GBI Assessment Process – Stage 2 Design Assessment

Ar Serina Hijjas
To attain the Green Building Index classification, the procedures are as follows:

STAGE 1   APPLICATION & REGISTRATION
STAGE 2   DESIGN ASSESSMENT
STAGE 3   COMPLETION & VERIFICATION ASSESSMENT
Complete and Submit the Application & Registration Form with Owner’s information, project contact details, project information and any supporting documents to GreenbuildingIndex Sdn Bhd (GSB). Upon acceptance & approval of the application documentation, the registration fee will be confirmed dependent on the size of the project. On payment of fees, a GBI Registration number will be allocated, and the terms and conditions duly signed between owner and GSB.

GBI Certifier will be assigned for the duration of the project.
STAGE 1: APPLICATION & REGISTRATION

Complete and submit the Application & Registration Form to GSB with supporting documents.

GSB processes application and notifies registration fee payable.

GSB to request for more information from Applicant.

GSB registers the application and gives a GBI registration number to the Applicant.

GBI Agreement to be signed between GSB and Applicant.

GSB assigns GBI Certifier at appropriate time.

Applicant to make the necessary Registration Fee payment to GSB and submit any other additional required information.
STAGE 2: DESIGN ASSESSMENT (DA)
Submission Requirements: 2 Hard Copies & 3 CD roms

Appraisal conducted upon the submission by the Project Design team / Client (Architect/Engineer/Building Owner or Developer) directly or through a GBI Facilitator, of comprehensive design and other necessary documents for GBI Assessment. After acceptance of registration from GBI, the Project Design team & client should proceed to collect information for each of the six criteria completing the submittal requirements described under each detailed sub-section. It is recommended that the information submitted is based on preconstruction information (ie tender documentation stage) when all parameters of the design have been finalised.

A Provisional Design Assessment certificate is given at this stage.
STAGE 2: DESIGN ASSESSMENT (DA)

- Complete Documentation submission

Applicant to appoint their Project Coordinator/GBI Facilitator
Submit to GSB for Design Assessment (DA)
2 HARD COPIES, 3 CDROMS

Is the DA checklist Submission complete

- Register Date of receipt

- Issue letter to Applicant for Additional Documents

Incomplete

- Issue Letter of Acknowledgement To Applicant

Complete
STAGE 2 : DESIGN ASSESSMENT (DA)
– Certifier’s 1st & 2nd Review

Da Assessment by Certifiers

1st Review

Is the DA Submission Information complete

no

Issue Letter to Applicant

Applicant to resubmit DA

Additional Information/Documents Received

2nd Review

Certifier to finalise DA

yes

GBIAP Review

Appeal By Applicant
STAGE 2 : DESIGN ASSESSMENT (DA)
Submission Requirements : 2 Hard Copies & 3 CD roms

1st Review – Certifier from date of receiveal of documents will take 10 working days + 3 working days for administration to send out letter requesting information on specific criterias.

Project Facilitators
Project Coordinators – 2 weeks from receival of letter to resubmit missing/supporting information.

2nd Review – Certifier has 2 weeks/10 working days for report to be submit to GBIAP upon receiving supporting information.
STAGE 2: DESIGN ASSESSMENT (DA)
– GBIAP Review & Ratings

- GBIAP Review
  - Issue letter for unsuccessful Application
  - Issue letter for successful Application for Higher GBI rating

- Appeal By Applicant
  - Submit Appeal form & Fees

- File DA

- Issue letter of success & Provisional GBI Certificate to successful applicant

- Record & Publish in GBI Register
STAGE 3: COMPLETION & VERIFICATION ASSESSMENT (CVA)

Appraisal conducted upon CCC of the project when all necessary documents are submitted according to as-built information and calculations by the Project Design team / Client (Architect/Engineer/Building Owner or Developer) directly or through a GBI Facilitator. The Completion Assessment confirms that the targeted criteria have been properly implemented and achieved, or otherwise, for the intended classification. Verification Assessment is conducted within 12 months of CCC or earlier, if not less than 50% occupancy.

