# building information

## Credit 2

## Individual Building Portfolio

## Project Name: [name]

## Project Number: GS- [####]

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| --- | --- | --- | --- |
| Total Points available: | 2 | Points claimed: | [#] |

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| --- | --- | --- | --- | --- |
| No. | **Type** | **Criteria** | **Description** | **Claimed** |
| 2.1 | **Action** | **Operations and maintenance information** | **1 point** is available where relevant and current operation and maintenance information is available, to the facility management staff of the building, during the performance period. | [#] |
| 2.2 | **Action** | **Occupant and user information** | **1 point** is awarded where relevant and current building use information is available to all occupants and users of the building during the performance period. | [#] |

## 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. |  |

## 2.0 APPLICATION

Describe how the Operations and Maintenance information and the Occupant and User Information addresses each of the compliance requirements below, by referencing supporting evidence attached to the Submission Template.

|  |  |
| --- | --- |
| **Requirement** | **Supporting Evidence** |
| Show that the appropriate audience had access to the information required to deliver best practice outcomes during the performance period |  |
| Show that there is an accurate understanding of the current amount and quality of information available to the appropriate audience to deliver best practice outcomes |  |
| Describe the process in place to keep information up-to-date throughout the life cycle of the building. |  |

## 2.1 operations and maintenance information

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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 Operation and Maintenance information, progress against the actions and timelines is required to be demonstrated.  ***Complete section 2.1.3A, 2.1.3B, or 2.1.3C*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete sections 2.1.1 to 2.1.3.*** |  |

Describe how the Operation and Maintenance information meets the compliance requirements for each of the compliance requirements below, by referencing supporting evidence attached to the Submission Template.

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| --- | --- | --- |
| **Requirement** | **Supporting Evidence** | |
| 2.1.1 Show that the scope of Operations and Maintenance information is aligned with the Nominated Building Systems. |  | |
| 2.1.2 Show that the focus of this information is the facilities management team responsible for operating the building seeking certification. |  | |
| 2.1.3 Which compliance pathway has been used to validate the amount and quality of information provided to the facilities management team responsible for operating the building seeking certification? | | |
| 1. A ‘gap analysis’ of the amount and quality of information available to the facilities management team has been carried out during the performance period (2.1.3A); OR | |  |
| 1. The amount and quality of information available to the facilities management team during the performance period has been demonstrated as being aligned with best practice (2.1.3B). | |  |
| 1. Building information which has been awarded a certified Green Star As Built rating is available to the facilities management team (2.1.3C) | |  |

### 2.1.3A Gap analysis of operation and maintenance information

Where a gap analysis of operation and maintenance information has been conducted, describe how the process meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template.

For initial certification applicants must address all requirements, for recertification applicants must show progress against the actions and timelines set.

|  |  |
| --- | --- |
| **Requirement** | **Supporting evidence** |
| Identify Nominated Building Systems; |  |
| Identify any documentation relating to the operations and maintenance of Nominated Building Systems. |  |
| a. Show that a review has been carried out to determine whether all relevant documentation relating to the operation and maintenance of Nominated Building Systems is in place and has been kept up to date.  Describe any gaps in current information. |  |
| b. Summarise the review of the systems that are in place to organise information in an accessible and manageable format, (i.e. the information management system or ‘log book’).  Describe any gaps or relevant actions that could be taken to improve these systems. |  |
| c. Show that a cost-benefit analysis of documenting existing Nominated Building Systems, including a process to prioritise investments in producing appropriate documentation, has been carried out. |  |
| d. Outline actions and next steps, which have been committed to by the facilities management team, to fill the gaps identified by this process, including timelines for completion. |  |

### 2.1.3B Best practice operation and maintenance information

Where there is already an accurate understanding of the current amount and quality of information available to deliver best practice outcomes, describe how the information meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template that covers:

|  |  |
| --- | --- |
| **Requirement** | **Supporting evidence** |
| Identify Nominated Building Systems. |  |
| a. Show that all relevant documentation relating to the operations and maintenance of Nominated Building Systems is in place. |  |
| b. Validate that change logs or other tracking mechanism have been in place since the current Nominated Building Systems have been installed; |  |
| c. Show how the information available is easily accessible to facilities management staff. |  |
| **2.1.3B.1** Demonstrate that a review process of the Operation and Maintenance Information was undertaken during the previous performance period, and any identified updates have been implemented. |  |

