

2015 AS BUILT GUIDELINES

Introduction

The following guidelines outline the way in which Green Star - Office v3 (As Built) project teams are to document compliance with the rating tool where elements, or areas of the building are not delivered by the Base Building contract i.e. are outside of the 'Base Building Scope'.

Green Star - Office v3 is intended to be a base building rating tool, however the goal of the rating tool is to promote the development of buildings which are holistically sustainable in their entirety. This guide outlines how project teams can, if necessary, divide their building into Base Building Scope and Tenant Scope, and how compliance is to be demonstrated for each of these areas. For some credits, evidence of a Tenant Fitout Design Guide provision will be required in order to show compliance for areas that are outside of the Base Building Scope.

In general terms, where the compliance requirements are outside of the 'Base Building Scope' by the time As Built submission is completed, compliance may be demonstrated by:

- Defining 'Base Building Scope' and 'Tenant Scope', as outlined in this document;
- Demonstrating compliance for the entire Base Building Scope (appropriate areas) as per this guide and the Rating Tool and Rulings; and
- For credits which are affected by Tenant Scope elements, demonstrating that a *Tenant Fitout Design Guide* (or similar) has been provided to the tenant's design team which outline the best practice sustainability criteria from relevant credits.

Use of this Guide

While this guide is in draft format, project teams hoping to use this guide are required to submit a free Credit Interpretation Request (CIR) to gain approval for the use of this guide for their project. In this free CIR please include the following information:

- A description of the building delivery type which necessitates the use of this guide;
- A list of the credits for which the approach outlined in this guide will be used (if credits not listed in this document are included in this list please nominate the way in which the approach will be adapted for those credits);
- A list of credits for which the original As Built Guidelines are to be used; and
- Any general feedback on this guide.

Defining Base Building Scope and Tenant Scope

To use the approach outlined within this guide, projects will be required to clearly divide their building into Base Building Scope and Tenant Scope. These scopes are defined by the two contracts and are defined further below.

Base Building Scope is defined as:

All elements of the building which are to be completed as per the Base Building Contract.

As a minimum this scope must include the following elements:

- All structural elements of the building
- A complete façade
- Central HVAC services including: completed HVAC equipment to serve common areas, risers and HVAC equipment (e.g. ducting) to within 1m of risers on tenanted floors
- Building Services to all common areas and provided to within 1m of risers on tenant
- Lighting to common areas
- Finishes (floor coverings, wall coverings and ceilings) to common areas
- Bathroom amenities
- Service corridors, fire stairs and lifts

As a maximum (i.e. For projects where the final building, including fitout, is delivered within a single contract) the base building scope could include:

- All structural elements of the building
- A complete façade
- Central HVAC services including: HVAC equipment to all areas, risers, all HVAC equipment (e.g. air, cooling and heating provisions) to entire building
- Building Services to entire building
- Lighting to entire building
- Finishes (floor coverings, wall coverings and ceilings) to entire building
- Bathroom amenities
- Service corridors, fire stairs and lifts
- Furniture

It is expected that the majority of projects will sit somewhere on the continuum between these scopes, and in many cases this may vary within the building depending on the agreement with individual tenants. However the defined scope must remain consistent across the entire submission.

Please clearly define your project's Base Building Scope (ensuring that the minimum elements outlined above are included) and include this scope definition on the cover page of all affected credits. If your project scope does not include the minimum elements outlined above, or you would like further clarity as to how to define your Base Building scope, please submit a Technical Clarification.

Tenant Scope is defined as:

All elements of the building which are to be completed as per the Tenant Contract.

There is no minimum Tenant Contract Scope. For projects where the final building, included fitout, is delivered within a single contract there will be no separate Tenant Contract.

As a maximum this could include:

- All HVAC Services to areas beyond 1m of the riser
- Building Services to all non-common areas
- Lighting to all non-common areas
- Finishes (floor coverings, wall coverings and ceilings) to all non-common areas

Please clearly define your project's Tenant Scope and include this scope definition on the cover page of all affected credits. If you would like further clarity as to how to define your Tenant scope, please submit a Technical Clarification.

