# Groundskeeping

Credit 25

Individual Building  Portfolio

Project Name: [name]

Project Number: GS- [####]

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| --- | --- | --- | --- |
| Total Points available: | 3 | Points claimed: | [#] |

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| --- | --- | --- | --- | --- |
| No. | **Type** | **Criteria** | **Description** | **Claimed** |
| 25.1 | **Policy** | **Site Maintenance Procedures** | **1 point** is available where a best practice process to maintain landscaped areas and hard surface is in place and operational during the *performance period* | [#] |
| 25.2 | **Action** | **Landscape** | **1 point** is available where a process to deliver best practice sustainable maintenance is in place during the *performance period*, including the measurement and reporting of results. | [#] |
| 25.3 | **Action** | **Hard Surfaces and Building Exterior** | **1 point** is available where a process to deliver best practice sustainable maintenance is in place during the *performance period*, including the measurement and reporting of results. | [#] |

# Project-specific technical questions

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| There are no project-specific technical questions for this credit. |  |
| There are project-specific technical questions for this credit and all responses received from the GBCA are attached. |  |

25.1 Site Maintenance procedures

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| The project achieved one (1) point at the Initial Certification, and no changes have been made to the building during the *performance period* that would have an impact on the site maintenance procedures.  ***Complete section 25.1.2 only.*** |  |
| The project achieved one (1) point in the previous Certification and changes have been made to the building during the *performance period* that would have an impact on the site maintenance procedures; or new site maintenance procedures were implemented during the performance period.  ***Complete section 25.1.1 only.*** |  |
| One (1) point was not awarded / targeted in the previous Certification and new site maintenance procedures were implemented during the *performance period*.  ***Complete section 25.1.1 only.*** |  |

25.1.1 Site maintenance best practice procedures

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| Have best practice operational procedures used to maintain landscaped areas, hard surfaces and building facades been in place during the *performance period*.  Note: these procedures may be in a standalone document or they may be composed of a number of documents that meet the compliance requirements. | [Y/N] |
| Describe how site maintenance procedures meet the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template that covers: | |

| **Requirements** | **Supporting Evidence** |
| --- | --- |
| a. The scope of the maintenance program; | ***Scope of Works, page 2 (SoW.pdf)*** |
| b. Frequency of maintenance; |  |
| c. Sustainability requirements, including measures for:  i. Diversion from landfill;  ii. Minimising use of chemicals;  iii. Energy and water use;  iv. Plant-specific maintenance requirements (where relevant); |  |
| d. The recording and reporting mechanism of measured results; |  |
| e. Procedures for prompt adjustments or repairs in response to non-compliance; |  |
| f. The parties responsible for carrying out the maintenance program and measurements; and |  |
| g. A review process to assess the success of the Site Maintenance Procedures and make improvements, based on lessons learned. |  |

**25.1.2** Provide details of the review process used to assess the success of the site maintenance procedures.

| **Requirements** | **Supporting Evidence** |
| --- | --- |
| When in the performance period was the assessment undertaken? |  |
| What improvements, if any, were identified? |  |
| How have the improvements, if any, been implemented? |  |

Identify where this information can be found within the supporting documentation provided.

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| *####* | [####] |
| #### | [####] |

### DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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25.2 landscape

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| The project achieved one (1) point in the previous Certification and **no changes** have been made to the building during the *performance period* that would have an impact on the implemented landscape and vegetated areas.  ***No further information is required for this Credit Criterion.*** |  |
| The project achieved one (1) point in the previous Certification and **changes** have been made to the building during the *performance period* that have had an impact on the implemented landscape and vegetated areas.  ***Complete sections 25.2.1 and 25.2.2.*** |  |
| One (1) point was not targeted / awarded in the previous Certification and landscape and vegetation areas have been implemented.  ***Complete sections 25.2.1 and 25.2.2*** |  |

**25.2.1 Landscape best practice sustainable maintenance**

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| --- | --- |
| At least 7.5% of the building footprint area, comprises landscaped or vegetated areas that were measured and managed during the *performance period* using a process that delivers best practice sustainable maintenance for landscaped areas, including the measurement and reporting of results. | [Y/N] |
| **25.2.1.1** Maintenance procedures for landscaped areas employ practices that significantly reduce harmful chemical use, energy use, water use, air pollution, solid waste and chemical runoff when compared with standard practices. | [Y/N] |
| **25.2.1.2** Describe how best practice procedures have been implemented on site for each of the following operational elements: | |

| **Requirements** | **Describe Implementation Action** |
| --- | --- |
| a. Diversion of landscape waste from landfill; | ***All trimmings and other organic material is collected and stored in 100 litre bins for mulching.*** |
| b. The minimisation of the use of artificial chemicals, including soil conditioners or ameliorants, and the addition of compost, organic matter or other less-polluting alternatives; |  |
| c. Water consumption targets, total water consumption, water collection, water retention and water sources; | ***No water used for landscaping, therefore no metrics required.*** |
| d. Plant-specific maintenance requirements (e.g. pruning and managing tree roots); |  |
| e. Energy use required to maintain the landscape (e.g. energy used for lighting and pumps), including use and peak times for use; and |  |
| **25.2.1.3** Other aspects relevant to the site | ***Other, as identified by project team*** |