The verification process involves verifying the actual measured energy and water use, and indoor comfort survey results.

A full GBI Certification is given at this stage.
STAGE 3 : COMPLETION & VERIFICATION ASSESSMENT (CVA)

- Applicant to submit for Completion & Verification Assessment (CVA) upon completion of Project
- GBI Certifier undertakes CVA
- GBI notifies Applicant of CVA result

Appeal:
- Fail
- Request for Review for Higher rating.
  To Submit Appeal Form & fees

No appeal

GSB issues GBI Certificate to Applicant
GSB records & publishes in GBI Register
APPEAL PROCEDURES

Appeal can be submitted (with fee paid) after receiving the Design Assessment result or after receiving the Completion & Verification Assessment results.

VALIDITY OF GBI CERTIFICATE

The validity of the GBI certificate is limited to three years. This is to ensure sustainable building maintenance management throughout the life of the building.
**CERTIFIERS & FACILITATORS**

GBI Certifiers perform the detailed assessments of building projects and recommend certification rating level to the GBI Accreditation Panel (GBIAP). GBI Facilitators provide services to enable building projects to achieve GBI certification. A GBI Facilitator is a registered person with Greenbuildingindex Sdn Bhd (GSB) having completed the training and passed examinations conducted by GSB.

**GBI TERMS & CONDITIONS**

An agreement setting out the terms and conditions between the Project owner and GSB.
Green Building Index Reference Guide

New Revised reference guide Out 15th September
The purpose of the Green Building Index Design Reference Guide is to establish a guidance document to assist project teams in understanding the criteria for each of the main components of the Green Building Index Rating Tool.

The project team can use the document as a Reference Guide when submitting for the Green Building Index as it clearly identifies examples of how and what is required for completing the submission.
Each of the main six criteria’s are further divided into the corresponding sub-sections in obtaining the necessary credit points. This guide is indicative and is not an exhaustive/definitive reference to the Green Building Index rating tool.

The basic framework of this document sets out for each subsection the intent, description, requirements, approach & implementation.
The Reference guide has been formatted to form part of the basic criteria checklist for all documentation submissions for both the Design Assessment (DA) and Completion & Verification Assessment (CVA).

**GBI Criteria point**

**Submitter’s Target points filled at submission of DA & CVA**

**GBI precertified or certified ratings**
### NON-RESIDENTIAL NEW CONSTRUCTION (NRNC)
#### ASSESSMENT CRITERIA

<table>
<thead>
<tr>
<th>PART</th>
<th>CRITERIA</th>
<th>ITEM</th>
<th>POINTS</th>
<th>SUBMITTER</th>
<th>GBI</th>
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<tbody>
<tr>
<td>EE</td>
<td>ENERGY EFFICIENCY</td>
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<td>Design</td>
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<td>EE1 Minimum EE Performance</td>
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<td>EE2 Lighting Zoning</td>
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<td>EE3 Electrical Sub-metering</td>
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<td>EE4 Renewable Energy</td>
<td>5</td>
<td>3</td>
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<td>EE5 Advanced EE Performance - BEI</td>
<td>15</td>
<td>11</td>
<td>9</td>
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<td></td>
<td>Commissioning</td>
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<td>Verification &amp; Maintenance</td>
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<td>EE8 EE Verification</td>
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<td></td>
<td>EE9 Sustainable Maintenance</td>
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**GBI Criteria point**

**Submitter’s Target points filled at submission of DA & CVA**

**GBI precertified or certified ratings**

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**Example:**

- **GBI Criteria point**
- **Submitter’s Target points filled at submission of DA & CVA**
- **GBI precertified or certified ratings**
PSP defined as Architect or Engineer (similar to the definition in Certificate of Completion & Compliance, CCC)

SP defined as Engineer, Landscape Architect, Planner and Quantity Surveyor (QS).

S Specialist which includes Facilitator, Project Manager, Facilities Manager, Energy or Sustainable Consultant and Commissioning Specialist.

C defined as Client or client’s assigned representative.
Enclosed the summary checklist together with the corresponding signatories required for each criteria.

