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#### **BREEAM Data Centres 2010**

In early 2009 BRE Global was appointed by the Digital Reality Trust to develop a set of tailored environmental assessment criteria specific to data centres. This criterion was developed to the 2008 version of BREEAM and went on to become a formal BREEAM scheme for data centres, which all new data centres in the UK could be assessed and certified against.

As part of the development process the scheme was to be trialled throughout 2009, prior to undergoing a review and where necessary further revision and update. To facilitate this review a working group consisting of data centre industry representatives (international financial institution, international energy provider, international data centre developer, data centre design companies and technical experts) was assembled. This group has provided feedback on the application and content of the initial scheme and BRE Global are in the process of reviewing and updating the scheme as result of this feedback.

The proposed changes will affect fundamental aspects of the scheme, including the environmental weightings and energy section assessment issues. As a result, a new standalone 2010 version of the scheme will be launched towards the end of this year. The Scheme Document will be freely available for download from the BREEAM website.

Once the launch date has been finalised BREEAM Other Buildings assessors will be contacted with a deadline for registering assessments under the BREEAM Data Centre 2008 version.

Information on the current BREEAM Data Centres scheme can be found at the following link;

<http://www.breeam.org/page.jsp?id=157>



### **BREEAM Higher Education e-learning tutorial**

We are pleased to announce that the BREEAM Education, Higher Education (HE) e-learning tutorial is now available to download from the BREEAM Assessors Extranet.

As announced in previous process notes, BREEAM Education assessors (both Qualified and Licensed) who trained before September 2009 will need to complete this 3 part e-learning tutorial in order to extend their BREEAM Education qualification to include Higher Education and carry out any work in the Higher Education sector.

All licensed BREEAM Education assessors should now have received an email from BRE Global containing detailed instructions on accessing the modules.

Please note:

The e-learning HE package is only available to download for free for three months until 13 January 2010. From the 14 January 2010, a charge of £350+VAT will be applied per download.

The fee for the Higher Education scheme licence is detailed in BRE Global's BREEAM Fee Sheet (FS036 rev08), which can be accessed via the BREEAM Assessor Guidance folder on the Extranet home page

### **BREEAM Higher Education: technical issues Issue ENE 19 – Energy Efficient Laboratories**

It has come to our attention that Table 12 *Best Practice Specific Fan Power* of the Education issue 3.0 was incorrect. The table was rectified on 1<sup>st</sup> October 2009. We advise any assessor that had downloaded the issue 3.0 of the Education Scheme Document prior to that date to download and apply the updated version.

### **BREEAM Non Domestic UK Assessment Spreadsheet Tools**

The BREEAM team has released a number of updates to the Assessor's spreadsheet tool in the past 6-8 weeks; the current revision number for the tool is rev14. Many of the changes affect only the Education scheme and are as a result of the inclusion of Higher Education building type to the scope of the Education method. There have also been some minor amendments to the offices, industrial and prisons parts of the tool.

Assessors should ensure that they download and use the most up to date version of the tool where relevant. The tool includes a schedule of changes worksheet detailing the changes made for each new revision. Assessors conducting Courts, Retail or Multi-residential assessments should note that there have been no changes to the tool that affect these schemes since the release of revision 8, therefore there is no need to download and use rev's 9-13 for these assessments. Likewise for healthcare, any assessor using a version of the tool from revision 9 onwards will not be affected by the changes made in revision's 10-13. As a result of these changes the BREEAM pre-assessment estimator (available from the BREEAM website) has also been updated.



### Changes to the award of Innovation credits for the use of a 'Suitably Qualified Assessor'

With the launch of the Innovation section in BREEAM 2008, additional BREEAM credits were made available for the use of a BREEAM Accredited Professional (AP). At the time of the launch the BREEAM AP qualification was not fully established, as such BREEAM defined a 'Suitably Qualified Assessor' (SQA) as an interim means of compliance for achieving the available Innovation credits.

Since June 2009, the BREEAM AP exam has been available to existing BREEAM Assessors and to date approaching 100 individuals have achieved the Accredited Professional status. With the route to AP status now fully established and, at present, exclusive to qualified and licensed BREEAM assessors, BRE Global will be removing the Suitably Qualified Assessor route as a means of achieving the BREEAM Innovation credits for future assessments.

