

Green Star SA - Existing Building Performance Pilot
Public Clarifications Issued to Date
27 February 2015

Number	Credit	Date	Rating Tool	Type of Query	Public?	Page Number (Errata Only)	Question / Suggestion	Clarification
IEQ7-EBPPILOT-19	IEQ 7	19-May-14	Existing Building Performance	Erratum	Public	79	On pg 79 in the TM there is mention of an Exhaust riser, there is no reference in the credit criteria or the Rating tool.	We confirm that the reference to an Exhaust Riser on page 79 of the Technical Manual is an error. There are no Tenant Exhaust riser requirements in this credit.
IEQ2-EBPPILOT-4	IEQ 2	20-May-14	Existing Building Performance	Clarification	Public		IEQ 2 refers to 'periodically measure or monitor'. How often will be deemed compliant?	For this credit, note that measurement is only required once during the performance period.
IEQ3-EBPPILOT-5	IEQ 3	20-May-14	Existing Building Performance	Clarification	Public		IEQ 3 refers to 'periodically measure or monitor'. How often will be deemed compliant?	For this credit, note that measurements/monitoring is required twice in the performance period, once during summer periods and once during winter periods (see table on pg 48 for further details).
MAN5-EBPPILOT-15	Man 5	20-May-14	Existing Building Performance	Clarification	Public		Towards the end of the toolkit in the 'best practice checklist', there is a 'Memorandum of Agreement' section. This memorandum of agreement 'example' is rather in-depth and contradicts the promoted simple and basic understanding of a 'memorandum of agreement' that is explained in the tech manual. How in-depth and detailed do these documents have to be? Would it need to include as much information as the example that I'm talking about?	To confirm - the Green Lease Toolkit is a comprehensive document which lists a number of potential issues to be addressed under a Green Lease. It is referred to as a guideline document but is not a requirement to be adhered to for this credit. For assessment, all that needs to be met are the requirements on page 23 of the Technical Manual. Also, in context of the 'compliance requirements' on page 24. The only things the assessors can request are those specifically stated in the credit criteria, compliance requirements or documentation requirements.
IEQ5-EBPPILOT-6	IEQ 5	20-May-14	Existing Building Performance	Clarification	Public		IEQ2 & IEQ5- refers to a process being in place to monitor- once again are there guidelines on the frequency with which measurements have to take place?	For this credit, note that measurements/monitoring are only required once during the performance period.
EMI2-EBPPILOT-13	Emi 2	21-May-14	Existing Building Performance	Clarification	Public		If the building uses air-cooled chillers and there are no water based systems present for the air conditioning, can this credit (EMI-02) be claimed as "not applicable"?	We can confirm that where no water-based heat rejection systems exist for the project, the credit is achieved (as opposed to N/A).
ECO1-EBPPILOT-9	Eco 1	29-May-14	Existing Building Performance	Erratum	Public	142	On page 142, under compliance requirements, it is stated that: "Where the building location or the building type does not allow for or include ecological areas, this credit component is deemed "not applicable" and the associated point cannot be claimed" -It is not clear if these points are not claimable or can they be claimed as "N/A" as you would enter them into the calculator	The wording in the Technical Manual on page 142, first sentence of the Compliance Requirements which reads "and the associated point cannot be earned." is incorrect and should be deleted. The point can be claimed as Not Applicable where less than 25% of the site area (excluding building footprint), or 5% of the total site area (including the building footprint)—whichever is greater, is made up of natural vegetation. To claim this as Not Applicable in the spreadsheet, enter 'na' in the 'points achieved' column.
ECO1-EBPPILOT-32	Eco 1	11-Jun-14	Existing Building Performance	Alternative Approach	Public		This credit states that it can be claimed as N/A where less than 25% of the site area (excluding building footprint), or 5% of the total site area (including building footprint)- whichever is greater, is made up of natural vegetation. Do you require proof of this? If so, what is considered proof? Would you still require a signed statement from a landscape architect/ Ecologist regarding the extent of the natural vegetation on the site? OR Would a signed statement from the landscape management contractor suffice?	We confirm that where the credit is claimed as Not Applicable, a signed confirmation from the facilities manager or landscape management contractor confirming the percentage of natural vegetation on site will suffice.
IEQ6-EBPPILOT-7	IEQ 6	11-Jun-14	Existing Building Performance	Clarification	Public		There is no mention to the time of day that the measurements should be taken- what is considered a suitable time of day to take the measurements? Additionally, The manual requires all artificial lighting be turned off when the measurements are taken- there is some concern about how this will effect the building occupants and their work. How do we work with the operational constraints of large multi tenanted buildings? The season can have a big impact on the relevance of the readings- how do we adjust for seasonal variances or determine what is appropriate amounts of daylight for a specific season? is this something that needs to be factored into the lux measurements?	Time or season for measurement: Currently there is no prescribed time or season, meaning that projects can choose the time of day and season that best suits the particular space (if practical). If any form of seasonal or time based correction is proposed, this will need to be motivated to the GBCSA as a formal alternative. Turning off artificial lights: The GBCSA note that this requirement will need to be reviewed in terms of implementation for each project. It may require testing to be done on weekends, or ask staff to vacate during lunch, etc. Taking lux measurements with artificial lighting on would skew the results in terms of daylight levels, hence the requirement exists however. Large Multi-Tenanted Buildings: Currently this credit does not have an alternative compliance path for multi-tenanted buildings. If a different approach is proposed for multi-tenanted buildings, this will need to be motivated to the GBCSA as a formal alternative. In this regard, please refer to selected IEQ credits which have alternative compliance paths for multi-tenanted buildings.