<table>
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</table>
The front cover sheet of the individual criteria’s will be attached with the documentation drawings, project narratives and technical information as part of the submissions.

The criteria checklist will be signed by the Principal Submitting Person (“PSP”), Submitting Person (“SP”) or Specialist (“S”) together with the client’s (“C”).

Enclosed the summary checklist together with the corresponding signatories required for each criteria.
Enclosed the summary checklist together with the corresponding signatories required for each criteria.

Enclose the cover checklist with project information as indicated on the DA and CVA submissions.

All submission information shall be attached to the cover criteria sheet along with the signatures foreeach of the criteria.
• All submission information shall be attached to the cover criteria sheet along with the signatures for each of the criteria.

• The criteria checklist will be marked by the submitter and all project documentation as described under “Required Submission for Design Assessment (DA)” or “Required Submission for Completion & Verification Assessment (CVA)”.

• Please leave the GBI’s column for the administration of GSB. All documents must be duly verified and signed as part of the procedural requirements. GSB will return documents that are not submitted in full compliance for correct action.
**Greenbuildingindex Reference guide**

**Submitter required to thick submission checklist.**
**The submission document will be checked by GBI to confirm sufficiency of information.**

**REQUIRED SUBMISSION FOR DESIGN ASSESSMENT (DA)**

<table>
<thead>
<tr>
<th>Submission Item</th>
<th>Submitter</th>
<th>GBI</th>
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</thead>
<tbody>
<tr>
<td>1. Plans and elevations marking out walls &amp; apertures used for the calculation coloured blue; and walls &amp; apertures not used for calculation coloured red. Recommended scale 1:200.</td>
<td>☒</td>
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<tr>
<td>2. OTTV calculations for each facing wall and roof.</td>
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<tr>
<td>3. Description of wall &amp; aperture materials specified.</td>
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<td>5. Proposed Glazing specifications on Shading Coefficient, U-values and Visible Light Transmission.</td>
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<td>6. Confirm provision of Energy Management System where air conditioned space ≥ 4000m².</td>
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**REQUIRED SUBMISSION FOR COMPLETION & VERIFICATION ASSESSMENT (CVA)**

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<tr>
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<td>3. Description of built wall &amp; aperture materials with U-value calculation.</td>
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<td>4. Manufacturer issued glazing specification on shading coefficient, U-values and Visible Light Transmission.</td>
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<tr>
<td>5. Description of as-installed Energy Management System and I/O schedule.</td>
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<tr>
<td>6. Describe any deviations or additions to the DA submission.</td>
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### Required Submission for Completion & Verification Assessment (CYA)

1. As Built plans and elevations marking out walls & apertures used for the calculation coloured blue; and walls & apertures not used for calculation coloured red.
2. OTTV calculations for each facing wall and roof.
3. Description of built wall & aperture materials with U-value calculation.
4. Manufacturer issued glazing specification on shading coefficient, U-values and Visible Light Transmission.
5. Description of as-installed Energy Management System and I/o schedule.
6. Describe any deviations or additions to the DA submission.

<table>
<thead>
<tr>
<th>PROJECT NAME</th>
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<th>SUBMITTING PROFESSIONAL</th>
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Note: Attach all submittals with this cover page.

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**PSP/Principal Submitting Person (Architect or engineer)**

**C/Client or appointed Client representative**
Submission Format

The following is the recommended format of all documents that will form the Design Assessment (DA) & Completion & Verification Assessment (CVA) submission;

1. All Drawings, Plans, Sections and Elevations to be formatted on A3 size paper, with respective scale or scales clearly indicated. Should drawings be too small for legibility, provide a key plan with part plans for full clarity of building information.
2. All Perspectives to fit A3 size paper.
3. All Reports to be A4 format. Signature of Qualified submitting professional should form part of the submission.
4. Clearly mark the Design Assessment Checklist or Completion & Verification Checklist on submission of documentations together with a Design Submission form.

All submission to be saved into CDROM pdf format. Two hard copy and three copies of CDROM are to be submitted to GSB.
Thank you