BRE Global has made this decision for the following reasons:

1. To support the integrity of the Accredited Professional qualification.
2. To ensure expert BREEAM related design advice recognised under the scheme is given in accordance with the code of practice, qualifying and ongoing monitoring requirements of the Accredited Professional qualification.
3. To ensure consistency in how BREEAM awards Innovation credits for a client/design team's comprehensive use of expert BREEAM/sustainability related design advice.
4. To avoid confusion in the market over the use of the following terms; 'Suitably Qualified Assessor'; 'Qualified BREEAM Assessor' and BREEAM Accredited Professional.

For projects registered after the 31<sup>st</sup> October, the use of a BREEAM Accredited Professional will be the only means of achieving the relevant BREEAM Innovation credits for sustainability related design advice.

### What does this mean for existing projects registered but not yet certified, where the Assessor meets the definition of an SQA and has provisionally awarded the BREEAM Innovation credits for design team appointment and use of an SQA?

In this instance, BREEAM Assessors can still award the Innovation credits at the interim and final stages of certification, provided the following conditions are met:

1. The project is/was registered on or before the 31<sup>st</sup> October 2009.
2. The assessor has completed a pre-assessment of the project on or before the 31<sup>st</sup> October 2009, provisionally indicating that the relevant BREEAM Innovation credits will be achieved for the project in question.
3. All compliance requirements relevant to the award of the Innovation credits have been and will continue to be met (this will require the assessor to maintain their SQA or AP status for the duration of the project).

Assessors are advised to review with their clients any projects that they have recently been appointed to BREEAM assess (or are about to be appointed to) which have not yet been registered. If Assessors wish to ensure that they are able to award the Innovation credits for the use of an SQA on these projects then they will need to register them before the above deadline. For recent projects that have appointed an assessor on the basis that they meet the Suitably Qualified Assessor definition, Assessors can expect BRE Global to allow some degree of flexibility regarding completing the Pre-Assessment before the 31<sup>st</sup> October, where pre-assessment prior to this date is not practical.

This change in the requirements will be documented in the fourth re-issue of the BREEAM Scheme Documents and on the Assessor FAQs Database.

BREEAM Assessors are reminded that the BREEAM AP qualification is currently available to Licensed BREEAM assessors only, and for a substantial discount on the full fee (Until 1<sup>st</sup> November 2009). The annual subscription to BREEAM AP is also available to Licensed BREEAM Assessors at no extra charge.

For further details about the BREEAM AP qualification, go here: [www.bre.co.uk/eventdetails.jsp?id=3128](http://www.bre.co.uk/eventdetails.jsp?id=3128)

If you have any questions concerning this change please email them to BREEAM at [BREEAMtechnicalCS@bre.co.uk](mailto:BREEAMtechnicalCS@bre.co.uk)



### Non Domestic FAQs

We have updated the FAQs for BREEAM schemes this month. (Accessed via the home page of the assessors Extranet)  
You will find new FAQs on the extranet for the following categories;

- HEA 6 – Lighting zones and controls
- WST 4 – Compactor/ Baler
- WST 5 – Composting
- TRA 3– Cyclist Facilities ( Education)
- T5 – Cyclist Facilities ( Retail)
- T5/ TRA 3 – Cyclist Facilities ( ALL Schemes)
- M21 / MAN 12 – Whole Life Costing / Whole Cycle Costing
- HEA 13 – Acoustic Performance
- MAN 13 – Good Corporate Citizen
- General – Spreadsheet Tool
- General – AP Innovation
- General – AP

FAQs are updated on a monthly basis so please remember to check the FAQs before submitting a technical query.



### BREEAM International update: BREEAM Europe Schemes

We are very pleased to announce the release of the new BREEAM Europe Commercial 2009 scheme, launch October 2009. After four months of consultation with clients, assessors, experts and technical research, the new scheme groups together the former BREEAM Europe Retail, BREEAM Europe Offices and BREEAM Europe Industrial schemes which have been updated to removed inconsistencies with the UK BREEAM 2008 schemes and be more appropriate and relevant to each climatic, cultural, construction and sustainability conditions across Europe.

