

July 2007 PROCESS NOTE

RE:

General Information: Olympics and BREEAM, BREEAM 2007 update

Process Information: Bespoke BREEAM training - new training format, QA clarifications

Technical Information: Technical/scope clarifications for responsible sourcing credit, credit E1 calculator and BREEAM Schools

This letter is sent to the main contact in your organisation. Please can you ensure that this information is copied to all other EcoHomes/BREEAM assessors within your organisation.

The following contains important information and news regarding all of our BREEAM Schemes.

General Information

BREEAM 2007 Non domestic update

BRE is proposing postpone the BREEAM 2007 update until Spring next year (i.e. the version will become BREEAM 2008). This delay presents opportunities for incorporating some technical changes and we will be in touch with Assessors about this process.

Expansion of Prisons scheme

The scope of BREEAM Prisons is being expanded to include additional types of prison buildings. This is an upgrade to the 2006 version and is expected to be completed and issued by the end of August 2007.

2012 Olympics and BREEAM - Information for assessors

Within its sustainable development strategy (published Feb 07), the Olympic Delivery Authority set out an objective for all permanent venues on the Olympic Park to achieve a BREEAM EXCELLENT rating. To help achieve this objective, BRE has been appointed by the ODA to develop a Bespoke version of BREEAM to assess the sustainability impacts of the permanent Olympic and Paralympic venues, at both the design and post construction stages. This Bespoke method is under development and the final version is expected to be complete by November 2007.

The assessment process for the Olympic venues is the same as any regular Bespoke assessment, namely that fully qualified and licensed Bespoke BREEAM Assessors will be appointed to undertake the formal Design Stage and Post Construction Review assessments.. At present it is the intention that a Bespoke BREEAM Assessor will be appointed for each of the permanent venues covered by the scope of the proposed Bespoke BREEAM version. Responsibility for these appointments lies with each venue team appointed by the ODA.. Appointments are likely to take place during 2007 and 2008.

A copy of the ODA's sustainable development strategy can be downloaded from here:
<http://www.london2012.org/en/news/publications/>

Process Information

Bespoke BREEAM training - new training format

Current process:

- On the job training on the Assessor's first assessment..
- Additional support (from BRE) to guide the Assessor during the first assessment and until they become fully qualified. This usually occurs when the first assessment reaches certification.

New process:

- Step 1 A consultant from the BREEAM team discusses and reviews the process of Bespoke BREEAM (commercial, operational and technical) with the trainee Assessor. This may take the form of a phone call, meeting or seminar.
- Step 2 The trainee sits a competent persons examination.
- Step 3 Upon successful completion of the examination, the trainee Assessor is qualified to apply for a Bespoke BREEAM licence.
- Step 4 Assessor can then carry out Bespoke BREEAM assessments in the UK and Internationally.

The new training process has been driven by UKAS conventions and has the benefit of providing Assessors with a route to qualification that does not require them to have won a Bespoke assessment contract before commencing training.

The anticipated launch date for the new format of Bespoke BREEAM Assessor training is the end of July. We are continuing to issue training proposals based on the current style of Bespoke BREEAM training; however, Assessors are being offered the opportunity of training under the new style. Further information will be provided in the next few weeks. Please note that the prequalification requirements for Bespoke BREEAM training remain unchanged. These are attached for your information.

Bespoke Training and BREEAM Prisons

The above changes will also apply to the training and licensing of BREEAM Prisons Assessors. As a result, from the inception of the new training format it will not be possible to become a "Prisons Only" Assessor. All individuals wishing to become a BREEAM Prisons Assessor must go through the Bespoke training process described above

Quality Assurance Clarifications

We have had some queries recently about re-submitting reports during the QA process. Please note the following clarifications:

- If the full postcode for the building is not available, please provide the first half of the postcode and we will ensure this is on the certificate.

Bespoke BREEAM Assessors please note:

- All assessments that do not have a 'version number.' (e.g. 2004), are to be marked as 'Pre-2005'. This will assist our QA checkers in identifying the version being checked.

BREEAM Materials Helpline

As some of you know, we are experiencing a delay in response times to Green Guide queries.. This is as a result of a huge increase in enquiries. We are working hard to clear this backlog, and thank you for your patience on this matter.

We are consequently examining ways to improve the process and as part of this are introducing a new Proforma to be completed by Assessors for each Materials query. This is to ensure the necessary information is captured from the outset enabling the BREEAM and EcoHomes Team to process your query speedily and provide a more efficient service. This Proforma is attached and is also available on the extranet. Please complete this when requesting any further Green Guide queries.

Technical Information

MW8 Responsible sourcing credit - Re-used in-situ

In EcoHomes any element that is re-used in situ will automatically achieve the top tier points for this credit. This amendment is current for all 2006 assessments and is in line with the Code for Sustainable Homes.

