# Green Star Short Report Round [1/2]

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

Green Star – Office Design v3

Credit: Man-2 Commissioning Clauses

Project Name: [name]

Project Number: GS- [####]

Points available: 2 Points claimed: [1 or 2]

1. Contractual Requirements

[Insert project owner name] is committed to undertaking pre-commissioning, commissioning and quality monitoring for all building services (BMS, mechanical, electrical, fire protection and hydraulic).

A contract is in place with [Insert name(s) of commissioning agent] to undertake this role in exact accordance with the [list the selected GBCA recognised guideline].

[Insert hyperlinks to documents which support these claims]

Therefore, as demonstrated in section 1, this project is eligible to achieve [1] point for having a commissioning contract in place.

1. Knowledge Transfer

The design team and contractor are required to transfer knowledge to the building owner. Additionally, a Design Intent Report has been prepared and submitted to the project owner.

The Design Intent Report includes:

1. Energy and environmental strategy;
2. Monitoring and targeting; and
3. Building services (ventilation, heating, cooling, electrical, lighting and domestic hot water).

The contractor is also required to provide the owner with as built/installed drawings, the commissioning report and training of building staff.

[Insert hyperlinks to documents which support these claims]

Therefore, as demonstrated in section 2, this project is eligible to achieve [an additional] point for transferring knowledge to the building owner/ manager.

## 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** –––