#### Key changes include:

- Introduction of minimum standards specific to Europe
- Introduction of exemplary level requirements specific to Europe. Other types of innovation credits will not be available in Europe at this point in time.
- Post Construction Stage assessment is now mandatory like in the UK in order to get the final certificate.
- New shell only approach as in UK BREEAM v3.0 Schemes applicable. **This is the only change that will be retrospectively applicable to projects already registered under the 2008 version of the schemes.**
- The manual will now be freely available for download on the website for anyone to access. Country specific information will remain accessible to BREEAM International assessors only as this is a document that is due to evolve on a regular basis as projects are being assessed.

Other changes are summarised in the schedule of changes section 15 of the manual.

All information is saved in the BREEAM International folder on the Extranet, including the manual, the calculator tools, and the country reference sheets/checklist A10 document. This document is new and groups together the country reference sheets and Checklist A10 under an Excel format for more flexibility. As under the 2008 version of the scheme, this document will need to be submitted to BRE as early as possible in the design, before the report is submitted for QA so that the technical team can check the local standards/information used to demonstrate compliance. The document must then be submitted to BRE with the assessment report; the assessment will not pass the QA stage if the relevant country table is not provided. An update on the QA requirements (i.e. documents to be submitted, and when) will be communicated to you in a near future.

The scoring spreadsheet is being finalised but will be ready and available on 21st October, along with the pre-assessment tool. Additional Reference sheets for the following countries have also been added since the release on 5th October: Spain, Belgium, Austria, Czech Republic and Sweden.

The country specific information document will continuously be updated as projects are being assessed. We will inform you where relevant via process notes, but please make sure you are always using the latest version available by regularly checking on the BREEAM International Extranet.

Projects can be registered under this scheme **from 5th October**. As communicated previously, a transition period has been allowed until 31st December 2009, during which both 2008 and 2009 Europe schemes can be used to assess projects.

The online registration form will be updated to reflect these changes in due course. Until then if you wish to register a project under the 2009 schemes, please do so by selecting the 2008 version and putting a note in the comments section of the registration form to advise us that you wish it to be registered under 2009.

**BREEAM AP route to innovation credits not available to BREEAM International assessments**

With regard to previous communication on the BREEAM AP qualification in this and other process notes, and the recent release of the BREEAM Europe 2009 schemes, we would like to remind BREEAM International assessors that the BREEAM AP qualification route to innovation credits is not available to BREEAM International assessments.

BREEAM assessors who have the BREEAM AP qualification may therefore use it in BREEAM UK assessments, but will not be able to use it when carrying out BREEAM International assessments.

The reason is that the BREEAM AP qualification is currently delivered based on specific UK information, such as local building regulations, which would not be appropriate in other countries. BREGlobal is looking at working with partners abroad, in particular Green Building Councils to develop specific BREEAM AP qualifications that would be recognised at national levels. Further information will be communicated in due course.

**BREEAM Other Buildings: New 1 day BREEAM Other Buildings UK Assessor Training Course**

BREEAM is delighted to offer a new training course for existing BREEAM Assessors to become BREEAM Other Buildings UK Assessors (formally known as BREEAM Bespoke). This new training course replaces the aspects of UK BREEAM Bespoke previously covered within the BREEAM International Training course.

This course covers a wide range of topics, covering the scope of the BREEAM Other Buildings family of schemes within the UK (e.g. BREEAM Bespoke, Courts, Prisons, Data centres etc). The course will cover the processes involved and further technical information regarding the tailored criteria and standard schemes currently in place. The format of the top up day course is a mixture of presentations and interactive workshops.

As a result of attending this course and obtaining the relevant licence, a delegate will be eligible to carry out BREEAM assessments on many different building types that fall outside of the current standard BREEAM schemes in the UK. This course is intended for current qualified and licensed Non Domestic UK BREEAM Assessors wishing to carry out BREEAM Other Buildings Assessments in the UK. It may also be of interest to current BREEAM Bespoke UK Assessors wishing to refresh their understanding of the scheme, learn more about the other products and services covered by the licence and learn more about the new processes involved.