Space type definitions

For some credits (IEQ-7 Electric Lighting Levels, Ene-3 Lighting Power Density and Ene-4 Lighting Zoning), the intent of the credit is only relevant to those spaces within the building which are used for the primary function of the building. In these situations it is appropriate to only demonstrate compliance for the Primary spaces within the building. Secondary and Tertiary need not be included when demonstrating compliance. These space types are defined below:

- Primary space - All areas where a person is expected to work, or remain for an extended period of time.
- Secondary space - All areas used to support the principal activity of the primary space. These spaces will be regularly occupied, however a single person is unlikely to remain within for more than 2 hours. Examples of secondary space include: Meeting rooms, boardrooms etc
- Tertiary space - All areas which are either transient spaces, or accessed intermittently. Examples of these areas include: back of house areas, corridors, hallways, plant rooms, storage facilities, or similar.

If the project team wished to only demonstrate compliance for Primary spaces within the building then these spaces must be clearly marked on all drawings submitted for the relevant credits and a summary table showing the quantity of primary space on each level will be required (this is noted in the table below).

Credits

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
Man-2	Commissioning Clauses	<p>Base Building Scope For all building services installed as part of the Base Building Contract, compliance must be demonstrated as per the Technical Manual and Rulings.</p> <p>Tenant Scope For all building services installed as part of the Tenant Contract, points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Man-2 Commissioning Clauses. This <u>excludes</u> Supplementary Services that are of exclusive use of the tenant.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements of Man-2 Commissioning Clauses.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>For Base Building Scope Areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings)</p> <p>For Tenant Scope Areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines the processes which have been put in place to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR <p>Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in Man-2 Commissioning Clauses.</p> <p>No further documentation is required.</p>
Man-3	Building Tuning	<p>Base Building Scope For all building services installed as part of the Base Building Contract, compliance must be demonstrated as per the Technical Manual and Rulings.</p>	<p>For Base Building Scope Areas:</p> <p>(Documentation is to be submitted for these areas as</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<p>Tenant Scope For all building services installed as part of the Tenant Contract, points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Man-3 Building Tuning. This <u>excludes</u> Supplementary Services that are of exclusive use of the tenant.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements or Man-3 Building Tuning.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>per the Technical Manual and Rulings)</p> <p>For Tenant Scope Areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines the processes which have been put in place to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR <p>Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in Man-3 Building Tuning.</p> <p>No further documentation is required.</p>
IEQ-1	Ventilation Rates	<p>Base Building Scope Compliance with the credit requirements will be demonstrated for all Class 5 NLA areas within the building.</p> <p><i>Mechanical Services Delivered to Entire Floor</i> Where the Base Building Scope includes the delivery of all HVAC systems to all Class 5 NLA then no adjustment to the credit requirements is needed. Compliance will be demonstrated as per the Technical Manual and Rulings.</p> <p><i>Mechanical Services Delivered to within 1m of riser</i> Where the Base Building Scope ends at the riser (i.e. the floor is not fitted out at all by the Base Building Contractor) the project team will be required to demonstrate that the HVAC systems provided have the capacity to provide the required amount</p>	<p>For Base Building Scope Areas:</p> <p><i>Mechanical Services Delivered to Entire Floor</i> Where the Base Building Scope includes the delivery of all HVAC systems to all Class 5 NLA then no adjustment to the documentation requirements is needed. Documentation is to be submitted as per the Technical Manual and Rulings.</p> <p><i>Mechanical Services Delivered to within 1m of riser</i> Documentation will be provided as per the Technical Manual. This documentation will confirm hat on a level by level, or tenancy basis, that the HVAC systems have the capacity to provide the</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<p>of outside air to each floor to meet the credit criteria. In this situation no evidence beyond the riser will be provided for assessment.</p> <p>Tenant Scope Within the Class 5 NLA, in areas where ventilation systems are to be installed or completed by a tenant, up to three (3) points may be claimed by demonstrating that a Tenant Fitout Design Guide has been provided to the tenant's design team. The Guide must provide options as to how the tenant can comply with the requirements in IEQ- 1 Ventilation Rates.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install ventilation systems that meet requirements in IEQ-1 Ventilation Rates.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>outside air levels required to achieve compliance with the credit criteria.</p> <p>N.B. the As-built mechanical drawings may not show ductwork or diffuser layouts within areas delivered as part of the tenant scope.</p> <p>For Tenant Scope Areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines how the building has been designed to facilitate the compliance of the credit requirements by the tenant. <p>AND</p> <ul style="list-style-type: none"> • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team <p>OR</p> <p>Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in IEQ-1 Ventilation Rates.</p> <p>No further documentation is required.</p>
IEQ-6	High Frequency Ballasts	<p>Base Building Scope Compliance with the credit criteria is to be demonstrated for all Class 5 NLA areas within the Base Building Scope.</p> <p>Tenant Scope In Class 5 NLA areas where lighting is to be installed by a tenant (<i>Tenant Scope</i>), points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of IEQ-6 High Frequency Ballasts.</p>	<p>In line with Green Star Ruling IEQ-6 Doc C, the following documentation is required to demonstrate compliance with this credit:</p> <ul style="list-style-type: none"> • A letter from the project's GSAP confirming compliance with the credit criteria. Where lighting in areas of Class 5 NLA are within the Tenant Scope then this letter must confirm that either a Tenant Fitout Design Guide has been provided to the tenant's design team, or that a

