

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: Commissioning and Tuning

Project Name: [name]

Project Number: GS- [####]

Points available: 4

Points claimed: [1 to 4]

Commissioning and Tuning Initiatives – Deemed to Satisfy Criteria

The project has utilised the following commissioning, handover and tuning initiatives to ensure all building services operate to their full potential: [Please select the applicable initiatives utilised in project]

Item	Requirement	Points available	Points claimed
1 Environmental Performance Targets	This is a minimum mandatory requirement for this credit.	Mandatory	
2 Services and Maintainability Review	A comprehensive services and maintainability review of the project is performed.	1	<input type="checkbox"/>
3 Building Commissioning	Comprehensive pre-commissioning activities is performed for all nominated building systems.	1	<input type="checkbox"/>
4 Building Systems Tuning	Tuning process is in place that addresses all nominated building systems.	1	<input type="checkbox"/>
5 Independent Commissioning Agent	An Independent Commissioning Agent (ICA) has been utilised to advise, monitor, and verify the commissioning and tuning of the nominated building systems throughout the design, tender, construction, commissioning and tuning phases.	1	<input type="checkbox"/>

[Please delete sections which are not relevant to the building]

1 Environmental Performance Targets

The project team [has/has not] set and documented targets for the environmental performance of the project to demonstrate compliance with this requirement.

[Included as part of a design intent report or owners' project requirements (OPR) document, describe the basic functions, operations, and maintenance of the nominated systems including; main components, targets for energy and water consumptions, indoor environment aspects and how they will be metered and monitored]

[Please insert hyperlink to documents that support these claims]

2 Services and Maintainability Review

A Services and Maintainability Review has been undertaken [prior to the issue of tender packages/ prior to construction/ during construction where changes recommended have been implemented]. The review has been led by the [head contractor / the owner's representative / the ICA]

[Include Service and Maintainability Review addressing Commissionability, Controllability, Maintainability, Operability including 'Fitness for Purpose' and Safety]

[Please insert hyperlink to documents that support these claims]

3 Building Commissioning

Pre-commissioning and commissioning of all nominated systems [has/has not] taken place in accordance with the requirements laid out in the contractual documentation and the commissioning plan. [This is certified in the commissioning report].

[Include the commissioning plan and contractual documentation showing the objectives, or basis, of the design; the scope of the plan; list the commissioning team; their responsibilities and interface matrix; the general sequence of commissioning; the proposed commissioning procedures; witnessing requirements; the commissioning program; and requirements for subcontractor commissioning manuals]

[Include the contractual documentation listing the design parameters for the system; the required commissioning activities; how each system is intended to operate; and the acceptable tolerances during commissioning.]

[Insert hyperlinks to documents which support these claims]

4 Building Systems Tuning

Following practical completion the owner client [has/has not] committed to a tuning process of all nominated systems for at least the first 12 months after occupation with quarterly adjustments and measurements and a 10th month review of warranties.

[Include either in the commissioning plan or a letter from the owner committing to a building systems tuning process]

[Insert hyperlinks to documents which support these claims]

5 Independent Commissioning Agent

At least one of the criteria in sections 2 to 4 has been achieved and the criteria targeted [have/ have not] been performed by a qualified independent commissioning professional separate to the design team who was engaged directly by the owner or the owner's representative.

[Include the CV of the Independent Commissioning Agent detailing the qualifications and experience relevant to the project.]

[Please insert hyperlink to documents that support these claims]

Therefore as demonstrated in this short report, this project is eligible to achieve [1 to 4] points for the utilisation of commissioning and tuning initiatives to ensure all building services perform to their full potential.

Discussion

[Insert any issues you would like to highlight and clarify to the Assessment Panel.]

Author Details:

[Insert name, position and contact details of author]

[Date]

— Report end —