MAN3-EBPPILOT-30	Man 3	17-Jun-14	Existing Building Performance	Clarification	Public		Under the Building Operations Manual- Commissioning data is required for a building not older than 5 years. To what extent is commissioning data required or is considered acceptable to meet compliance with this credit?: - For all Building Services/ Sub-services like under a Design Rating? - Is a methodology statement sufficient? - Do you require Commissioning certificates? - Are checklists sufficient?	<u>For the Operations Manual, to what extent is commissioning data required or considered acceptable?</u> The credit in its current form is not assessing the actual commissioning or extent of commissioning that took place, but simply requiring that commissioning data is provided in whatever form it may have been produced for the building. As such, for the Pilot it is up to the project to determine what is most suitable in terms of commissioning data. For version 1 however, this will be clarified.
MAT1-EBPPILOT-2	Mat 1	23-Jun-14	Existing Building Performance	Clarification	Public		If the following does not happen during the performance period, are these points N/A? - Contraction materials, building refurbishment, alteration and extension? - Furniture and movable equipment	The GBCSA confirm that if no construction materials or Furniture/movable equipment has been procured during the performance period, either of these points can be claimed as 'not applicable'. Please submit within the submission for this credit a signed statement from the Facility Manager or Building Manager confirming that no such procurement has taken place in the Performance Period.
MAT1-EBPPILOT-33	Mat 1	23-Jun-14	Existing Building Performance	Clarification	Public		The life cycle assessment credit is dependent on whether furniture and movable equipment has been bought during the performance period. Can the 'Life cycle assessment' be deemed not applicable if the 'sustainable procurement of furniture and movable equipment' is not applicable?	We hereby confirm the following: In the Mat-1 credit, the 'Lifecycle Assessment' point can be claimed as 'Not Applicable' where no furniture or movable equipment has been purchased during the performance period. Where this is claimed as 'Not Applicable' however, an additional documentation item must be submitted in the form of signed confirmation from the building owner representative responsible for procurement, confirming that no furniture or movable equipment has been purchased during the performance period.

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GEN0-EBPILOT-28	Gen 0	24-Jun-14	Existing Building Performance	Alternative Approach	Public		<p>We are having trouble obtaining "As-Built" Drawings for the building.</p> <p>All the drawings obtained from the Architect/Landlord do not have the phrase "As-Built" attached. Also seeing that the building was completed in 2005, all drawings were placed within the archives.</p> <p>Could we obtain a signed statement from the Architect (listing the relevant drawings) saying that the drawings submitted are As-Built drawings even if it may not necessarily say this on the drawing itself?</p>	We hereby confirm that where drawings are not specifically stamped as 'As Built', it is acceptable for the architect to provide a signed statement confirming that the drawings provided (listing the drawing names and revisions) are representative of the building 'As Built'.
IEQ6-EBPILOT-27	IEQ 6	24-Jun-14	Existing Building Performance	Erratum	Public	70	<p>With regards to the credit criteria for IEQ-06; daylight access and glare control, are the 0.5 points for glare control dependant on the 1st point for daylight access being achieved?</p> <p>It is presented in this way in the PILOT manual, but differently within the template.</p>	We confirm that the points for Glare Control should not be conditional on achieving the first point for daylight. As such please delete the the words "A further..." in the Credit Criteria Table relating to Glare Control for the IEQ-6 Daylight & Views Credit.
MAT2-ENPPILLOT-29	Mat 2	24-Jun-14	Existing Building Performance	Erratum	Public	133	I'd like to request the Green Star Waste Stream Audit Calculator as referenced within MAT-02 of the EBP PILOT Manual	After some review internally, note that the 'Waste Stream Calculator' is no longer a requirement to be provided under this credit. The project team need simply ensure that the audit is conducted in accordance with the audit report.
ENE1-EBPILOT-36	Ene 1	26-Jun-14	Existing Building Performance	Alternative Approach	Public		<p>I have a query regarding the scoring of the energy calculator.</p> <p>The GBCSA energy score is calculated as a percentage improvement on the benchmark which is converted to a score out of 10.</p> <p>It is then converted into a score out of 25.</p> <p>For example – if you have a 35% improvement on the benchmark, you score 7/10. This is then converted to 10/25.</p> <p>However if you score 55% improvement on the benchmark, you score 7/10 which is also converted to 10/25</p> <p>It doesn't make sense to me that a 35% improvement and 55% improvement should get the same amount of points. Once should be able to score between the '10 and 15' for this purpose.</p>	We confirm that 'incremental points' should be awarded and the calculator and submission template has been updated to allow for this.