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements or IEQ-6 High Frequency Ballasts.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>clause exists within the tenant's lease specifying compliance with the credit requirements.</p> <p>No further documentation is required.</p>
IEQ-7	Electric Lighting Levels	<p>Base Building Scope In <i>Primary</i> areas where lighting is to be installed by the building owner (<i>Base Building Scope</i>), compliance must be demonstrated as per the Technical Manual and Rulings. Compliance does not need to be demonstrated for <i>Secondary</i> and <i>Tertiary</i> areas.</p> <p>Tenant Scope In all areas where lighting is to be installed by a tenant (<i>Tenant Scope</i>), points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of IEQ-7 Electric Lighting Levels.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements of IEQ-7 Electric Lighting Levels.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined</p>	<p>For Entire Building:</p> <ul style="list-style-type: none"> • Cover Sheet which includes a definition of the project's Base Building Scope and Tenant Scope • Summary Table showing, for each floor in the building, the break down of Primary and Secondary/Tertiary areas. <p>For Base Building Scope areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings. Within this documentation compliance does not need to be shown for Base Building Secondary and Tertiary areas nor Tenant Scope areas.)</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		above.	<p>For Tenant Scope areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines how the building has been designed to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR • Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in IEQ-6 and IEQ-7. <p>No further documentation is required for Tenant Scope areas.</p>
IEQ-9	Thermal Comfort	<p>Base Building Scope Compliance will be as per the Technical Manual and Rulings for the installed design. Thermal Comfort Modeling will be completed as per the installed design.</p> <p>Tenant Scope Where HVAC systems are to be installed by the tenant, the following assumptions can be made within the thermal comfort modelling for these areas (all other areas within the building are to be modelled as per the installed design):</p> <ul style="list-style-type: none"> • Internal tenant loads including lighting and small power must be modelled using a notional fit out assuming the most energy intensive fit out allowable by NCC Section J, or according to the lease agreement or tenant fitout guide. 	<p>For Entire Building:</p> <ul style="list-style-type: none"> • Cover Sheet which includes a definition of the project's Base Building Scope and Tenant Scope • All remaining documentation as per the Technical Manual <p>For Base Building Scope Areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings)</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<ul style="list-style-type: none"> HVAC system zoning, cooling capacity, delivered air velocity and delivered air temperature may be assumed as aligned with other like spaces or floors within the building. Alternatively, a design as provided by the mechanical engineer is acceptable. It may be assumed that an HVAC system has separate internal and perimeter zones with independent temperature control. The assumptions must then be provided to the tenant as part of the tenant fitout guide. Outdoor air rates and base building HVAC supply and relief air rates must be aligned with the As Built mechanical design. <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>For Tenant Scope Areas:</p> <ul style="list-style-type: none"> A section within the Thermal Comfort Report which outlines the assumptions made in accordance with the instructions contained within this guide. Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in IEQ-9 Thermal Comfort. <p>No further documentation is required for Tenant Scope areas.</p>
Ene-3	Lighting Power Density	<p>Base Building Scope In <i>Primary</i> areas where lighting is to be installed by the building owner (<i>Base Building Scope</i>), compliance must be demonstrated as per the Technical Manual and Rulings. Compliance does not need to be demonstrated for <i>Secondary</i> and <i>Tertiary</i> areas.</p> <p>Tenant Scope In all areas where lighting is to be installed by a tenant (<i>Tenant Scope</i>), points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Ene-3 Lighting Power Density.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements in Ene-3 Lighting Power Density.</p>	<p>For Entire Building:</p> <ul style="list-style-type: none"> Cover Sheet which includes a definition of the project's Base Building Scope and Tenant Scope Summary Table showing, for each floor in the building, the break down of Primary and Secondary/Tertiary areas. <p>For Base Building Scope areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings. Within this documentation compliance does not need to be shown for Base Building Secondary and Tertiary areas nor</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.	<p>Tenant Scope areas)</p> <p>For Tenant Scope areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines how the building has been designed to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR • Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in Ene-3 Lighting Power Density. <p>No further documentation is required for Tenant Scope areas.</p>
Ene-4	Lighting Zoning	<p>Base Building Scope In <i>Primary</i> areas where lighting is to be installed by the building owner (<i>Base Building Scope</i>), compliance must be demonstrated as per the Technical Manual and Rulings. Compliance does not need to be demonstrated for <i>Secondary</i> and <i>Tertiary</i> areas.</p> <p>Tenant Scope In all areas where lighting is to be installed by a tenant (<i>Tenant Scope</i>), points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Ene-4</p>	<p>For Entire Building:</p> <ul style="list-style-type: none"> • Cover Sheet which includes a definition of the project's Base Building Scope and Tenant Scope • Summary Table showing, for each floor in the building, the break down of Primary and Secondary/Tertiary areas. <p>For Base Building Scope areas:</p>

