the website:
  - a. Company logo in JPG or GIF no larger than 250 pixels wide and 150 pixels high. (If your graphic designer wishes to match the background of the **BUILT GREEN**™ website, the colour is Red 242, Green 237, Blue 235.)
  - b. Image of the product in JPG no larger than 300 pixels wide and 400 pixels high.
8. Fees will be based on the calendar year. New listings will be pro-rated.
9. An invoice will be sent out ONLY if the product has been approved and after the information is uploaded onto the **BUILT GREEN**™ website.