# High Performance Site Office Checklist

| Sustainability Issue | Please detail how this issue was addressed |
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| Impacts from site shed construction 🞎 The site was manufactured in facilities certified to ISO 14001; or   * The site shed was manufactured over 5 years ago.   ***Confirmation from the site shed manufacturer must be provided.*** |  |
| Timber 🞎 Timber used in the construction of the site shed complies with chain of custody certification by FSC or AFS.  ***Confirmation from the site shed manufacturer must be provided.*** |  |
| Metering 🞎 The site shed has been metered separately to ascertain its energy and water use, and in a manner that provides an option for measuring energy waste or leaks.  ***Evidence of installation (such as photographs, diagrams or drawings) of water and energy meters must be provided. At least one monthly reading from each meter type to be provided.*** |  |
| Quality of Internal Air 🞎 The entry of outdoor pollutants is mitigated by installing floor mats at the entrance of the site shed; or   * The system is regularly cleaned, that is, the filters, external condenser coil, and indoor evaporator are cleaned. In addition, the unit is checked for mold growth.   ***Evidence of installation (such as photographs, diagrams or drawings) of floor mats must be provided.*** |  |
| Thermal Comfort  * The site shed has a roof insulation of at least R4 for the roof and R4 for the walls.   ***Confirmation from the site shed manufacturer must be provided.*** |  |
| Lighting Comfort 🞎 The site shed is fitted with flicker free lighting. In addition, lighting levels at the surface of each desk are appropriate to the tasks performed as detailed in AS 1680.2.2; or   * Task lighting solutions are provided at each desk, to allow for users to control the level of lighting in their immediate workspaces.   ***Confirmation from the site shed manufacturer must be provided.***  ***Measurements from hand-held equipment must be provided if daylight measurements have been taken.*** |  |
| Acoustic Comfort 🞎 The site shed has been located in such a way (at least 100m from the main source of noise) as to minimise noise intrusion from the construction works; or   * The site shed provides sufficient acoustic insulation, such that the levels within the space do not exceed 50db (with a variation of 5db).   ***Evidence of installation (such as photographs, diagrams or drawings), clearly showing measured distance to closest outside wall of shed, must be provided.***  ***If closer than 100m to noise sources, measurements must be taken within the shed workspace to demonstrate compliance.*** |  |
| Visual Comfort 🞎 The site shed features adequate penetration of daylight through the use of skylights, or larger windows. Daylight may be measured with hand-held equipment, or through a rule of thumb calculation. The amount of area that has direct access to good daylight levels (200 lux) is around 30%.  ***Photographs of the daylight penetration must be provided.***  ***Measurements from hand-held equipment must be provided if daylight measurements have been taken.*** |  |
| Reduced Exposure to Pollutants 🞎 Paints and carpets are low VOC, defined as being GECA or Ecospecifier certified or compliant with the maximum TVOC requirements outlined in table 1.  ***A schedule of items must be provided.*** |  |
| Quality of Amenities 🞎 Plants are provided within the space at a rate of 1 pot of 500sqcm for every 10 square meters of occupied open area. Enclosed meeting rooms can be excluded from the calculation  ***Photographs of the plants in the space must be provided.*** |  |
| Greenhouse Gas Emissions 🞎 A master switch is provided at the entrance to shutdown lighting and air conditioning power use at the end of the day; or   * Air conditioning systems have a star rating of five stars or higher for both heating and cooling.   ***Evidence of master switch installation (such as photographs, diagrams or drawings) of water and energy meters must be provided.*** |  |
| Energy Efficient Appliances All Appliances have a star rating of no lower than two stars from the highest possible rating as determined on energyrating.gov.au (If an appliance was not installed, please cross from the list).  🞎 Refrigerators  🞎 Freezer  🞎 Dishwasher  ***A schedule of items must be provided.***  ***Evidence of installation (such as photographs, diagrams or drawings) must be provided.*** |  |
| Potable Water  * Taps, showers, urinals and toilets have a rating of 3 stars or higher.   ***A schedule of items must be provided.***  ***Evidence of installation (such as photographs, diagrams or drawings) must be provided.*** |  |
| Water Efficient Appliances 🞎 Dishwashers have a star rating no less than two stars from the highest possible rating as determined on energyrating.gov.au  ***A schedule of items must be provided.***  ***Evidence of installation (such as photographs, diagrams or drawings) must be provided.*** |  |
| Flooring, assemblies, and furniture 🞎 A proportion of carpets, internal walls, partitions, and joinery comply with best practice guidelines as determined by the fitout calculators guide. In summary, these products and materials must comply with one of the following: ● Re-used; ● Certified to GBCA recognised standards; ● Sold with a product stewardship commitment; ● Have significant re-used, recycled or certified content; and ● Are manufactured in facilities certified to ISO 14001.  ***The filled in Green Star Fitout Calculator must be provided.***  ***Evidence of installation (such as photographs, diagrams or drawings) must be provided.*** |  |
| Light Pollution 🞎 All external lighting must be shown to have an upward light ratio of less than 5% in order to demonstrate compliance under the 'Light Pollution' credit.  'Upward light ratio' refers to the amount of light that escapes from a lamp above the horizontal. Such calculations must take into account mounting orientation as well as the design of the light fixture itself.  ***Evidence of installation (such as photographs, diagrams or drawings) must be provided.*** |  |
| Impacts from Refrigerants  * All refrigerants used in all air conditioning equipment serving the project have an ozone depletion potential (ODP) of zero, and a 100-year Global Warming Potential (GWP100) of 10 or less; or * All refrigerants used in all fridges and freezers serving the project have an ozone depletion potential (ODP) of zero, and a 100-year Global Warming Potential (GWP100) of 10 or less.   ***A schedule of items must be provided.*** |  |
| User information 🞎 Information, such as a guide, on site training, or signage, on how to obtain the most benefit of the office's systems and resources were provided to the end users in an easy to understand and easy to use manner.  ***Confirmation from the site shed manufacturer must be provided.*** |  |