

## SUBMISSION TEMPLATE

# MAN – 3 BUILDING MANAGEMENT

1. Building Operations Manual		YES	NO
A	Is there a building operations manual that has been implemented and is actively used as a guide for operating building systems efficiently and managing resources effectively?		

Report Checklist		
Please confirm that all items below are covered in the Building Operations Manual:	Page Location	Is the document available and used actively? Y, N or n/a
1. Asset Registers		
2. Schedule of up to date As Built drawings		
3. Commissioning Data (for buildings not older than 5 years)		
4. Building Materials and finishes schedule		
5. Operating procedures (opening times security, service request management, help desk etc.		

<b>Attachments:</b>		
a. Attach a copy of the Building Operations Manual		
Item	Document Title	Description

## 2. Building User's Guide

2.1 Certified Building – Building User's Guide		YES	NO
A	Has a Building Users' Guide been previously submitted for building rating under Green Star SA Design or As-Built rating, and still valid and actively utilised?		

### Attachments:

a. If answered "YES" above, attach a copy of the Building's User Guide document previously submitted

Item	Document Title	Description

OR

2.2 Building User's Guide		YES	NO
B	If answered 'NO' above does the building have a simple easy-to-use Building User's Guide?		
C	Is the User Guide used as part of the building management for the purpose of providing relevant building information to users, occupants and tenants of the building?		

### Report Checklist

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

Page  
Location

#### Energy & Environmental Strategy:

Descriptions of the initiatives intended to enhance energy efficiency (and associated greenhouse gas emissions), water efficiency and indoor environment quality;

Descriptions of initiatives which have been incorporated into the building for the purposes of Green Star SA certification; and,

Quantification of the potential water, energy and greenhouse gas emissions, and financial (i.e. operational) savings.

#### Monitoring and Targeting:

Outline of the energy and water targets or benchmarks for the building;

Descriptions of the automated energy and water metering strategy for the building (if applicable);

Benchmarks and monitoring initiatives for Ventilation Rates;

Benchmarks and monitoring initiatives for Carbon Dioxide Monitoring;

Benchmarks and monitoring initiatives for Thermal Comfort;

Benchmarks and monitoring initiatives for Day-lighting Measures;

Any other relevant data that may be extracted from and/or controlled by, that building's Building Management System and;		
<b>Building Services:</b>		
<b>Descriptions of the basic function and operation, and simplified system diagrams, of the building services including, at a minimum:</b>		
• Ventilation system;		
• Heating system;		
• Cooling system;		
• Electrical system;		
• Lighting system; and,		
• Domestic hot water system.		
<b>Transport Facilities:</b>		
Overview of local public transport information, maps and links to timetables;		
Descriptions of car parking requirements and provision of cyclist facilities, conditions of access, and appropriate use;		
Details on alternative methods of transport to the workplace, such as car-sharing and carpooling, bicycle paths etc.		
<b>Materials &amp; Waste &amp; Recycling:</b>		
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), as well as schedules for waste and recycling removal.		
Where the project has included community facilities (community recycling depots, playgrounds, etc.), descriptions of on-site community facilities providing their location and instructions for use.		
<b>Grounds Keeping and Biodiversity Features</b>		
Descriptions of the site landscape and biodiversity features;		
<b>Expansion/Re-fit Considerations and Preferred Materials</b>		
Descriptions of the materials or products which have been incorporated into the building to improve indoor environment quality;		
Descriptions of the materials or products which have been incorporated into the building because of their improved sustainability performance.		

**Attachments:**

- a. Attach a copy of the Building's User Guide document

Item	Document Title	Description

3. Maintenance Management		YES	NO
A	Does the building have an operational maintenance plan and schedule for building assets and equipment?		
B	Has at least 75% of the planned maintenance as per the guide been executed?		

Please confirm that the Maintenance Plans/Schedules contain the following:		YES	NO
Electrical and Electronic systems:			
a.	Equipment Description		
b.	Maintenance task/activity		
c.	Frequency		
Mechanical Equipment:			
a.	Equipment Description		
b.	Maintenance task/activity		
c.	Frequency		
Civil and Structural:			
a.	Equipment Description		
b.	Maintenance task/activity		
c.	Frequency		
Fire Protection Systems:			
a.	Equipment Description		
b.	Maintenance task/activity		
c.	Frequency		

**Attachments:**

- Attach Maintenance Plans and Schedules
- Attach a schedule of the completed maintenance within the Performance Period which is signed off by the Facilities Manager or person responsible for maintenance activities.

Item	Document Title	Description

4. Lift Cycle Maintenance		YES	NO
A	Is there a Life Cycle Maintenance or replacement programme for key building components, which is actively used in optimising the building's environmental performance?		

**Attachments:**

- Attach a Short Report: Programme of Life Cycle Maintenance
- Attach plan indicating evidence of utilisation

Item	Document Title	Description

## Statement of Authenticity

I, \_\_\_\_\_, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_