MAT1-EBPILOT-37	Mat 1	26-Jun-14	Existing Building Performance	Clarification	Public		<p>MAT – 1 Procurement and Purchasing</p> <p>Relating to: Operational Consumables, construction materials and building refurbishment, and movable furniture and equipment</p> <p>Problem/challenge With regards to the tenant compliance, some of the credit somehow duplicates the tenant criteria in the Green Lease credit.</p> <p>It is also very difficult to target these credits. For instance, if the procurement of furniture and movable equipment is not applicable for the Landlord, how would one target these points as it may not be not applicable for the tenant.</p> <p>Suggestion I suggest that this credit should be applicable to the Building Owner's practices only provided that the tenant includes the tenant criteria under the lease agreement. But if the credit is not applicable for the Building Owner, then the credit must be not applicable in totality.</p>	<p>On page 124, first sentence, delete the words "Where the landlord-occupied areas (landlord-tenanted space and common areas) comprise more than 10% of the GLA,...".</p> <p>Where a portion of the credit can be claimed as 'Not Applicable' from the landlord's perspective, no tenant criteria are required to claim this portion of the credit as Not Applicable. E.g. if there have been no construction materials purchased by the landlord, 'construction material' can be claimed as 'Not Applicable'.</p>
MAN4-EBPILOT-38	Man 4	27-Jun-14	Existing Building Performance	Erratum	Public	15, 20	Can't find the Repair and Maintenance Log sample as per credit Man-4, Documentation Requirements, Purchase of Green Cleaning Equipment.	Under 'Purchase of Green Cleaning Equipment' on page 15, please delete the third bullet point (referring to repairs and maintenance log). Also, on page 20, delete the third last bullet point in the documentation table (Repair & Maintenance Log...). The submission template will be updated accordingly as well.
IEQ3-EBPILOT-39	IEQ 3	30-Jun-14	Existing Building Performance	Clarification	Public		<p>Credit: IEQ – 3 – Thermal Comfort</p> <p>Section: Mechanically ventilated spaces – 'occupant feedback through a thermal comfort survey'</p> <p>An occupant comfort survey has been sent out to our building occupants which included questions addressing the required areas listed in the credit.</p> <p>This survey does not however include all of the specifications are included in the provided thermal comfort example survey on page 56 in the technical manual.</p> <p>As we are not targeting the additional point in this credit which calls for PMV levels and calculations, I would like to motivate that the above survey question relating to thermal comfort is adequate and meets compliance in achieving the second point in this credit.</p>	We confirm that where the additional point is not targeted, the 'Thermal Comfort Survey Feedback Form' need not be in exact accordance with the ASHRAE 55 example provided in the credit.
EMI1-EBPILOT-40	Emi 1	01-Jul-14	Existing Building Performance	Erratum	Public	165	Please can you clarify the meaning of point (2e) on p165 of the manual so that we can address it properly in our audit report.	<p>Please change point (2e) on page 165 to read as follows:</p> <p>"Summary of total refrigerant mass covered by leak detection system showing mass of refrigerant and systems covered. This is to be compared to the total mass of refrigerants in the building (excluding systems smaller than 3kg) to show compliance."</p>
EMI1-EBPILOT-45	Emi 1	07-Jul-14	Existing Building Performance	Clarification	Public		EMI-1: Please confirm the scope of this credit i.e. does it include only base building refrigerants or does it also include tenant supplementary units?	To confirm, the credit does include tenant supplementary equipment if that equipment is over 3kg refrigerant volume. Note also that it only includes building services refrigerant and not tenant refrigeration, etc.
IEQ3-EBPILOT-47	IEQ 3	14-Jul-14	Existing Building Performance	Clarification	Public		<p>IEQ-3 Thermal Comfort Measurements:</p> <p>Question: Regarding the requirement to measure twice during the Performance Period</p> <p>P. 48:</p> <p>How can 'once when ambient temperature is higher than the maximum average' be applied to the pilot-period which is essentially from May to August 2014 where there are no summer days in Gauteng?</p>	<p>Please see below a clarification relating to the IEQ-3 Thermal Comfort credit for Pilot Projects.</p> <p>The GBCSA acknowledge that for some Pilot projects, the required 'summer testing conditions' (once when ambient temperature is higher than the maximum average) will not fall within the Pilot period before submission for certification. In such circumstances for Pilot projects, for the first two points in the credit, it is acceptable that the testing is done for the 'winter testing conditions', and that a signed statement of commitment is provided from the facility manager or person responsible for building management that the required testing will be conducted during 'summer testing conditions'. Please ensure that this confirmation letter contains all requirements for testing as per the Technical Manual and submit the confirmation along with this clarification within your submission.</p>
ECO1-EBPILOT-48	Eco 1	15-Jul-14	Existing Building Performance	Clarification	Public		<p>The term 'natural vegetation' in the EBP PILOT Technical Manual credit ECO-1 Ecological and Site Management has no definition.</p> <p>Would this refer to vegetation that has remained onsite and not been replaced by other landscaping planting?</p> <p>So if the site has majority hardscaping and only a small part of landscaping added by building owner, the project can be considered as Not Applicable?</p>	The term 'Natural Vegetation' is intended to apply to undisturbed natural land as opposed to constructed landscaping.