The first 1 day BREEAM Other Buildings UK Assessor Training course ran successfully on 22<sup>nd</sup> October 2009 at BRE Global in Watford. The next BREEAM Other Buildings course will run on 15<sup>th</sup> December 2009 at BRE Global in Watford. For further details and dates of the new course please see the training and events page of the BREEAM website or contact BRE Global Training ([training@breglobal.com](mailto:training@breglobal.com) or +44 (0)1923 664462)



### Code for Sustainable Homes: Bespoke Green Guide Ratings for projects seeking to achieve Code Level 5 and 6

Projects seeking to achieve Code Level 5 and 6 tend to have their element specifications designed to surpass the current Building Regulations requirement by a considerable margin. With the current generic Green Guide element specifications being generated based on the Building Regulations requirements, we believe that for these levels, many designs have significantly different construction details in order to accommodate the required amount of insulation and that this is likely to have an effect on the embodied impact of the building. Where this impact is substantially increased there is obviously a trade off between embodied impact and operational impact which needs to be reflected within the Code assessment. With this in mind, please therefore submit bespoke green guide proformas for each of the external envelope element specifications to BREEAM Materials in the case where a particular project is seeking to achieve Code Level 5 and 6. This information can also be found on the Green Guide website as a separate document under the following link: [http://www.thegreenguide.org.uk/filelibrary/PDF/Bespoke\\_Ratings\\_Code\\_5and6.pdf](http://www.thegreenguide.org.uk/filelibrary/PDF/Bespoke_Ratings_Code_5and6.pdf)

### EcoHomes 2006 - ENE 1 Air Conditioning Calculation Methodology

For EcoHomes 2005 and 2006 assessments we have previously stated that BRE will carry out the calculation of emissions from air conditioning systems, following submission of a series of system details. This methodology has now been superseded, meaning that for all EcoHomes assessments, BRE Global will no longer carry out this calculation.

Where air conditioning systems are specified for dwellings subject to an EcoHomes assessment, it is necessary to model the dwellings in Part L2 compliant software to calculate cooling energy demand and resultant emissions. There are two modeling options:

- Custom load profiles representing dwelling activities can be developed by the assessor / consultant and entered in to current versions of Part L2 compliant software. It should be noted that these profiles will need to be assessed and approved by BRE Ltd prior to their use as part of an EcoHomes assessment. This work will incur an additional charge.
- The superseded version 1.2a of SBEM, including the domestic activity database, can be used. Please note that this can **only** be used to calculate cooling emissions for the purpose of determining EcoHomes 2005/6 Ene 1 performance. The latest version should be used where it is necessary to carry out calculations for regulations compliance purposes. V 1.2a can be accessed via the following link: <http://www.ncm.bre.co.uk/oldversions.jsp>

For either method, the energy demand associated to the use of the air conditioning system will be produced once the model has been run. This should then be converted in to emissions by multiplying by the SAP 2005 emissions factor for grid electricity. Once complete, the emissions should be divided by the floor area of the dwelling under assessment and added to the original DER. Credits can then be awarded based on the resultant DER kgCO<sub>2</sub>/m<sup>2</sup>/year.

### Code for Sustainable Homes ENE 8; EcoHomes TRA 2 – Cycle Storage

For 'non-solid structures', e.g. timber sheds, a 'sold secure\*' padlock, with a hasp and staple which are coach bolted through the structure, is deemed compliant with the secure entrance lock requirements. For credits to be awarded all other criteria must also be met.

\*[www.soldsecure.com](http://www.soldsecure.com)



### Multi-residential 2006: Sound Insulation Credits (HW11 - Sound Insulation)

Following a number of related queries on acoustic testing frequencies required under HW11 (BREEAM Multi-residential 2006), we would like to remind assessors that the number of tests set in Table 2: Frequency of testing required refers to the number required for each type of test (i.e. airborne and/or impact sound insulation) to be conducted on each group or sub-group. The table does not give a *total* number of tests to be carried out on each group or sub-group.

This Issue is based on Hea 2 (EcoHomes 2006). For examples of testing series and compliance, please refer to either the Multi-residential FAQs and/or the Hea 2 EcoHomes 2006 Supplementary Guidance point B.

For self contained dwellings, please also note that Robust Details (RDs) are accepted as a method of compliance with Hea 21 (Multi-residential 2008) and of which can be applied retrospectively to HW11 (Multi-residential 2006). Assessors should view the website <http://www.robustdetails.com/Code-for-Sustainable-Homes-fa62cdf> where compliant RD's are listed. It should be noted that not all RD's will demonstrate compliance with the performance levels required for Code/EcoHomes/Multi-residential credits as they have been designed to comply with the standards in Building Regulations. If in doubt, please check the list of currently approved details with Robust Details directly (0870 240 8210, [www.robustdetails.com](http://www.robustdetails.com)).

