# Fitout information

### Credit 3

### Design Review Submission As Built Submission

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| --- | --- | --- | --- | --- |
| Total Points available: |  | 1 | Points claimed: | [#] |

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| --- | --- | --- | --- | --- |
|  | Criteria | Description | Points Available | Points Claimed |
| **3** | **Fitout Information** | It is demonstrated that:   * Comprehensive operations and maintenance information has been developed and made available to the facilities management team; and * Relevant and current fitout user information is developed and made available to all relevant stakeholders. | 1 |  |

## Project-specific technical questions (formerly tcs and cirs)

|  |  |
| --- | --- |
| 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 NZGBC are attached. |  |

General Information

All nominated systems are defined as follows:

Fitout Information

#### 3.1 Operations and Maintenance Information

|  |  |
| --- | --- |
| Operations and maintenance information, such as O&M Manuals or alternative equivalent documentation, has been produced and delivered to the fitout owner and/or facilities management team. |  |
| The operations and maintenance information complies with the following:   * Appropriate content for all nominated systems is readily available; * The appropriate user group has access to the information they require to deliver best practice environmental outcomes; and * Guidance on keeping information up-to-date is provided to the facilities management team in these documents. |  |

#### 3.2 Fitout Log Book

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| --- | --- |
| A *fitout log book* has been developed and delivered to the fitout owner and/or facilities management team. |  |
| The *fitout log book* complies with the following credit requirements:   * It has been developed in line with CIBSE TM31: *Building Log Book Toolkit*; * It covers all nominated building systems; and * It includes links or references to all relevant operations and maintenance information outlined under 3.1 ‘Operations and Maintenance Information’. |  |

|  |  |
| --- | --- |
| 3.3 Format of Fitout User Information |  |
| *Fitout user information* has been developed and provided to all relevant stakeholders in a format that is easily editable. The type of *fitout user information* has been made relevant and has been tailored to each particular user group. The information can be readily updated by the facilities management team. |  |

|  |  |
| --- | --- |
| 3.4 Delivery of Fitout User Information |  |
| The *fitout user information*:   * Has been provided to the owner and facility manager to cover all nominated systems; and * The method(s) of delivery of the fitout user information is relevant to the various user group needs. |  |

Describe the method of delivery for the fitout user information.

Provide a list of the user groups identified for the fitout and briefly describe how the fitout user information has been made relevant to each user group.

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).

## 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:

[Date]

––– **Report end** –––