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WAT1-EBPPILOT-49	Wat 1	23-Jul-14	Existing Building Performance	Clarification	Public			The GBCSA notes that in some office parks / precincts, the potable water consumption for irrigation may feed the entire office park / precinct irrigation as opposed to being split per building. If this is the case, it is recommended that this irrigation consumption is pro-rata'd across the park and only the portion relevant to the building seeking certification is included in the total consumption figures entered into the benchmarking calculator. One proposed approach to apportioning may be to apportion the irrigation consumption based on the building's percentage GLA of the overall GLA, as all buildings benefit from the shared landscaping. This apportioning approach must be submitted as an alternative for approval prior to submission for certification.
IEQ7-EBPPILOT-51	IEQ 7	25-Jul-14	Existing Building Performance	Erratum	Public	76		IEQ-7 Indoor Pollutant Management page 76, second row of table, second bullet 'carbon dioxide (CO2) levels must not exceed *26ppm* - should read 640-800ppm TBC
ECO2-EBPPILOT-52	Eco 2	25-Jul-14	Existing Building Performance	Erratum	Public			*ECO-2 Grounds-keeping Practices and ECO-2 Submission Template* There is a discrepancy between the credit compliance requirements and the Submission Template: 'Where the building location or building type does not allow for or include landscaped areas' N/A is applied to the Landscape Management plan point But in the submission template it states: 'Does the building allow for or include landscaped areas larger than 5% of the site including the building footprint or 25% of the site excluding the building footprint' If answered 'No' the whole credit is deemed N/A
EMI-1-EBPPILOT-53	Emi 1	25-Jul-14	Existing Building Performance	Erratum	Public	163		*EMI-1 Refrigerants* page 163, first row Minimum Requirement 'A gradual replacement policy shall be put in place to replace 'all low ODP' refrigerant- should read 'all high ODP refrigerant'
MAN3-EBPPILOT-56	Man 3	29-Jul-14	Existing Building Performance	Clarification	Public		Please can you confirm whether you expect *all* as-built drawings for the submission, or just a *schedule *referencing the scope of as-built drawings for all services (incl. drawings numbers etc.).	We can confirm that for the Man-3 Credit, when submitting the Building Operations Manual, this need only include a schedule of up to date As Built Drawings. The actual drawings need not be submitted for assessment.
IEQ1-EBPPILOT-59	IEQ 1	20-Aug-14	Existing Building Performance	Alternative Approach	Public		The 'System Performance' point for IEQ-1 can be gained given that four criteria are met. The one criteria is that filter efficiencies of >85% are achieved for the HVAC system. Following discussions with Spoormaker regarding filter efficiencies, they are of the opinion that this target is too high for office and retail buildings. A filter efficiency of 85% requires two sets of filters to be installed - usually only used in hospitals or other similar high risk areas. Please could you confirm whether for Pilot projects this requirement could be amended to be one of the following: ->85% 'arrestance' to be achieved for filters, or ->50% 'efficiency' to be achieved for filters, or	We confirm that the requirement within the IEQ-1 credit for 'filter efficiencies of >85% are achieved' must be amended to allow for: •>85% 'arrestance' to be achieved for filters, or •>50% 'efficiency' to be achieved for filters.
IEQ12-EBPPILOT-60	IEQ 12	20-Aug-14	Existing Building Performance	Clarification	Public		If the building achieved the As-Built 'IEQ-12 Internal Noise Levels' point for Internal Noise levels can you claim this credit as achieved under IEQ-5 Internal noise levels. The internal noise measurements were taken with tenants and dry wall partitioning in place. One measurement in every enclosed room was taken- please see attached IEQ-12 credit awarded for the Lincoln on the Lake as built submission	Please note that for Pilot Projects, if the 'IEQ-12 Internal Noise Levels' credit was achieved in a Design or As Built rating by a building, in the IEQ-5 Acoustic Comfort credit in Existing Building Performance rating, the point relating to internal noise levels will be deemed to comply. Please submit a copy of the Round 2 results spreadsheet received from the GBCSA on the projects Design / As Built rating along with this clarification in order to demonstrate compliance.
EMI1-EBPPILOT-61	Emi 1	20-Aug-14	Existing Building Performance	Clarification	Public		Emi-1 refers to refrigerants of low ODP and low GWP but no guidance of what low is. How do we go about this? Do refrigerants need to have ODP zero and GWP in line with the Office technical manual?	1. Definition of 'low ODP' and 'low GWP': Note that within the Pilot version of the Existing Building Performance Tool, under the Emi-1 Refrigerant credit, the term 'low ODP' has been used in error as opposed to 'zero ODP'. Whilst the GBCSA do not endorse the use of 'low ODP refrigerants', it is acknowledged that Pilot projects may have interpreted this credit to allow certain refrigerants with a relatively low ODP. As such, for Pilot purposes only, 'low ODP' can be interpreted to mean refrigerants with an ODP of 0.05 or less (includes some HCFC refrigerants) provided that there is a clear phase-out plan for replacing these refrigerants with zero ODP variants. Note that for re-certification and for v1 release of the tool however that 'Zero ODP' refrigerants will be required. The definition of 'low GWP' should be considered to be GWP<10.