The Robust Details scheme is not applicable in the assessment of constructions which fall into the categories of *material changes of use* or *rooms for residential purposes*.

### Correction - Micro Drainage Software

The September process note provided clarification of the 'Volume of runoff' calculations. Within the text a reference was made to the output from the Micro Drainage software, stating that care was needed when using the output to demonstrate compliance with the Code. Within the September Process Note it was stated that;

*'The output from the software is able to show the volume discharged over 6 hours as opposed to the total volume of discharge from the storm event.'*

The above statement is incorrect and the following text has been provided by Micro Drainage for clarification;

*'The volume is always measured over at least twice the storm duration. If producing outputs from Micro Drainage software to show the volume balance the recommended method is to use the ICP SUDS tab in the Design Audit Wizard. This volume balance check will run the 6 hour storm for 48 hours unless using the 2.5 sec timestep, in which case the engineer should contact Micro Drainage. If the Design Audit Wizard has not been used, the storm will be run by default for twice the duration, ie 12 hours which under normal circumstances is adequate, but the ability exists to lengthen this if required. The engineer should therefore prove it has drained down in this time by providing print outs from the hydrograph tables.'*

We would like to thank Micro Drainage for providing this information.

If consultants are providing hydrograph tables as evidence for Code compliance, it would assist the quality assurance process if the consultant were to annotate the output, highlighting the relevant calculations within the tables.

### Sur 1

There are ongoing discussions around the Sur 1 issue and further guidance will be issued in the near future.



### Domestic FAQs

We have updated the FAQs for the Code scheme this month. (Accessed via the home page of the assessors Extranet)  
You will find new FAQs on the extranet for the following issues;

#### Code for Sustainable Homes

- Ene 8- Cycle Storage
- Ene 9- Home Office
- Wat 1- Indoor Water Use
- Mat 2- Responsible Sourcing of Materials - Basic Building Elements
- Mat 3- Responsible Sourcing of Materials - Finishing Elements
- Sur 1- Management of Surface Water Run-Off from developments
- Sur 2- Flood Risk
- Was 1- Storage of non-recyclable waste and household recyclable waste
- Hea 1- Day lighting
- Hea 4- Lifetime Homes
- Pol 2- NOx Emissions
- Eco 4- Ecological Value of Site

#### BREEAM Multi-residential

- Wat 2-Water Meter
- Mat 1- Material Specification (major building elements)
- Mat 5- Responsible Sourcing of Materials - Basic Building Elements
- Mat 8- Responsible Sourcing of Materials - Finishing Elements
- T2/ Tra 2- Proximity to Key Amenities
- Tra 3- Cyclist Facilities
- T5- Cycle / Electric Buggy / Wheelchair Storage
- HW11 – Sound Insulation

#### EcoHomes

- Hea 1- Day lighting

FAQs are updated on a monthly basis so please remember to check the FAQs before submitting a technical query.



### **BREEAM In-Use**

BREEAM In-Use is a new scheme to help building managers reduce the running costs and improve the environmental performance of existing buildings. It consists of a standard, an easy-to-use assessment methodology and a 3rd party certification process that provides a clear and credible route map to improving sustainability.

The biggest opportunity to address the UK's environmental impact lies in better management and improvement of the existing building stock. BREEAM In-Use has been developed to recognise and encourage better building management and targeted investment in existing building stock.

The BREEAM-In Use scheme enables building managers to self-assess the performance of their portfolio using the online BREEAM In-Use tool. Training is provided to license BREEAM In-Use Auditors to verify the building manager's self assessment and provide a certificate.

BREEAM In-Use assessment differs from the established BREEAM schemes in that BREEAM assessors undertake an assessment of new buildings and submit the data to BRE Global to review and issue a certificate. Where as for BREEAM In-Use the Auditor is trained to verify the data obtained by the building manager and issue the certificate themselves. In that way the Training provided by BRE focuses on the technique required to verify the data given by the building manager.