In the Non-Domestic schemes, the guidance remains unchanged, i.e. elements re-used in-situ are specifically **excluded** from the calculation.

The difference occurs because:

- There is concern that if re-used in-situ elements gain full points, a refurbishment scheme may gain maximum credits on the basis of a predominance of existing timber despite new materials containing some illegally sourced timber. Whilst this is likely to be picked up (via the finishing elements credit) in the EcoHomes scheme, it would not be identified in the non-domestic schemes.
- Non-domestic schemes already gain credits for the re-use of facade and re-use of structure, (these are not available in EcoHomes). These credits are automatically rewarded to refurbishments (which also gain full credits in the Green Guide) so reuse of such materials is already rewarded in these schemes.

PEFC Tier level

Further to the CPET (Centre Point of Excellence in Timber) review earlier this year PEFC timber now qualifies as Tier 1 in the BREEAM and EcoHomes schemes. This change will take effect from the date of this process note. This change will be noted in an addendum and placed on the extranet shortly. As a result there is currently no scheme that falls within Tier 2 and all other schemes remain in the same tier as before.

E1 Reduction of CO₂ emissions – Spreadsheet tool (Non-domestic only)

In response to feedback from Assessors we have produced a suite of tools to calculate the percentage improvement used to assess credit E1. Depending on the scheme there are up to three calculator tools, one covering new buildings, one for refurbishments and one for M&O assessments.

Please ensure that in every case the correct tool is used. Assessors will be required to input values for the emissions rate of the Notional Building, the BER and, for D&P assessments, the TER.; The tool will then calculate the percentage improvement and allocate the correct number of credits. The calculator will be included in all the non-domestic BREEAM calculator spreadsheets on the extranet.

BREEAM Schools

Guidance on assessment of part refurbished and part new build schools.

An increasing number of school developments registered under BREEAM Schools are a combination of refurbishment and new build. We are planning to develop a specific area-weighted spreadsheet for these scenarios.

In the meantime, BREEAM Schools Assessors should undertake a Pre-Assessment Estimator exercise to determine the best way to achieve the highest BREEAM rating and/or the most cost-effective solution through:

- One assessment for the school site as a whole
- Two separate assessments, one for the refurbished buildings and one for the new buildings.

It is usual for refurbishment projects to achieve credits in material re-use and minimising impact on land use and ecology; whilst new build projects have greater opportunities to gain credits for improved design and energy efficiency. Assessing the building site as a whole generally leads to a lower overall score than that achieved by the two separate parts (when assessed individually)..

The area weighted spreadsheet will allow scores obtained by the different parts of the site to be added together to achieve a fairer more representative overall score.

We anticipate that the area weighted spreadsheet will be available with the BREEAM Schools Spring 2008 update.

Guidance on assessing nurseries, 14-19 vocational schools, FE colleges.

A number of educational buildings which require a BREEAM assessment fall between BREEAM Schools and Bespoke BREEAM. It is planned to incorporate these building types into the next version of BREEAM Schools. In addition we intend to produce BREEAM Further Education – more details in the forthcoming newsletter. In the meantime, where a BREEAM assessment is required we have outlined the following procedures:

Nursery – As part of a school site assess under BREEAM Schools. Where standalone Sure Start, crèche or nursery buildings (i.e. where not on a school site), assess using Bespoke BREEAM.

14-19 vocational schools – Assess under BREEAM Schools, however, there may be some exceptions with specialist functions, e.g. hairdressing salons, construction and automotive workshops etc.. Where there are uncertainties please send drawings to the BREEAM office for confirmation.

Sixth form college – As part of a school site - assess under BREEAM Schools. Standalone sixth form colleges should be assessed under Bespoke BREEAM.

Further Education college – Assess under Bespoke BREEAM - please send drawings to the BREEAM office for confirmation. Further information regarding a standard BREEAM for Further Education will be outlined in the newsletter.

Higher Education / University – Assess under Bespoke BREEAM - please send drawings to the BREEAM office for confirmation.

Special Educational Needs (SEN) – Generally SEN schools can be assessed under BREEAM Schools. For acute SEN needs, some of the transport and health and wellbeing credits within BREEAM Schools will be unattainable. In these cases it is advisable to undertake a Bespoke assessment, in which case please send drawings to the BREEAM office stating whether:

- the building forms part of a school site
- caters for acute SEN
- is being designed to Building Bulletins or Health Technical Memorandums.

If uncertain please send drawings to the BREEAM office for confirmation.

Assessors can use the BREEAM Schools Pre-Assessment Estimator to establish if the building is likely to fall within BREEAM Schools or require a Bespoke BREEAM assessment.

Sports facility – Can be assessed under BREEAM Schools provided it is located on a school site. Other facilities should be assessed under a Bespoke assessment, in which case please send drawings to the BREEAM office.

Where there is any uncertainty regarding the relevant version please send general arrangement plans showing the type of functions within the building to the BREEAM office for advice.