IEQ3-EBPPILOT-63	IEQ 3	20-Aug-14	Existing Building Performance	Alternative Approach	Public		Will it be possible to achieve a point for thermal comfort if only one temp reading is taken and not 2?	We confirm that for Pilot projects, it is acceptable if only one measurement has taken place as the project would not have had the opportunity to experience both summer and winter peaks. A commitment should however be shown to undertaking the second measurement.
IEQ2-EBPPILOT-64	IEQ 2	20-Aug-14	Existing Building Performance	Clarification	Public		Timeline in Magnetic ballast replacement program in not clear: Does a program needs to be in place within 12 month (pg. 39, credit criteria)?, does it needs to be in place in the performance period (pg. 40, compliance requirements)? Or do all magnetic ballasts needs to be replaced within 12 months?	This magnetic ballast replacement program is required to be for a 12 month period, and can be from GSSA submission, but must reach 95% in a 1 year period.
EMI1-EBPPILOT-68	Emi 1	20-Aug-14	Existing Building Performance	Clarification	Public		For our project, there are some tenant supplementary AC units that are not at all under the management of the building owner's facilities management team. These supplementary units are maintained (recharged) by a team that acts independently to the building's facilities management team. The building owner has no control over their maintenance or future replacement (if not currently zero ODP). Collectively these units represent <4% of total refrigerant charge on site. I believe that only units that are owned and maintained by the landlord should form part of this credit. The tenant-owned and operated units should not because the replacement of refrigerant and/or a process of leak auditing cannot be imposed on the tenant with immediate effect. Good environmental practice with regards to tenant AC units (and refrigerants) can only really be addressed in a green lease.	We confirm that only HVAC systems either owned or under the control of the landlord and his Facility Management Team are addressed within the scope of the Emi-1 Refrigerants credit.

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IEQ1-EBPPILOT-69	IEQ 1	20-Aug-14	Existing Building Performance	Clarification	Public		<p>Please could you clarify whether a qualified occupational hygienist is required to carry out the readings for the following IEQ tests or whether someone from the facilities management team or the Green Star AP can do the tests provided that the equipment used meets the required standards:-</p> <p>-Thermal comfort tests</p> <p>- Acoustic tests</p> <p>- CO and CO2 tests</p> <p>- Lux Level Testing</p>	<p>Thermal Comfort: The only requirement around who undertakes the audit is for the air speed and radiant heat high-level audit. In this case a suitably qualified HVAC technician or engineer is required. This can be a member of the in-house maintenance team.</p> <p>Acoustics A 'suitably qualified professional' must be used.</p> <p>CO and CO2 No specific requirement on who does the testing</p> <p>Lux Measurements No specific requirement on who does the testing</p>
TRA1-EBPPILOT-70	Emi 3	20-Aug-14	Existing Building Performance	Clarification	Public		Where population size is needed for determining survey sample size, do visitors and staff have to be counted separately, ie, For 200 staff + 200 visitors, do I need 67 staff and 67 visitor respondents, or can I take it as a population size of 400 and receive feedback from only 81 respondents as per the table?	The population size for regular occupants and visitors must be seen separately and the sample size requirements met for each. Note that visitors are only required to be surveyed if their peak or daily average exceeds the regular occupants however.
MANS-EBPPILOT-79	Man 5	05-Sep-14	Existing Building Performance	Clarification	Public		<p>Reason for submitting CIR: A green lease has not been signed between tenants and building owner. It is not possible to bring green leases into effect in the shortened timeframe allowed for Pilot projects. The project can therefore not demonstrate implementation of a green lease and provide all required documentation.</p> <p>Alternative Approach: The project proposes to be rewarded for demonstrating a clear commitment to bringing green leases into effect for all tenants over time. A green lease specification containing all requirements in the EBP TM has been developed. The green lease specification will become an addendum to ALL new leases and all existing leases upon their renewal. This will be applicable to all tenants across the precinct.</p> <p>For the submission the project proposes to submit the following: a. Green lease tenant specification that meets EBP TM requirements for a Performance Agreement b. Letter from building owner confirming commitment to introduce green lease specification into all new leases c. Example tenant notice indicating that all tenants have, in the meantime, been made aware of the requirements and scope of the green lease that will take effect in future on renewal of their lease.</p>	<p>We hereby provide the following clarification:</p> <p>The proposal for demonstrating a clear commitment to bringing green leases into effect for all new leases and all existing leases upon their renewal is approved for limited points.</p> <p>We note that the project will be eligible for 3 points in the Man-5 Green Lease credit should the project submit the following: a. Green lease tenant specification that meets EBP TM requirements for a Performance Agreement b. Letter from building owner confirming commitment to introduce green lease specification into all new leases and lease renewals as far as possible c. Example tenant notice indicating that all tenants have, in the interim, been made aware of the requirements and scope of the green lease that will take effect in future on renewal of their lease.</p> <p>Note that the requirements of both the 'tenancy fit-out & alterations' and the 'management & operations' portions of the criteria are to be met.</p>
IEQ3-EBPPILOT-81	IEQ 3	17-Sep-14	Existing Building Performance	Clarification	Public		<p>In the credit criteria on page 47 1 point is awarded where there is a process in place to: Periodically assess problems caused by high air speed and radiant speed and radiant heat in occupied spaces through a high-level audit. A process or compliance requirements are not described any further.</p> <p>This credit criteria is not clear for facility managers how they can target and comply with. Not what it means and not how it can be measured or determined.</p>	<p>High Level Audit of Air Speed and Radiant Heat A suitably qualified professional (HVAC technician or facilities manager with experience in HVAC systems) is to conduct a walk-through inspection of the facility, highlighting any of the following areas of concern: •Areas with high air speed (draft) detected •Areas where occupants are seated in close proximity to facades that receive direct sunlight during occupied hours. (i.e. areas where radiant heat may be of a concern to occupants)</p>
ENE2-EBPPILOT-82	Ene 2	22-Sep-14	Existing Building Performance	Clarification	Public		We need to populate the Peak Electricity demand calculator, but we don't know how to fill in the Occupancy %. It must be per month. Does this mean 100% is the current number of tenants?	The 'Occupancy' field refers to the % of the GLA that was tenanted over the period. I.e. if 10% of the GLA was vacant for that particular month, a figure of 90% should be inputted.