The assessment tool will enable building managers to see the impact of their building and existing systems and initiatives, as well as the potential impact of any proposed changes. BREEAM In-Use is designed to:

Reduce operational costs

- Enhance the value and marketability of property assets
- Give a transparent platform for negotiating building improvements with landlords and owners
- Provide a route to compliance with environmental legislation and standards, such as energy labelling and ISO 14001
- Give greater engagement with staff in implementing sustainable business practices
- Provide opportunities to improve staff satisfaction with the working environment with the potential for significant improvements in productivity
- Demonstrate your commitment to Corporate Social Responsibility (CSR)
- Improve organisational effectiveness
- Provide a genuine badge of proven sustainability

The environmental performance of an organisation's built assets is a key factor in its sustainability credentials and carbon footprint. Operating a building also represents a major cost - with soaring energy prices and the current gloomy economic outlook, cutting energy, water, waste and other such costs can be a relatively easy way of improving profitability.

BREEAM In-Use sits alongside the already well established BREEAM schemes for assessing the environmental performance of buildings at the design and construction stages. All those involved in occupying, procuring or managing existing buildings can now evaluate - and improve - the performance of their property assets and the quality of their management regimes.

### **Forthcoming Training Dates**

- 5<sup>th</sup> November 2009
- 12<sup>th</sup> November 2009
- 26<sup>th</sup> November 2009
- 7<sup>th</sup> December 2009

For further information please visit [www.breeam.org/events.jsp](http://www.breeam.org/events.jsp)

CONTINUED



**How do I register an Asset to BREEAM In-Use?**

Registration is quick and easy and can be done by visiting [www.breeam.org/inuse](http://www.breeam.org/inuse). You can register an asset for a small fee please see fee sheet FS021 for more details, which is located at the PDF Downloads section of [www.breeam.org/inuse](http://www.breeam.org/inuse).



### International Sustainability Alliance

Join us and help drive the development of international sustainability standards for real estate

The International Sustainability Alliance will drive the development of common international standards for real estate. These standards will embrace both new buildings and existing buildings - and a key feature of the Alliance will be the development of robust, reliable data on existing buildings that can be used by its members.

The Alliance will play a vital role providing an international governance structure to further develop a common international environmental assessment standard. It will join forces with international companies, Green Building Councils, research institutes and other stakeholders in the real estate chain to achieve a common goal: driving an international sustainability standard for the built environment.

We are now inviting leading companies and organisations, that are prepared to make a real commitment to improving the environmental performance of new and existing buildings, to sign up to become founding members of the Alliance. To find out more and to get involved, download the Alliance from the ISA home page (see link below).

This proposal outlines:

- Organisational structure, membership commitments and further information.
- The multi-stage approach to establish a common pan-European database, based on new and existing buildings, to enable collection, evaluation and exchange of environmental data for CR reporting and benchmarking.
- An international rollout of BREEAM In-Use buildings using a pan-European database
- A ground breaking research programme on the value of green buildings.
- Fees and the application process

For more information please visit [www.InternationalSustainabilityAlliance.org](http://www.InternationalSustainabilityAlliance.org)



### Providing Green Guide Ratings for Unlisted Specifications with particular functionality not covered by the Functional Unit

It is sometimes the case that the specification for an internal wall, separating wall, roof etc, may not directly match any of listed Green Guide specifications because additional material has been used to provide increased functionality, which is not covered by the Functional Unit. Some examples of this include:

- Internal walls: the use of plywood pattresses for sections of wall to hang kitchen cupboards or media equipment
- Internal walls: the use of additional sheets of plasterboard to provide additional fire protection
- Internal walls: the use of additional acoustic insulation to reduce sound transmission, e.g. for wcs and bathrooms
- Separating wall: the use of additional material to provide increased security
- Roof: the use of additional material to provide a walkway or support for plant.

BREEAM recognises that these instances normally affect a small area of the element and are necessary to meet the brief. Although the Green Guide has used different functional units where there are significant differences in functionality, for example, upper floors for the different building types, or for internal walls and separating walls, it would be impractical for the Green Guide to include different listings for the many variants of functionality which could be considered.

The approach that should be taken is as follows:

- 1) If the specification is very similar to a listed specification, but has some additional material AND,
- 2) a) The additional function is a direct statutory requirement OR  
b) The additional materials are a standard practice approach to a functional problem AND no more than 25% of the element is affected,
- 3) AND The use of additional materials is optimised and used only where necessary AND
- 4) There is not another listed specification which could sensibly be used, with the same or lower rating than the listed specification, which provides the required functionality,

#### THEN

The similar listed specification can be used for the assessment. Assessors will need to provide a short note giving details of the actual specification and of how the requirements 1 - 4 above have been met.

