

SUBMISSION TEMPLATE

MAN - 3 OCCUPANT USERS' GUIDE

Project Name: _____

Project Number: GS- _____

Points available: 0.5

Points claimed: _____

I confirm that an Occupant User's Guide has been created and made available to the fitout owner and occupants that it contains all information outlined in the Additional Guidance as outlined in the Technical Manual. [Please see attached supporting documents that support these claims]

Points available: 0.5

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Supporting Attachments:

- a. Attach a copy of the **Occupant Users' Guide document** (see checklist below)

Report Checklist

Please confirm that all items below are covered in the Occupant User's Guide:

Please tick box to confirm

Design Initiatives:

Descriptions of the projects systems and design initiatives related to energy (and associated greenhouse gas emissions), water efficiency and waste;

Descriptions of Green Star SA initiatives intended to enhance and minimise energy and water use and the measures that must be taken during operation to maximise their effectiveness;

Targets and Benchmarks:

Outline of the energy and water targets or benchmarks;

Description of the automated metering strategy for the dwellings and common property (if applicable);

Information on simple strategies for saving energy and water within dwellings;

Basic Functions:

Description of basic function and operation of the nominated systems, whom to contact for maintenance information, or compliance;

Details and links to other information such as websites, publications, and organisations relating to energy and water conservation, efficient bundling operation, indoor air quality or sick building syndrome and environmentally

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| friendly design features; | |
| Water Use: | |
| General User – details of water saving features and their use and benefits | |
| Transport Opportunities: | |
| Details on the alternative transport facilities (such as cyclist facilities) available and including (where applicable) local public transport information, maps, timetable links, bike paths, access to and the location of, local amenities. | |
| Waste and Recycling: | |
| Information on recycling, including what can be recycled, where the waste storage areas are, and the schedules for waste and recycling removal; | |
| Information on any other waste management processes present such as composting or worm farm facilities (where applicable). | |
| Appliances: | |
| Descriptions of any energy and/or water efficient appliances within the development; | |
| Information on the applicable certification scheme under which the appliances are certified. | |

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

Author Details:

[Name]

[Position]

[Contact Details]

[Date]