IEQ3-EBPPILOT-83	IEQ 3	25-Sep-14	Existing Building Performance	Clarification	Public		On page 52 of the Manual there is a table where the PMV in a typical office environment can be read. But this table only show CLO's (clothing levels as per table on page 55) up to CLO 1. What if the CLO is going to be 1.1 or even 1.3? in Winter? Do we still only use CLO 1?	The thermal comfort tables (E.1-E.9) in ISO 7730 are intended as a simplified calculation step and thus do not give many granular options for clo values (the next step up from clo=1 would be clo=1.5). As such if using these tables the project team must make an assessment of whether the clothing level in the space is closer to clo=1, or closer to clo=1.5 and use the tables accordingly.
MAN4-EBPPILOT-84	Man 4	29-Sep-14	Existing Building Performance	Clarification	Public		If a contract with a cleaning company/cleaning vendor states that only Green Cleaning Products are allowed to be used, is it still necessary to submit a whole green cleaning policy?	We confirm that a SLA or contract that has the same level of detail as specified in the Technical Manual for the policy would be acceptable in lieu of a policy.
ENE1-EBPPILOT-90	Ene 1	14-Oct-14	Existing Building Performance	Clarification	Public		<p>Building comprises of an office component (33%) and a warehouse component (67%).</p> <p>We therefore need to go down two different compliance paths for energy and water benchmarking.</p> <p>Once each score is calculated, we would then average the score to receive one figure.</p> <p>Problem: Different compliance paths have different 'total available scores'</p> <p>Questions: - How would one calculate this average? - What compliance path would you recommend for warehousing?</p>	<p>1) Calculate the number of points achieved for the Office portion using Compliance Path 1, calculate the points achieved for the Warehouse under either Compliance Path 3 or 4, and average these scores based on area weighting to achieve the final score out of 25. (see 'Mixed Use' section under Ene-1 on averaging method).</p> <p>OR</p> <p>2) Consider applying Compliance Path 3 or 4 to the building as a whole. I.e. for Compliance Path 3, compare to buildings with a similar Office - Warehouse ratio, or for Compliance Path 4 select a historical 12 month period within the past 10 years as the baseline.</p>
IEQ7-EBPPILOT-91	IEQ 7	29-Oct-14	Existing Building Performance	Clarification	Public		<p>Please confirm whether or I am correctly interpreting the technical manual. I interpret it as follows:</p> <p>CO levels only need to be tested in the underground parking garage and adjacent occupied spaces.</p> <p>CO2 levels are only required in spaces capable of accommodating 25 people or more. Project case this would only include one of the meeting rooms and the restaurant area.</p> <p>Is this correct or are those just the specifics where actually all occupied areas need to be tested?</p>	<p>CO: Correct, only required in basement parking and adjacent rooms.</p> <p>CO2: You would need to take one measurement per 25 workstations or more in open plan offices larger than 25 workstations, otherwise it is one measurement per room. I.e. you would need to measure all meeting rooms.</p>
IEQ6-EBPPILOT-92	IEQ 6	06-Oct-14	Existing Building Performance	Alternative Approach	Public		<p>CIR to deem 'IEQ-6: Daylight and Views' not applicable for the</p> <p>Retail centre projects with an office area which makes up substantially less than 10% of the GLA. 'IEQ-2 Lighting Comfort' is deemed not applicable for retail centres where 'back of house' workstation areas and office area account for less than 10% of the GLA. As lighting comfort through artificial means is not viewed as critical in non-office areas of retail centres, we propose that natural lighting and glare control as outlined in 'IEQ 6: Daylight and Views' is also not critical.</p>	<p>We note that for Retail spaces, the following alternative approach is approved: - Points for daylight glare control and external views are approved as N/A for retail areas. - For retail areas, only the 'nominated area' need meet compliance. Note that for retail areas for the purposes of this credit, "nominated area" is defined as internal public common area where there are tenants on two sides of common space, uncovered or covered, and the area is considered a mall area (excluding car parks). Note that this has been adopted from the Green Star SA - Retail Centre rating tool. - Where the retail centre contains office areas, these office areas are to be assessed as per the criteria set out in the manual for daylight. 60% compliance is to be achieved on the combination of retail 'nominated area' and office 'occupied space'. I.e. overall 60% is to be achieved, not 60% for both office and retail.</p>
ENE1-EBPPILOT-93	Ene 1	15-Nov-14	Existing Building Performance	Clarification	Public		Energy compliance paths	The GBCSA have recently reviewed the point-scales within the Existing Building Performance Ene-1 credit for compliance paths 2, 3 and 4. As a result, note that the following revised point-scale is to be used by Pilot projects moving forward and also proposed for use into v1 of the tool. The revised point-scale more accurately rewards best practice performance in line with that of Compliance Path 1, and will generally benefit projects using this compliance path. A revised Ene-1 Calculator has been uploaded to the GBCSA website to take account of this, and should be used by all Pilot projects pursuing Compliance Path 2, 3 or 4.

