

Development Name:

Specification ID:

Checklist Man 1 - Home User Guide		YES/NO
Part 1 - Operational Issues		
The list below indicates the type of information that should be included		
a. Environmental strategy/design and features	<ul style="list-style-type: none"> • Details of any specific environmental/energy design strategy/features including an overview of the reasons for their use (e.g. environmental and economic savings and restrictions on making alterations) and how they should best be operated (where they are not passive features such as insulation and SUDS). Strategies/features could include passive solar design, super insulation, energy efficient timber windows, heat recovery systems, solar hot water systems, photovoltaics, passive vents or the use of certified timber or SUDS within the boundary of individual properties. (Each dwelling will in any case be issued with a copy of the Code Certificate.) 	
b. Energy	<ul style="list-style-type: none"> • Information as described in the Building Regulations ADL1A (requirement note c) i.e. Sufficient information about the building, the fixed building services (this should include things like the implication of covering heating outlets with bags etc and other hazards) and their maintenance requirements so that the building can be operated in such a manner as to use no more fuel and power than is reasonable in the circumstances • A way of complying would be to provide a suitable set of operating and maintenance instructions aimed at achieving economy in the use of fuel and power in a way that householders can understand. The instructions should be directly related to the particular system/s installed in the dwelling • The instructions should explain to the occupier how to operate the system(s) efficiently. These should include: the making of seasonal adjustments to control settings and what routine maintenance is needed to enable operating efficiency to be maintained at a reasonable level through the service life/s of the system/s • Details of any renewable system/s and how it/they operate/s • Details of low-energy light fittings, their use and their benefits, e.g. how much energy they save compared to traditional light fittings and what this can mean in terms of reduced energy bills • Information should also be provided explaining lamp efficacy and the benefits of purchasing high efficacy lamps. • Details of the EU labelling scheme for white goods • General information on energy efficiency 	
c. Water Use	<ul style="list-style-type: none"> • Details of water-saving measures and tips • External water use and efficiency, e.g. the use of water butts or other type of rainwater recycling systems 	

d. Recycling and Waste	<ul style="list-style-type: none"> • Information about the Local Authority collection scheme (if applicable) • If the home is not covered by a Local Authority collection scheme, details and location of communal recycling bins/skips/facilities • Information on the location and use of any recycling bins • Information on the location and use of any compost bins • Information on WRAP which can offer guidance on recycling and sustainable waste disposal 	
e. Sustainable DIY	<ul style="list-style-type: none"> • Environmental recommendations for consideration in any home improvement works, such as the use of low VOC products or the purchase of certified timber 	
f. Emergency Information	<ul style="list-style-type: none"> • Information on smoke detector/s 	
g. Links, References and Further Information	<ul style="list-style-type: none"> • Include references/links to other information including websites, publications and organisations providing information on how to run the home efficiently and in the best environmentally sound way. As a minimum, this should include links to: <ul style="list-style-type: none"> – The Energy Saving Trust good practice guidance (www.est.org.uk/myhome) – The Local Authority – The company responsible for the construction of the property – The company responsible for the management of the home (where applicable) • In all instances both an address/telephone contact number and a web link will need to be provided 	
h. Provision of Information in Alternative Formats	<ul style="list-style-type: none"> • Include details of the procedure for obtaining a copy of the guide in alternative formats, including foreign languages, Braille, large print or audio cassette / CD. It should include the contact details of the person/organisation responsible for producing the guide 	
Part 2 – Site and Surroundings		
The list below indicates the type of information that should be included		YES/NO
a. Recycling and Waste	<ul style="list-style-type: none"> • Information on what to do with waste not covered by the standard weekly Local Authority collection scheme for example fridges/freezers, computer equipment, batteries and other potentially hazardous equipment. In some areas the Local Authority will collect these items. If this is the case details and information of such a collection should be provided • Information and location of local recycling facilities and waste tips 	
b. Sustainable (Urban)	<ul style="list-style-type: none"> • Details of SUDS within the site boundary including an overview of the reasons and benefits behind their 	

Drainage Systems (SUDS)	use (e.g. prevention of localised flooding) and advice on maintenance and operation	
c. Public Transport	<ul style="list-style-type: none"> • Details of local public transport facilities including maps and timetables and the location of nearby bus stops and/or train/tube stations • Details of cycle storage and cycle paths in the area including, if available, cycle path network maps for the whole town/local area • Details of car parking and information on available park and ride, car sharing schemes and/or car pools/car hire in the area • Details on how to get to local amenities in the area by public transport or cycling 	
d. Local amenities	<ul style="list-style-type: none"> • The location of food shops, post boxes, postal facilities, bank/cash points, pharmacies, schools, medical centres, leisure centres, community centres, places of worship, public houses, children’s play areas, outdoor open access public areas • Other local amenities such as places of interest/cultural value, areas of beauty / wildlife / conservation / allotments etc. 	
e. Responsible Purchasing	<ul style="list-style-type: none"> • Include information about the purchasing of: <ul style="list-style-type: none"> – Low energy/low water white goods – Electrical equipment, including light fittings and bulbs – Timber products from sustainable sources – Organic food procurement/food growing/local produce/local food provision, e.g. farmers markets, organic box schemes etc 	
f. Emergency Information	<ul style="list-style-type: none"> • Contact details for emergency services including: <ul style="list-style-type: none"> – Location of local minor injuries clinics and A&E departments – Location of nearest police/fire station 	
g. Links, References and Further Information.	<ul style="list-style-type: none"> • This should include references/links to other information including websites, publications and organisations providing information on how to reduce the environmental impact in terms of transport, the use of local amenities, responsible purchasing etc. Such links/references may include links to: <ul style="list-style-type: none"> – Sustrans (for cycle networks, www.sustrans.org.uk) – The local authority (including information about recycling and waste tips) – Local transport providers (e.g. bus or train companies) – Local amenities • In all instances both an address/telephone contact number 	

	and a web link will need to be provided	
Developer Confirmation		
By entering a 'YES' against the criteria above, I confirm that all dwellings of this specification type on the ENTER SITE NAME site meet the stated criteria.		
Signature:		
Date:		
Print Name:		