25.2.2 Landscape measurement metrics and reporting

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| --- | --- | --- | --- |
| The results of the implementation of best practice landscape maintenance have been measured and reported at least twice during the *performance period*. | | | [Y/N] |
| Provide service reports or similar documentation (attached to the Submission Template) outlining the measured results and including the specific metrics for each operational aspect measured during the *performance period*, as outlined below: | | | |
| **Requirements** | **Results, including unit or metrics** | **Supporting Evidence** | |
| a. Diversion of landscape waste from landfill; | ***25 m3 of mulch reused on site.***  ***10 m3 of mulch donated to neighbouring sites.*** | ***Landscape contractor report, pages 2 to 5 (LCP.pdf)*** | |
| b. The minimisation of the use of artificial chemicals, including soil conditioners or ameliorants, and the addition of compost, organic matter or other less-polluting alternatives; |  |  | |
| c. Water consumption targets, total water consumption, water collection, water retention and water sources; | ***No water used for landscaping, therefore no metrics required.*** | ***Not relevant.*** | |
| d. Plant-specific maintenance requirements (e.g. pruning and managing tree roots); |  |  | |
| e. Energy use required to maintain the landscape (e.g. energy used for lighting and pumps), including use and peak times for use; and |  |  | |
| Other aspects relevant to the site | ***Other, as identified by project team*** | ***Other, as identified by project team*** | |

Identify where this information can be found within the supporting documentation provided.

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| *####* | [####] |
| #### | [####] |

DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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25.3 Hard Surfaces and Building Exterior

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| The project achieved one (1) point in the previous Certification and **no changes** have been made to the building during the performance period that would have an impact on the implemented Hard Surfaces and building exterior maintenance, measurement metrics and reporting.  ***No further information is required for this Credit Criterion.*** |  |
| The project achieved one (1) point in the previous Certification and **changes** have been made to the building during the performance period that have had an impact on the implemented Hard Surfaces and building exterior maintenance, measurement metrics and reporting.  ***Complete sections 25.3.1 and 25.3.2.*** |  |
| One (1) point was not targeted / awarded in the previous Certification and Hard Surfaces and building exterior maintenance, measurement metrics and reporting has been implemented.  ***Complete sections 25.3.1 and 25.3.2.*** |  |
| Maintenance procedures for all exterior hard surfaces and building exterior facades employ practices that that were measured and managed during the performance period using a process that delivers best practice sustainable maintenance for hard surfaces and the building exterior. | [Y/N] |

25.3.1 Hard surface best practice sustainable maintenance

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| --- | --- | --- |
| Building exterior and hardscape area management procedures employ best practice maintenance practices that significantly reduce harmful chemical use, energy use, water use, air pollution, solid waste and chemical runoff when compared with standard practices. | | [Y/N] |
| **25.3.1.1** Describe how best practice procedures have been implemented on site for each of the following operational elements. | | |
| **Requirements** | **Describe Implementation Action** | |
| a. Maintenance specifications of building elements. | ***Building facades to be washed with water and biodegradable detergent on a quarterly basis. No other chemicals to be used on building facades.*** | |
| b. Cleaning methods of hard surface, such as footpaths and pavements, and building exterior elements. |  | |
| c. Paints and sealants used on maintenance of building exterior. |  | |
| Other aspects relevant to the site | ***Other ,as identified by project team*** | |

25.3.2 Hard surfaces measurement metrics and reporting

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| --- | --- | --- | --- |
| The results of the implementation of best practice hard surfaces maintenance have been measured and reported at least twice during the performance period. | | | [Y/N] |
| Provide service reports or similar documentation (attached to the Submission Template) outlining the measured results, and including the specific metrics for each operational aspect measured during the performance period, as outlined below: | | |  |
| **Requirements** | **Results, including unit or metrics** | **Supporting Evidence** | |
| a. Maintenance specifications of building elements. | ***1000 L of water use during the performance period. This is estimated based on attached document.***  ***100L of soap used during the performance period. Soap specifications also use to monitor biodegradable targets.*** | ***Maintenance contractor report, pages 1 to 5 (MCR.pdf)*** | |
| b. Cleaning methods of hard surface, such as footpaths and pavements, and building exterior elements. |  |  | |
| c. Paints and sealants used on maintenance of building exterior. | ***No painted surfaces on building exterior.*** | ***Purchase order for sealants. (PO123.pdf)*** | |
| Other aspects relevant to the site |  |  | |

Identify where this information can be found within the supporting documentation provided.

|  |  |
| --- | --- |
| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| *####* | [####] |
| #### | [####] |

DISCUSSION

Outline any issues you would like to highlight and clarify with the Certified Assessor(s).

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# DECLARATION

I confirm that the information provided in this document is truthful and accurate at the time of completion.

Provide author details, including name, position and email address:

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Click here to enter a date.