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WAT1-EBPPILOT-93	Wat 1	15-Nov-14	Existing Building Performance	Clarification	Public		Water compliance paths	The GBCSA have recently reviewed the point-scales within the Existing Building Performance Wat-1 credit for compliance path 2. As a result, note that the following revised point-scale is to be used by Pilot projects moving forward and also proposed for use into v1 of the tool. The revised point-scale more accurately rewards best practice performance in line with that of Compliance Path 1, and will generally benefit projects using this compliance path. A revised Wat-1 Calculator has been uploaded to the GBCSA website to take account of this, and should be used by all Pilot projects pursuing Compliance Path 2.
GEN00-EBPPILOT-95	Gen 0	05-Sep-14	Existing Building Performance	Clarification	Public		Documentation Requirements	Projects are requested to include the TC's and CIR's that relate to their project in the General Folder in order to make the assessment valid for the Assessors. Please therefore, wait for a response via Zendesk. Note, that without TCE info that Assessors only assess on what is in the TM.
MAN3-EPBPILOT-97	Man 3	01-Oct-14	Existing Building Performance	Clarification	Public		When a project is undergoing refurbishment, the Operations Manual contains an Asset Register and Drawings Registers that will need to be updated following the refurbishment. Please can you confirm whether this will be acceptable. We can make a clear note to this effect in the Operations Manual as well as the Submission Template.	GBCSA has confirmed that this is an acceptable route to undertake given the circumstances. As you have mentioned please do make a clear note to this effect in the Operations Manual as well as the Submission Template.
TRA1-EBPPILOT-101	Tra 1	02-Oct-14	Existing Building Performance	Clarification	Public		On page 105 of the manual it states that the survey must be carried out over a typical one-week period. Is there a reason for that? Is it possible to comply when having an online survey open for 2 months?	The 'typical one week' period has been used to represent a typical occupancy period for the particular building type. Hence this period is not to include holidays or other days/times of the year, which may not represent a typical occupancy period, as transport usage will not be the same as it would be on these days as compared with a typical day of that building use. The two month period which you are suggesting may include days which are not representative of the building type use period and could result in the numbers being skewed. A one week period also results in all buildings of a particular type being measurable against the same base and can thus also be compared. If the project team would like to propose an alternative time period, the project team is to submit motivation demonstrating why a particular alternative time period has been chosen and show why this time period is reflective of the building type in question.
EMI1-EBPPILOT-105	Emi 1	02-Oct-14	Existing Building Performance	Alternative Approach	Public		The Emi-1 credit refers to requiring the use of 'low' ODP refrigerants. We have assumed to date that this includes R22 which has a 'low' ODP of 0.05. Please can you confirm whether R22 is considered to be a 'low' ODP refrigerant.	We have decided that R22 can be included for PILOT project submissions; however, for EBP Version 1, the statement 'Low ODP' will be changed to 'Zero ODP' and as such R22 will not be allowed. However, whilst the GBCSA do not endorse the use of 'low ODP refrigerants', it is acknowledged that Pilot projects may have interpreted this credit to allow certain refrigerants with a relatively low ODP. We are therefore giving projects benefit of the doubt during the PILOT phase, as we feel it is unfair to penalise projects for adhering to the Technical Manual.
IEQ3-EBPPILOT-106	IEQ 3	07-Oct-14	Existing Building Performance	Clarification	Public		Please could you clarify the documentation requirements for the first two points for thermal comfort (mechanically ventilated spaces) The documentation requirements on page 51 in the technical manual are unclear.	Measuring and verifying comfort 1. Sample data logging sheet indicating temperature and humidity in occupied spaces 2. Summary report indicating outcome of air speed assessment and radiant heat in occupied spaces. 3. Sample of occupant feedback form from most recent survey. GBCSA can confirm 'PMV or Acceptability etc.' is a subheading and below points 1-4 on page 51 is how it is achieved. This does not apply if only the first 2 points are targeted.
IEQ7-EBPPILOT-107	IEQ 7	07-Oct-14	Existing Building Performance	Clarification	Public		IAQ management programme audit' for pilot projects: 1. Does a baseline I-BEAM audit have to be conducted, or is it acceptable to include this as a requirement in the programme? 2. Does each space have to be audited (i.e. all shops in a retail centre), or is there a specific percentage of area or sample size that can be used?	1) For Pilot purposes, the audit need not necessarily be done prior to submission, but it must be a requirement of the IAQ management programme. 2) This is not clearly defined in the manual. We suggest that the team review the IBEAM requirements in this regard. If the IBEAM reports allow for sampling certain areas, then this approach can be applied. If however the IBEAM reports require all areas to be audited, then you would either need to audit all spaces or submit an alternative motivating the sampling method and why it can be seen as achieving the aim of the credit.
