**Instructions:** Please ensure all prompts shown in green text have been responded to.

To:

[Name of building owner representative]

[Company]

[Address1]

[Address 2]

[Suburb State Postcode]

From:

[Name of Mechanical Engineer]

[Company]

[Address1]

[Address 2]

[Suburb State Postcode]

### Template letter relating to Green Star IEQ-2 Air Change Effectiveness Rulings Documentation (Design) D and Documentation (As Built) E

Project Name: [name]

Green Star – [Insert Green Star Rating tool]

Project Number: GS-[####]

Dear [Insert name of building owner representative]

I [insert name] can confirm that the below information is a true and accurate account of building services [designed / installed and commissioned] in [project name], [GS project number].

I also confirm that I am a suitable qualified mechanical engineer engaged throughout [the design process / the construction and commissioning process] for [project name]. I confirm that I have relevant experience in the design and commissioning of HVAC systems present in this project as demonstrated by my attached CV.

I can confirm that HVAC systems have been [designed/installed and commissioned] to deliver high quality air to all occupants through the uniform distribution of ventilation, and avoidance of short circuiting of airflow delivery, to occupied spaces within the building.

[Provide a qualitative explanation of how the above has been achieved to all occupied spaces. Include comment on:

* distribution of supply air diffusers and return air points/paths.
* location of return air points in relation to supply air, how is the potential for short circuiting mitigated.
* appropriate diffuser selection, supply air temperature and velocity in heating and cooling modes.

In the above explanation:

* discuss ventilation systems serving all typical floors/spaces and non-typical spaces.
* identify any spaces that are not mechanically air conditioned and also identify mechanically air conditioned spaces that do meet the above criteria.]

[For As-Built submissions please include the following. For Design submissions where systems are not yet installed and commissioned delete the following sentence] I confirm that all relevant systems have been commissioned in line with documented design and the [insert commissioning code].

Signed

[Insert name, signature and company information]

**––– End Letter –––**