

SUBMISSION TEMPLATE

MAT 3 – ASSEMBLIES

Project Name: _____

Project Number: GS- _____

Points available: 6

Points claimed: _____

I confirm that _____ points are awarded where the assemblies used has a reduced environmental impact as determined by the Furniture Calculator against the five assessment criteria.

I confirm that I have attached supporting documents that support these claims

Points available: 6



I CONFIRM

Supporting Attachments:

- a. Attach a **Short Report** (see checklist below)

For Criterion 1 – reused products

- b. Attach **Supporting Evidence** (see checklist below)

For Criterion 2 – certified products

- c. Attach a copy of **Certification Licence** (see checklist below)

For Criterion 3 – Take back scheme

- d. Attach a copy of **Contract** (see checklist below)
e. Attach **As-Built drawings** (see checklist below)
f. Attach a **Comprehensive Disassembly Plan** (see checklist below)

For Criterion 5 – ISO 14001 manufacturing

- g. Attach a copy of **ISO 14001 certificate** that is valid

Checklist: Short Report		
Please confirm that the credit criteria have been met by:-	Yes/No	N/A
<i>For reused products:</i>		
<ul style="list-style-type: none"> • Providing calculations and a summary table confirming the stipulated proportion of re-used materials in the project <ul style="list-style-type: none"> ○ All components in the item; ○ Confirmation that the item is purchased or relocated; and ○ The selected metric (area, mass, volume or length) with justifications. 		
<i>For design for disassembly and reuse:</i>		
<ul style="list-style-type: none"> • Outlining the overall approach 		
<ul style="list-style-type: none"> • Identifying the elements designed for disassembly and reuse 		
<ul style="list-style-type: none"> • Identify potential reuse options for those items 		
<ul style="list-style-type: none"> • Providing calculations and a summary table confirming that the stipulated proportion of the relevant elements is designed for disassembly and reuse 		
<i>For all items with at least 40% re-used, recycled, or certified content:</i>		
<ul style="list-style-type: none"> • Providing calculations showing how the proportion of re-used, recycled, or certified content was derived. The results must be tabulated to clearly demonstrate: <ul style="list-style-type: none"> ○ All components in the item ○ Mass of each component ○ Mass of re-used, recycled, or certified content in each component ○ Percentage of re-used, recycled, or certified content for an item 		
<i>For all items provided from ISO 14001 certified manufacturing facilities:</i>		
<ul style="list-style-type: none"> • Tabulating the weight of each component and total complaint weight proportion 		
<ul style="list-style-type: none"> • Confirmation that each component is sourced from manufacturing facilities that are ISO 14001 certified 		

Checklist: <i>For Criterion 1 – reused products – Supporting Evidence</i>		
Please confirm that the credit criteria have been met by:-	Yes/No	N/A
<i>If purchased from a second-hand retailer, such as an auction house</i>		
<ul style="list-style-type: none"> • Purchase receipts/delivery receipts 		
<i>If materials were used on the current site by a previous occupant or installed by a building owner as part of make good processes prior to fitout works by the tenant:</i>		

<ul style="list-style-type: none"> Confirmation from the tenant that the items were in use onsite prior to the project works and that they have now been re-installed onsite 		
<i>If materials were relocated to the site from the new tenant's, or occupants', previous fitout or building:</i>		
<ul style="list-style-type: none"> Mover's inventory from the previous location. OR 		
<ul style="list-style-type: none"> Inventory/schedule or images from the previous fitout showing clearly the items that have been re-used in the new fitout 		
<i>For recycled items:</i>		
<ul style="list-style-type: none"> Suppliers/Manufacturer statement of confirmation confirming the recycled claims as referenced in the short report 		
<i>For certified content:</i>		
<ul style="list-style-type: none"> A copy of the certification licence(s) for the items issued by the scheme. The licence and recognition of the certification standard must be current at the time of the installation of the item in the fitout. The certification standard must be in accordance with a GBCSA recognised certification standard levels (i.e. A, B or C). In the case of timber and bamboo products, a copy of the FSC or PEFC chain of custody certificates (CoC) must be submitted (in accordance with the additional guidance provided in the Interiors Fit Out Calculator Guide); 		

Checklist: *For Criterion 2 – Certified Products*

Please confirm that the credit criteria have been met by:-	Yes/No	N/A
A copy of the certification licence(s) for the items issued by the scheme. The licence and recognition of the certification standard must be current at the time of the installation of the item in the fitout. The certification standard must be recognised by the GBCSA at the level entered in the Interiors Fitout Calculator.		

Checklist: *For Criterion 3 – Take back Scheme*

Please confirm that the credit criteria have been met by:-	Yes/No	N/A
A copy of the signed contract between the tenant and the manufacturer clearly stipulating		
<ul style="list-style-type: none"> the terms and conditions of the take back scheme, confirming the commitment to take back the quantity of the product or material supplied to the project 		
<ul style="list-style-type: none"> nominating the intended reuse of the product/materials 		
<ul style="list-style-type: none"> The manufacturers details (registered name, address, email address, telephone number and website if applicable) 		

As Built drawing(s) marked-up to show detail drawings of connections demonstrating that the relevant building elements can be disassembled without cutting, material damage, or hindrance from adjacent materials.		
Comprehensive Disassembly Plan that:		
<ul style="list-style-type: none"> Identifies which materials are designed to be recovered during building disassembly; 		
<ul style="list-style-type: none"> Details how (in terms of technique, expertise and technology required) the identified materials and products should be recovered, indicating the order of disassembly to enable them to be extracted without material damage or interference from other building materials/elements. 		
<ul style="list-style-type: none"> Is included in the O&M manual, that is issued to the tenant 		

Discussion: Insert any issues you would like to highlight and clarify to the Assessment Panel.

Author Details:

[Name]

[Position]

[Contact Details]

[Date]