# building information

### Credit 4

### Design Review Submission As Built Submission

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Criteria | Description | Points Available | Points Claimed |
| **4** | **Building Information** | It is demonstrated that:   * Comprehensive operations and maintenance information is developed and made available to the facilities management team; and * Relevant and current building 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. |  |

4 building Information

### 4.1 Operations and Maintenance Information

|  |  |
| --- | --- |
| Operations and Maintenance Information, such as O&M Manuals or alternative equivalent documentation, has been produced and delivered to the building owner and / or facilities management team. |  |
| The Operations and Maintenance Information complies with the following credit requirements:   * Appropriate content for all nominated building 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 facilities management in these documents. |  |

### 4.2 Building Log Book

|  |  |
| --- | --- |
| A *building log book* has been developed and delivered to the building owner and / or facilities management team. |  |
| The *building log book* complies with the following credit requirements; it:   * Has been developed in line with CIBSE TM31: *Building Log Book Toolkit*; * Covers all nominated building systems; and * Includes links or references to all relevant O&M information noted in 4.1 Operations and Maintenance Information. |  |
| 4.3 & 4.4 Format and Delivery of Building User Information |  |
| * Building user information has been developed and provided to all relevant stakeholders in a format that is easily editable. * The type of building 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. |  |

Describe the method of delivery for the Building User Information.

Provide a list of the user groups identified for the building and briefly describe how the ‘Building User Information’ has been made relevant and presented 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** –––