Commitment to Performance

## Credit 7

## Individual Building Portfolio

## Project Name: [name]

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

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| --- | --- | --- | --- |
| Total Points available: | 4 | Points claimed: | [#] |

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| **No.** | **Type** | **Criteria** | **Description** | **Claimed** |
| **7.1** | **Policy** | **Environmental Building Performance** | Up to **2 points** are available where there is a commitment to set targets and measure results for environmental performance during the performance period. | [#] |
| **7.2** | **Policy** | **End of Life Waste Performance** | **1 point** is available where there is a commitment to set targets and measure results that minimise construction waste from end of life of interior fitouts during the performance period. | [#] |
| **7.3** | **Policy** | **Best Practice**  **Procedures for**  **Indoor Environment** | **1 point** is available where best practice procedures for indoor environment management have been implemented and are operational 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. |  |

## 7.1 environmental building performance

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| The project achieved two (2) points for this criterion in the previous Certification and **no changes** to the Environmental Building Performance commitments since the previous performance period that would have an impact on the commitment to set, measure and report on its environmental performance, the compliance requirements for scope and content can be considered to be met.  ***Please complete section 7.1.3 only.*** |  |
| Two (2) points were not targeted / awarded in the previous Certification.  ***Please complete section 7.1 in full.*** |  |

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| What percentage of the regularly occupied primary spaces is covered by a commitment to environmental building performance? | [##]% |
| Points claimed (insert the result from Table 7.1 of the credit) | [##] |

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| Indicate which pathway has been used to demonstrate compliance: | 7.1.A Formal Commitment Agreements |  |
| 7.1.B Certified Ratings |  |
| 7.1.C BBP Green Leasing Standard |  |

Based on the selection above, please complete the relevant section below

7.1A Formal Commitment Agreements

Demonstrate which targets and measurements are addressed in the project’s formal agreements by referencing supporting evidence attached to the Submission Template. In order to demonstrate compliance, the formal agreement must cover at least one (1) of the following environmental performance metrics:

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| **Requirements** | **Supporting Evidence** |
| 7.1A.1 Show how the Greenhouse Gas Emissions commitment addresses the following: | |
| a. Energy or greenhouse gas performance targets for building owner and building occupant (or tenant), stated in kWh/m2 or kg/CO2/m2 (or other appropriate unit); and |  |
| b. Energy or greenhouse gas performance measurement procedures for the building owner and building occupant (or tenant), including minimum reporting requirements. |  |
| 7.1A.2 Show how the Potable Water commitment addresses the following: | |
| a. Potable water performance targets for the building owner and building occupant (or tenant), stated in kL/m2 or kL/person (or other appropriate unit); and |  |
| b. Potable water performance measurement procedures for the building owner and building occupant (or tenant), including minimum reporting requirements. |  |
| 7.1A.3 Show how the Operational Waste commitment addresses the following: | |
| a. Waste material generation minimisation targets for the building occupant (or tenant), stated in mass (kg or g) per m2 or per person (or other appropriate unit); |  |
| b. Landfill diversion maximisation targets for the building owner, stated as a percentage of total materials generated; and |  |
| c. Performance measurement procedures for the building owner and building occupant (or tenant), including minimum reporting requirements. |  |
| 7.1A.4 Show how the Indoor Environment commitment addresses the following: | |
| a. Occupant comfort survey targets for the building occupant (or tenant), stated in number of times a year a questionnaire is completed; |  |
| b. HVAC systems maintenance targets for the building owner, stated in accordance with recognised standards (such as AIRAH DA19 which outlines a maintenance process and maintenance strategies for heating, ventilation, air conditioning and refrigeration equipment.); and |  |
| c. Performance measurement procedures for the building owner and building occupant (or tenant), including minimum reporting requirements. |  |

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

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| **Supporting Documentation**  (Name / title / description of document) | **Reference**  (Page no. or section) |
| [####] | [####] |
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7.1B Certified Ratings

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| Indicate which pathway has been used to demonstrate compliance: | 7.1B.1 Green Star – Design & As Built |  |
| 7.1B.2 Green Star – Interiors |  |
| 7.1B.3 Green Star – Office Interiors v1.1 |  |
| 7.1B.3 *(New Zealand Projects only)*  Green Star – Office Interiors 2009 |  |
| 7.1B.4 NABERS |  |

Based on the selection above, please complete the relevant section below.

