

## Green Star – Design & As Built Submission Template

Ensure all prompts shown in **Blue text** have been responded to.

### Design Review / As Built Submission [Delete as appropriate]

**Credit: Building Information**

**Project Name:** [name]

**Project Number:** GS- [####]

Points available: 2

Points claimed: [1 or 2]

### Building Information Criteria

The project has claimed the following points: [Please select the applicable initiatives utilised by the project]

Criteria	Requirement	Points available	Points claimed
<b>1.1 Operations and Maintenance Information</b>	<p>Compliance with these requirements is based on confirmation that:</p> <ul style="list-style-type: none"><li>appropriate content for all nominated building systems as described in this credit is readily available;</li><li>the appropriate user group has access to the information they require to deliver best practice environmental outcomes;</li><li>guidance on keeping information up to date is provided to facilities management in these documents.</li></ul>	<b>Mandatory</b>	<input type="checkbox"/>
<b>1.2 Building Log Book</b>	<p>The project team has developed a Building Log Book that meets the following requirements:</p> <ul style="list-style-type: none"><li>Developed in line with CIBSE TM31: Building Log Book Toolkit; and</li><li>Covers all nominated building systems noted in <i>Nominated Building Systems</i>.</li><li>Includes links or references to all relevant O&amp;M information noted in Compliance Requirement 1.1 <i>Operations and Maintenance Information</i>.</li></ul>	<b>1</b>	
<b>2.1 Building User Information</b>	<p>Building user information is a source of up-to-date, relevant information for the 'building user'.</p>	<b>1</b>	<input type="checkbox"/>

## 1.1 Operations and Maintenance Information

The project team [has/has not] met compliance with these requirements.

- Nominated Building Systems, for the purposes of this project, have been defined as:

[Please include a list of building systems that make up Nominated Building Systems for this project, based on the owner's project requirements (OPR) or alternative equivalent documentation]

[Please insert hyperlink to documents that support these claims]

- Operations and Maintenance Information, such as O&M Manuals or alternative equivalent documentation, [has/has not] produced and delivered to the building owner and / or facilities management team.

[Please insert hyperlink to documents that support these claims]

- These documents include information the facilities management team requires to deliver best practice environmental outcomes, including guidance on keeping information up to date and readily available throughout the building's life cycle.

[Please insert hyperlink to documents that support these claims]

## 1.2 Building Log Book

The project team [has/has not] met compliance with these requirements.

- A Building Log Book, that complies with the requirements outlined within CIBSE TM31: Building Log Book Toolkit, [has/has not] been developed and delivered to the building owner and / or facilities management team.
- The Building Log Book includes links or references to all relevant O&M information noted in *1.1 Operations and Maintenance Information*.

[Please insert hyperlink to documents that support these claims]

## 2.1 Building User Information

The project team [has/has not] met compliance with these requirements.

- The method of delivery of 'building user information' is:

[Please explain how building user information is being delivered. This could be via an intranet system or other electronic format.]

- The following user groups have been identified by the project team:

[Please outline the various user groups identified by the project team.]

- The type of 'building user information' required by each user group [has/has not] been tailored to their needs.

[Please insert hyperlink to documents that support these claims, including the different types of building user information that has been produced for each user group identified by the project team.]

Therefore as demonstrated in this short report, this project is eligible to achieve [1 to 2] points for complying with the credit criteria.

## Discussion

[Outline any issues or additional information you would like to highlight to the Assessment Panel.]

Author Details:

[Insert name, position and contact details of author]

[Date]

—— **Report end** ——