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<p>Lighting Zoning.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements in Ene-4 Lighting Zoning.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings. Within this documentation compliance does not need to be shown for Base Building Secondary and Tertiary areas nor Tenant Scope areas)</p> <p>For Tenant Scope areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines how the building has been designed to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR • Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in Ene-4 Lighting Zoning. <p>No further documentation is required for Tenant Scope areas.</p>
Mat-7	PVC	<p>Base Building Scope For the entirety of the Base Building Scope compliance must be demonstrated as per the Technical Manual and Rulings.</p> <p>Tenant Scope For all Tenant Scope Areas, points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Mat-7 PVC.</p>	<p>For Base Building Scope Areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings)</p> <p>For Tenant Scope areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
		<p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements in Mat-7 PVC.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>how the building has been designed to facilitate the compliance of the credit requirements by the tenant. AND</p> <ul style="list-style-type: none"> • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR • Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the requirements outlined in Mat-7 PVC. <p>No further documentation is required for Tenant Scope areas.</p>
Mat-8	Timber	<p>Base Building Scope For the entirety of the Base Building Scope compliance must be demonstrated as per the Technical Manual and Rulings.</p> <p>Tenant Scope For all Tenant Scope Areas, points may be claimed by demonstrating that a <i>Tenant Fitout Design Guide (the Guide)</i> has been developed by the building owner and provided to the tenant's design team. The Guide must provide the tenant with the requirements of Mat-8 Timber.</p> <p>Alternatively, the building owner may include clauses in a tenant's lease specifying that the tenant shall install lighting that meets requirements in Mat-8 Timber.</p> <p>Point(s) for this credit will only be available where compliance has been demonstrated for both the Tenant Scope and Base Building Scope as outlined above.</p>	<p>For Base Building Scope Areas:</p> <p>(Documentation is to be submitted for these areas as per the Technical Manual and Rulings)</p> <p>For Tenant Scope areas:</p> <ul style="list-style-type: none"> • Short report (or section of short report) which outlines how the building has been designed to facilitate the compliance of the credit requirements by the tenant. AND • Evidence of transmittal of a Tenant Fitout Design Guide to the tenant's design team OR • Signed lease agreement referring to the conditions set by the <i>Tenant Fitout Design Guide</i> OR to the

12 May 2015

Credit No.	Credit Name	Compliance Requirements	Documentation Guidance
			requirements outlined in Mat-8 Timber.
			No further documentation is required for Tenant Scope areas.

DRAFT