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| **Requirements** | **Supporting Evidence** |
| 7.1B.1 Green Star – Design & As Built rating  Demonstrate that the following has been achieved: | |
| The criteria listed under the ‘Building Performance Metrics’ pathway (5.1.1A) from the *Green Star – Design & As Built* ‘Commitment to Performance’ |  |

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| 7.1B.2 Green Star – Interiors rating  Demonstrate that least one (1) of the following credits has been achieved: | |
| | Performance Target | **Credit** | | --- | --- | | Greenhouse Gas Emissions | Greenhouse Gas Emissions (credit 15) | | Potable Water | Potable Water (credit 19) | | Operational Waste | Operational Waste (credit 07) | | Indoor Environment | Indoor Air Quality (credit 08)  Thermal Comfort (credit 13)  Lighting Comfort (credit 10) | |  |

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| ****7.1B.3 Green Star – Office Interiors v1.1 rating****  ****Or NZGBC Green Star – Office Interiors 2009 rating****  Demonstrate that least one (1) of the following credits has been achieved: | |
| |  |  | | --- | --- | | Performance Target | **Credit** | | Greenhouse Gas Emissions  *NZGBC* | Greenhouse Gas Emissions (Ene-1)  Energy Conditional Requirement (Ene-1) | | Potable Water  *NZGBC* | Potable Water (Wat-1)  Base Building Water Efficiency (Wat-1) | | Operational Waste  *NZGBC* | Waste Management for Tenancy Operation (Mat-9)  Waste Recycling (Mat-10) | | Indoor Environment  *NZGBC* | Indoor Air Quality  Thermal Comfort  Lighting Comfort  Indoor Air Quality (IEQ-3)  Thermal Comfort (IEQ-7) | |  |

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| ****7.1B.4 NABERS ratings****  Demonstrate that least one (1) of the following NABERS ratings has been achieved: | |
| |  |  | | --- | --- | | Performance Target | **NABERS rating type** | | Greenhouse Gas Emissions | NABERS Energy Tenancy | | Operational Waste | NABERS Waste Tenancy | | Indoor Environment | NABERS Indoor Environment Tenancy, addressing at least one of the following:  Indoor Air Quality   * Thermal Comfort * Lighting Comfort | |  |

7.1.2 OWNERSHIP STRUCTURES

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| Please indicate which ownership structure the project has: | 7.1.2.1 Building owner and building occupants are separate entities; |  |
| 7.1.2.2 Building owner and building occupants are the same entity; or |  |
| 7.1.2.3 Strata management and individual units. |  |

Based on the selection above, please complete the relevant section below.

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| **Requirements** | **Supporting Evidence** |
| 7.1.2.1 Building owner and building occupants are separate entities  Show that the agreements in place address the performance targets using the following mechanisms: | |
| a. An obligation that the landlord separately monitors the agreed targets of each tenant; |  |
| b. A defined mechanism for setting and monitoring targets; and |  |
| c. A collaborative and non-punitive approach to prevention and rectification, where obligations are not met. This should also detail a flexible, fair and open mechanism to resolve any relevant issues. |  |

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| 7.1.2.2 Building owner and building occupants are the same entity  Show that the building owners have committed to set and measure performance targets through an internal requirement (e.g. a policy, guideline, or environmental management plan). This must address: | |
| a. The environmental targets that have been set; and |  |
| b. Performance measurement procedures. |  |

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| 7.1.2.3 Strata management and individual units  Show that the strata management has committed to set and measure performance targets for common areas and services, through an internal requirement (e.g. a policy, guideline, or environmental management plan). This must address: | |
| a. The environmental targets that have been set; and |  |
| b. Performance measurement procedures. |  |

7.1C Better Building Partnership Green Leasing Standard

At least 80% of the regularly occupied spaces are covered by a formalised commitment between the building owner and tenants to set, measure and report on the environmental performance in line with the Better Building Partnership’s (BBP) Green Leasing Standard.

Commitments should be address through one (1) of the following:

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| **Requirements** | **Supporting Evidence** |
| a. A Gold Badge achievement through the BBP Lease Scoring tool; or |  |
| b. At least one metric of the Management and Consumption Category of the BBP Lease Standard Template Clauses has been adopted and formalised.. |  |

7.1.3 PERFORMANCE REPORTING

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| Are the results of the performance monitoring reported to relevant stakeholders, at least on a quarterly basis? | [Y/N] |

Please provide details of the relevant stakeholders and the reporting method used:

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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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## 7.2 end of life waste performance

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the End of Life Waste Performance commitments since the previous performance period that would have an impact on the formal commitment to reduce demolition waste at the end of life of an interior fitout, the compliance requirements for scope and content can be considered to be met.  ***Please complete section 7.2.2 only.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Please complete section 7.1 in full.*** |  |

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| What percentage of the regularly occupied primary spaces is covered by a formal commitment to reduce demolition waste at the end of life of an interior fitout? | [##]% |
| Points claimed (insert the result from Table 7.1 of the credit). | [##] |

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| Please indicate which ownership structure the project has: | 7.2.1.1 Building owner and building occupants are separate entities; |  |
| 7.2.1.2 Building owner and building occupants are the same entity; or |  |
| 7.2.1.3 Strata management and individual units. |  |

Based on the selection above, please complete the relevant section below.