IEQ4-EBPPILOT-111	IEQ 4	21-Oct-14	Existing Building Performance	Clarification	Public		As per the EBP technical manual, if an 'not office' area is more than 10% of the GLA it can't be excluded and must therefore go down a different compliance route for energy and water benchmarking. The project team proposes that 15% would be more appropriate? With this in mind, we request that an alternative approach be taken for this specific building, and that the GBCSA allows us to exclude this restaurant area in our energy and water benchmarking calculations?	If non-office areas are less than 10%, you need not exclude them from the figures entered into the tool (i.e. you can assume them to be 'office space') If non-office space is more than 10% (but less than 30%), it needs to be sub-metered and excluded from the benchmarking. If non-office space is more than 30% of the GLA, the building may need to consider a different compliance path.
EMI2-EBPPILOT-112	Emi 2	22-Oct-14	Existing Building Performance	Clarification	Public		The Project Team wishes to propose that "Photographs" be submitted rather than "As-built Drawings". The photographs can fulfill all the requirements and show all required details.	The proposed alternative documentation is acceptable provided all the information required in the As Built drawings are shown on the alternative documentation i.e showing the location of any relevant luminaires, awnings, blinds, windows, sensors, timers, skylights, etc.
IEQ7-EBPPILOT-116	IEQ 7	17-Nov-14	Existing Building Performance	Clarification	Public		Can the parking basement be considered as a "regularly occupied space" as one only parks the car and goes to one's floor which I will consider a regularly occupied space. One does not spend much time in the basement	Parking areas should not be considered as 'regularly occupied space'. I believe the credit aims to only apply CO2 testing to 'regularly occupied spaces', and the CO testing specifically to carparks, not regularly occupied spaces.
MAT2-EBPPILOT-117	Mat 2	11-Aug-14	Existing Building Performance	Clarification	Public		The wording used in the description of this credit is "Up to 3 points are awarded where the following percentages (by mass or volume) of operational waste and materials are diverted from landfill during the performance period:"	The TM should read "Up to 2(not 3) points are awarded where the following percentages (by mass or volume) of operational waste and materials are diverted from landfill during the performance period". Thus, this will make the total points available for this credit still 6.
IEQ2-EBPPILOT-119	IEQ 2	12-Dec-14	Existing Building Performance	Clarification	Public		Due to the fact that we are assessing a hotel could this point be claimed as not applicable. A calculation shows that office area of the hotel only accounts for 9% of the total hotel area. The technical manual states that this point applies to workstation areas only and that if workstations make up less than 10% it can be claimed as not applicable.	GBCSA is happy to award this point as NA, if the area is measured in equivalent of a retail GLA.
MAT1-EBPPILOT-120	Mat 1	22-Dec-14	Existing Building Performance	Clarification	Public		The online tool does not allow for this point to be made Not Applicable, thus the final results will not be correct. How should this be approached?	This entire credit cannot be claimed as N/A. If the credit is not targeted for Mat-1 then "points targeted" need to be changed to "0" in the drop down box, in the "submission stage progress" block, however; 3. Sustainable procurement of construction materials and 4. Sustainable procurement of furniture and movable equipment; those can be made N/A by selecting "points available" as "0" in the drop down boxes.
IEQ7-EBPPILOT-121	IEQ 7	22-Jan-15	Existing Building Performance	Clarification	Public		The project team would like to propose that compliance of 70% of floor area in terms of Co2 levels (below 800ppm) is allowed for all projects (as opposed to 100% of area needing to comply), as this is what is proposed for v1 of the tool.	With respect to CO2 testing within the IEQ-7 Indoor Pollutant Management Credit, the following clarification is provided to confirm the threshold of measurements required to comply with the credit criteria. It is confirmed that in order to demonstrate compliance with the credit criteria, compliance with the credit benchmarks (800ppm) must be achieved for at least 70% of the readings taken for the building.
MAN2-EBPPILOT-122	Man 2	19-Jan-15	Existing Building Performance	Clarification	Public		Pilot projects may claim credit as Not Applicable	The GBCSA confirm that this credit - MAN-2 - can be claimed as 'Not Applicable' for PILOT projects for both Round 1 and Round 2. In email correspondence between GBCSA and PILOT projects commitment was made by the project teams that at least one person on the project team would become an EBP Accredited Professional, we anticipate this will be honoured

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IEQA-EBPILOT-123	IEQ-4	10-Feb-15	Existing Building Performance	Clarification	Public		When a project team cannot meet the minimum population sample size for the survey	GBCSA allows alternative methodology in calculating the IEQ-4 survey results. "If the required sample size of 10% margin of error is not achieved, the number of additional required to reach the correct sample size should be assumed as worst case scenario – "Very Dissatisfied" and be added to the actual surveyed respondents provided that all other credit criteria has been met."