

Guideline No.: GB/006

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Title: Green Building Implementation Kit

Issued by: Sustainability Department (Green Building Department)

Introduction

This document is being issued by EHS Sustainability department in the interest of the stakeholders so that all the collective efforts put in till the NOC-BP process are channeled accurately as it progresses towards the actual construction and implementation stage.

Most importantly this document is to maximize the value to the client in terms of reaping the benefits intended and expected out of the proposed green building facility.

Scope

This general guideline is applicable to all the stakeholders involved in the Green building projects within Dubai World business units under the Ports, Customs and Free Zone Corporation (PCFC).

Aim

The aim of this document is to highlight the importance of certain activities integral to the shaping up of the green building projects and motivate the stakeholders into following the steps outlined under.

Sections

For the sake of clarity, this document is divided into following sections

1. Design to Delivery
2. Green Briefing
3. Stakeholder's Responsibilities
4. Construction related Tasks
5. Procurement
6. Installation & Commissioning related tasks
7. Progress Reports
8. Certification
9. Green Performance

Design to Delivery

Now that your proposed facility has been designed to embrace sustainability it is very important to ensure that the sustainability criteria embedded up to this stage are **ACTUALLY DELIVERED AT SITE**. This requires commitment and sincerity of ALL the stakeholders.

A project approached with this motive would bring in the desired results and assist all the stakeholders.

Green Briefing

This is a strategy to bring the necessary awareness to ALL relevant team members on the project, its green credentials, expectations, scope etc and renew their commitment and full support for the project. It ensures that the green principles conceived and implemented up to the contract stage are seamlessly carried forward to the construction and operations. The exact nature of the team would vary depending on the project scope. This is an important aspect at the beginning of the project which should not be compromised.

Green Briefing	
a) Client's representative	
b) Green Building consultant where relevant	
c) Commissioning authority if applicable	
d) Architectural Engineering consultant-Site in charge	
e) MEP consultant – site representative	
f) Main contractor	
g) MEP / Building services contractor	
h) Others	

Stakeholder's responsibilities

Please note that the development of sustainable building (Green Building) is a collective process wherein individual players have to work together to keep the link strong. In that regard each and every stakeholder has a specific role to play. This cannot be undermined. Hence you as a team are asked to

- Assign the right responsibility in relation this project
- Identify the deliverables
- Ensure that those responsibilities are carried out and deliverables met
- Have proper continuous monitoring mechanism

Construction related Tasks

As the project progresses from design to construction, there are additional tasks that are required at the construction site to ensure adherence to the green building regulations. Site management, Indoor air quality management, site drawing reviews, etc have to be borne in mind at appropriate stages. The responsibility should be delegated on the right team to achieve this

Procurement

It is very crucial that the procurement team is fully connected with the process so that **ONLY** those products, systems and technologies that would help the project in complying with the green building commitments are used for the project. Inappropriate envelope including glazing and fenestration, paints, MEP equipments, ventilation systems etc can jeopardize the project and prevent it from reaching its potential in terms of achieving the committed credits and certifications. Green Building consultants, commissioning authorities, architectural consultants and the contractors are expected to coordinate in this regard.

Installation & Commissioning related tasks

Installation of all key MEP equipments and following them up with proper testing, commissioning and close out is important for proper functioning of the equipments during operations. If these activities are not properly carried out, the client would end up with a facility that is less optimal. In other words, they would be consuming more resources than what they are expected to and what was recorded in the design stage. Under these circumstances, although the project was conceived green in paper, regrettably it would be LESS GREEN in PERFORMANCE. It would be a wasted opportunity.

Progress Reports

It is advisable that the project team generates progress reports in the form established by EHS. While the duration and the scope of the report will depend on the timescale and complexity of the project, the project team is urged to use this opportunity to keep EHS in the loop on their Green Building projects.

Certification (if applicable)

Please note that the stakeholders have committed to work towards the certification of this facility. All the works should be carried out without losing this focus. In other words, relevant documentation for GENUINE works carried out should be properly documented and maintained at site for review and records. This is applicable irrespective of whether the project is seeking EHS In-House Certification or external certification.

Green Performance

The ultimate objective of the Green Building is to perform in a sustainable manner and help the owners and clients of the facility in deriving the benefits. The direct benefits are

- a) Reduction in energy consumption (utility bills)
- b) Reduction in water consumption (Utility bills)
- c) Enhanced indoor air quality
- d) Reduced operations and maintenance expenses
- e) Corporate Image

This can be achieved by creating the required awareness to the client's team including the facility managers and the operations personnel. They should be given a thorough understanding of the facility in terms of green features, special operations and maintenance requirements etc. This has to be properly signed off.

Conclusion

The above guideline provides a broad outline of the elements involved in actual implementation of the green building principles and is intended purely to familiarize the client and the other stakeholders on the critical role they play. This guideline should however not be construed as a scope that is specifically required by EHS towards compliance.

We wish you good luck in this journey. Should you need any assistance please do not hesitate to contact the department.