For situations where one or more of the requirements 1 - 4 have not been met, then the specification must be submitted as a bespoke. In these instances, particularly where the specification provides additional functionality but is not similar to a listed specification, Assessors can provide information with the Bespoke Rating Proforma regarding how and why the additional functionality has been provided, which will be reviewed by the BREEAM Materials team and dealt with on a case-by-case basis.

### Providing Green Guide Ratings for Internal Walls between Dwellings and Common Areas

Although these walls do not come under the Building Regulations requirements for Separating Walls, the requirements for acoustics, fire and security for these walls most closely matches those of Separating Walls. These walls should therefore be assessed as Separating Walls rather than Internal Walls. In almost all cases, an improved rating should be obtained by assessing as Separating Walls rather than Internal Walls. Because of this, and in order to minimise the requirements for Bespoke Green Guide ratings, Assessors should use the listed specification that most closely matches, even if this has slightly increased materials and functionality. If there are very significant differences then a bespoke Green Guide rating should be used.

**NB: Please also review related note in the Domestic News section regarding Bespoke Green guide ratings**



### BRE – BREEAM TRAINING

Ecohomes examination: for existing CSH Assessors - 12 November 2009.  
Please contact [training@breglobal.com](mailto:training@breglobal.com) for a booking form.

### QA - Code Assessments

#### Changing Assessor name once the assessment has been submitted.

It has come to the attention of BRE Global, that some assessments are being transferred between assessors while the report is undergoing the QA process. To clarify, please see the below;

1. A project should not be transferred between assessors after the initial submission to BRE has taken place, unless under extenuating circumstances, such as long term sick leave, the assessor has left the company etc. In these instances the project can only be transferred to another *licensed* assessor within the company.
2. All resubmissions should be from the assessor who is registered to the project, or alternatively with a covering letter/email from the assessor confirming that they have reviewed all work prior to the evidence being submitted by their colleague.
3. The QA auditor should only have to correspond with the assessor whose name is on the report. All email and telephone correspondence throughout the QA process should be with this assessor. The auditor will not enter into conversations or explanations of feedback, or accept evidence from an assessor who is not *qualified* under the Code for Sustainable Homes.

Where the assessment is one of the assessors' 'competency audits', it must be the sole work of the named assessor throughout the entire assessment. If the project changes between assessors part of the way through the QA process, the assessment will NOT count towards demonstrating competency.

### QA - Calculator Tools Reminder

It has come to the attention of the CSH QA team that there has been a rise in the number of assessments being received that have used the wrong versions of calculator tools. The calculator tools used must be in accordance with the version the assessment is registered against.

It is important to note that there are substantial technical differences between CSH versions, and where the wrong tools are found to have been used, a delay in the certification process may occur. Please note that tools for previous versions of the CSH can be sourced from the '13. Previous CSH Versions' folder on the CSH extranet page.

### Reading the Process Note

BREEAM's Process notes often make small amendments to assessment schemes and therefore should not be read in isolation, but alongside the version of the Technical Guidance to which they apply.

Should you have any questions regarding this please email to [breeam@bre.co.uk](mailto:breeam@bre.co.uk)



### Recommended Reading

In January's Process Note, details on how licensed BREEAM/Code/EcoHomes assessors can subscribe to BRE Connect at a discounted rate were publicised. Assessors can now gain access to over 1600 BRE Publications (these can be downloaded and saved) for an annual fee of £150 + VAT (normal annual subscription rate is £349 + VAT). For more information or to register call IHS today on 01344 328038, quoting order code IHS BRE2008.

As part of this promotion, we will be running a regular feature to recommend BRE publications the BREEAM team feel would be most useful for assessors.

#### This month's recommended reading:

Title:	<i>Lessons learned from the Barratt green house. Delivering a zero carbon home using innovative concrete systems</i> (copy and paste this into the BRE Connect search bar to download)
Author(s):	BRE – Gavin Hodgson
Year of publication:	2009
Series/doc. No.	IP 3/09
Abstract:	Discusses how zero CO2 emissions were achieved through the adoption of innovative low carbon and renewable energy technologies, particularly in relation to concrete products in the building fabric, while addressing the challenge of delivering housing to zero carbon standards. Reflects on conclusions reached.