

# Assessment of Building Users' Guide and Design Intent Reports

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**Relevant to Man-5 Building Users' Guide and  
Man-2 Commissioning Clauses**

## 1. PURPOSE OF THIS GUIDE

To improve the consistency of the assessment of Building Users' Guides and Design Intent Reports (short report on Design Intent). Moving forward, the assessment of these documents will be performed in accordance with the guidance provided in this guide and should be limited to a confirmation that the document provided contains the required content.

## 2. INSTRUCTIONS FOR ASSESSORS

When assessing the Building Users' Guide and the Design Intent Report, it is important for the assessor to not undertake a detailed assessment of the content of the documents. The following salient points should be considered during the assessment of these documents. These are elaborated upon in the preceding sections:

Item to consider	Yes	No
<b>Clear and Easy to Use:</b> <b>Are the documents labelled as a 'Building Users' Guide' or 'Design Intent Report'?</b>		
<b>Are the documents separate to the project's 'Operations and Maintenance Manual'?</b>		
<b>Simplified Diagrams:</b> <b>Do the documents include simplified diagrams?</b>		
<b>Content:</b> <b>Do the documents contain all relevant information as outlined by the credit (refer to headings and sub-headings and general content of the document only)?</b>		
<b>When undertaking a high level review of the content of the documents, is it consistent with information provided in other parts of the project submission?</b>		

If during the assessment, the answer is 'yes' to all the items listed in the table, then the points should be awarded.

Please note, that the GBCA has developed templates for the Building Users' Guide and the Design Intent Report which project teams can use. These are available through the GBCA website.

### Clear and Easy to Use

Building User's Guides are required to be 'clear and easy to use'. This is stipulated within the Credit Criteria but not elaborated on elsewhere. 'Clear and easy to use' and compliance with this requirement will depend on the opinion, background and circumstances of the Assessor - leading to a situation where the same document is received for two separate Green Star projects and accepted for one but rejected for the other.

Moving forward requirements relating to the document being clear and easy to use will be as follows:

- The document provided is titled a Building Users' Guide
- The document is not part of the Operations and Maintenance Manual

### Simplified Diagrams

The requirement to provide simplified diagrams remains. Schematic drawings are not appropriate and should not be accepted, however any other simplified diagram should be accepted.

NB we are looking for good examples of simplified diagrams to include in our Building Users' Guide template. If you have examples of these diagrams that you would be willing to have included in our template please contact the Green Star Inbox ([greenstar@gbca.org.au](mailto:greenstar@gbca.org.au)).

### Content

If the document is presented as a 'Building Users' Guide' (i.e. titled as such) then the assessors should confirm that the required content of the Building Users' Guide has been provided. This should be a check of the headings and general content provided to confirm that the scope of the document is appropriate.

This high level review of the content of the documents should consider consistency with information contained with the rest of the Green Star submission. If there are clear inconsistencies, these should be noted in the Assessor's comments to the project team.

An example of an appropriate inconsistency which the Assessor may note is differences in the mechanical systems described (e.g. referring to an air cooled chiller when a water cooled system is provided).

An example of an inappropriate inconsistency to note is a comment on an environmental strategy (for example energy saving strategy) that was not included elsewhere within the submission.

### *Design Intent Report - does the document convey Design Intent?*

If the document provided contains the information outlined within the Technical Manual, it will be deemed to meet the requirement that it conveys Design Intent.

### Use of Templates

We believe the new templates contain an appropriate amount of information and if used correctly will result in a better Building Users' Guide and Design Intent report.

The templates were specifically written to match the requirements of the Public Building v1 credit and as such there may be minor discrepancies with the requirements of the tool relevant to the project being assessed. The expectation is that if project teams complete the template correctly, that the project should be automatically awarded points. If however, the project team has not used the Templates, they may still be awarded the points if they meet all the other requirements as outlined in this Guide.