### 2.1.3C Green Star Certified operation and maintenance information

Where the building has a certified Green Star As Built rating has achieved the relevant Building Information or Building Users’ Guide Credit, describe how the information meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template that covers:

|  |  |
| --- | --- |
| **Requirement** | **Supporting evidence** |
| Confirm that the Building Information or Building Users’ Guide credit was awarded |  |
| **2.1.3C.1** Demonstrate how, at the time of submission for certification how this information has been presented to the relevant audience of user group. |  |
| **2.1.3C.2** Describe how the building operations and maintenance information has been kept up to date and relevant |  |
| **2.1.3C.3** Identify the change logs or other tracking mechanisms that have been in place to manage up to date information on the Nominated Building Systems. |  |
| **2.1.3C.4** Demonstrate that a review process of the Operation and Maintenance Information was undertaken during the previous performance period, and any identified updates have 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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## 2.2 OCCUPANT AND USER INFORMATION

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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 Occupant and User Information, progress against the actions and timelines is required to be demonstrated.  ***Complete section 2.2.3A, 2.2.3B or 2.2.3C*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Complete sections 2.2.1 to 2.2.3.*** |  |

Describe how the Occupant and User information meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template.

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| --- | --- | --- |
| **Requirement** | **Supporting evidence** | |
| 2.2.1 Show that the scope of occupant and user information is aligned with Nominated Building Systems, and other appropriate building attributes. |  | |
| 2.2.2 Confirm that the audience, for the purposes of this information, is defined as building occupants who are day-to-day users of the space within the building being rated. |  | |
| 2.2.3 Which compliance pathway has been used to define the amount and quality of information provided to the building occupants of the building being rated? | | |
| 1. A ‘gap analysis’ of the amount and quality of information available to the building occupants has been carried out during the performance period (2.2.3A); OR | |  |
| 1. The amount and quality of information available to the building occupants during the performance period has been demonstrated to be aligned with best practice (2.2.3B). | |  |
| 1. Building information which has been awarded a certified Green Star As Built rating is available to the facilities management team (2.2.3C) | |  |

### 2.2.3A Gap analysis of occupant and user information

Where a gap analysis of operation and maintenance information has been conducted, describe how the process meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template. For initial certification applicants must address all requirements, for recertification applicants must show progress against the actions and timelines set.

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| --- | --- |
| **Requirement** | **Supporting evidence** |
| Define the audience in line with 2.2.2. |  |
| Identify all documentation relating to the occupant use of Nominated Building Systems. |  |
| a. Show that a review has been carried out to determine whether all relevant building user information is in place and has been kept up to date (through a change log or other tracking mechanism).  Describe any gaps in the current information. |  |
| b. Show that a review of the systems that are in place to organise information in an accessible and manageable format has been carried out.  Describe any gaps or relevant actions that could be taken to improve these systems. |  |
| c. Show that a cost-benefit analysis or similar analysis, of actions that would need to be carried out to fill the gaps in existing information and implement systems to manage information more effectively , has been carried out. |  |
| d. Outline actions and next steps that have been committed to by the facilities management team to fill the gaps identified by this process, including timelines for completion. |  |

### 2.2.3B Best practice occupant and user information

Demonstrate that current building user information is available to all relevant stakeholders for each of the compliance requirements below, by referencing supporting evidence attached to the Submission Template.

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| --- | --- |
| **2.2.3B.1 Format of Building User Information** | |
| **Requirement** | **Supporting evidence** |
| 2.2.3B.1.1 Show that the Building user information is kept up to date by the facilities management team to ensure it remains current and relevant to building users throughout the life of the building. |  |
| 2.2.3B.1.2 Describe the formats in which the Building User Information is provided to the occupants and building users. |  |
| 2.2.3B.1.3 Show that the amount and detail of building user information must be relevant to the specific audience. |  |

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| --- | --- |
| **2.2.3B.2 Delivery of Building User Information** | |
| Show how the Building User Information has been presented to the relevant audience or user group.  Clearly identify the relevant user groups and show how the building user information has been tailored to their needs. |  |

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| **2.2.3B.3 Review process** | |
| Demonstrate that a review process of the Operation and Maintenance Information was undertaken during the previous performance period, and any identified updates have been implemented. |  |

### 2.2.3C Green Star Certified operation and maintenance information

Where the building has a certified Green Star As Built rating has achieved the relevant Building Information, Building Users’ Guide or Building Guides Credit, describe how the information meets the compliance requirements for each of the items below, by referencing supporting evidence attached to the Submission Template that covers:

|  |  |
| --- | --- |
| **Requirement** | **Supporting evidence** |
| Confirm that the Building Information or Building Users’ Guide credit was awarded |  |
| **2.2.3C.1** Demonstrate how, at the time of submission for certification how this information has been presented to the relevant audience of user group. |  |
| **2.2.3C.2** Describe how the building operations and maintenance information has been kept up to date and relevant |  |
| **2.2.3C.3** Demonstrate that a review process of the Operation and Maintenance Information was undertaken during the previous performance period, and any identified updates have 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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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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|  |

[Date]