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| **Requirements** | **Supporting Evidence** |
| 7.2.1.1 Building owner and building occupants are separate entities  Show that building owners and tenants have a commitment in place to best practice ‘*make good*’ clauses in the lease agreement (or separate agreement) by including the following in the agreement: | |
| a. A mutually agreed methodology for the building owner and building tenants to follow at the end of life of their fitout, including clear metrics; and |  |
| b. Performance measurement procedures for the building owner and building tenants, including clear reporting procedures. |  |

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| 7.2.1.2 Building owner and building occupants are the same entity  Show that the building owners have committed to extending the life of the fitout to at least 10 years, barring minor wear and tear repairs. | |
| Demonstrate how the commitment is achieved; and |  |
| Describe any alternative agreement or arrangements that were used. |  |

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| 7.2.1.3 Strata management and individual units  Show how the strata management has committed to extending the life of the finishes to all common areas to at least 10 years, barring minor wear and tear repairs. | |
| Demonstrate how the commitment is achieved. |  |

7.2.2 PERFORMANCE REPORTING

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| Are the results of the initiatives reported to relevant stakeholders, at least on a quarterly basis? | [Y/N] |

Provide details of the relevant stakeholders and the reporting method used:

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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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## 7.3 BEST PRACTICE PROCEDURES FOR INDOOR ENVIRONMENT

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| The project achieved one (1) point for this criterion in the previous Certification and **no changes** have been made to the Best Practice Procedures for Indoor Environment since the previous performance period that would impact on these best practice procedures, the compliance requirements for these procedures can be considered to be met.  ***Please complete section 7.3.3 only.*** |  |
| One (1) point was not targeted / awarded in the previous Certification.  ***Please complete section 7.3 in full.*** |  |

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| Have best practice procedures for indoor environment been implemented and operational during the performance period. | [Y/N] |

Demonstrate that best practice procedures for indoor environment have been implemented and are operational as appropriate for the building ownership structure, by referencing supporting evidence attached to the Submission Template that covers the following:

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| **Requirements** | **Supporting Evidence** |
| 7.3.1 Procedure requirements | |
| 7.3.1.1 Show how the procedures to monitor, measure and manage relevant indoor environment attributes and their ongoing performance, are written into operational requirements and/or operation and maintenance (O&M) procedures address the following issues: | |
| a. Scope of indoor environment measurements, as defined in 7.3.1.2; |  |
| b. Frequency of measurements, including reference time intervals; |  |
| c. Location of measurements, including alternatives for any locations that may not be available when physical measurements are taken; |  |
| d. Recording and reporting mechanism of measurement results; |  |
| e. Procedures for prompt adjustments or repairs in response to non-compliance with physical measurements taken; |  |
| f. Clearly outline the parties responsible for carrying out the quality of indoor air parameter measurements; and |  |
| g. Specifications for equipment required for measurements, including calibration requirements. |  |
| 7.3.1.2 Show how the scope of these procedures includes at least 3 of the following items: | |
| a. Provision of fresh air to regularly occupied primary spaces, either air flow or CO2 concentration; |  |
| b. Indoor temperature within regularly occupied primary spaces; |  |
| c. Relative humidity within regularly occupied primary spaces; |  |
| d. Lighting levels within regularly occupied primary spaces; |  |
| e. Daylight levels within regularly occupied primary spaces; or |  |
| f. Noise levels within regularly occupied primary spaces that are adjacent to noise sources (plant rooms, outdoor traffic, etc.). |  |

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| **7.3.2 Ownership Structures** | | |
| Please indicate which ownership structure the project has: | 7.3.2.1 Building owner and building occupants are separate entities; |  |
| 7.3.2.2 Building owner and building occupants are the same entity; or |  |
| 7.3.2.3 Strata management and individual units. |  |

**Based on the selection above, please complete the relevant section below.**

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| **7.3.2.1 Building owner and building occupants are separate entities** | |
| Show that the building owner has implemented best practice procedures for indoor environment to cover all Nominated Building Systems related to base building management and operations. |  |
| Outline how the building owner has reported to occupants and other appropriate stakeholders on the measured results from the indoor environment procedures. |  |

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| 7.3.2.2 Building owner and building occupants are the same entity | |
| Show that the building owner has implemented best practice procedures for indoor environment to cover all Nominated Building Systems related to whole building management and operations, including the base building systems and any supplementary systems provided to occupants. |  |
| Outline how the building owner has reported to occupants and other appropriate stakeholders on the measured results from the indoor environment procedures. |  |

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| 7.3.2.3 Strata Management and individual units | |
| Show that the strata management has implemented best practice procedures for indoor environment to cover all Nominated Building Systems related to the management and operations of the common areas and services. |  |
| Outline how the strata management has reported to occupants and other appropriate stakeholders on the measured results from the indoor environment procedures. |  |

### 7.3.3 PERFORMANCE REPORTING

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| Are the results of the initiatives reported to relevant stakeholders, at least on a quarterly basis. | [Y/N] |

Please provide details of the relevant stakeholders and the reporting method used:

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

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