

ENVIRONMENT, HEALTH AND SAFETY

SUSTAINABILITY DEPARTMENT

CIRCULAR: EHS/GB/06/10

TO : All EHS Pre Qualified Green Building Consultants, Commissioning Authorities, Clients and relevant stakeholders involved in Green Building Projects.

SUBJECT : “PROGRESS REPORTS DURING CONSTRUCTION”

DATE : 15 August 2010

Greetings from EHS!

This is in continuation of Environment, Health and safety's endeavor to facilitate its Green building projects in true sense by ensuring that the combined efforts and resources serve to maximize the value to its stakeholders.

The need for strong coordination and monitoring during the construction phase of a green building project cannot be overemphasized as they act as effective mechanisms for translating the design intent into visible actions. This phase is also crucial as it requires full hearted support of all its stakeholders that primarily comprise the client, AEC consultant and contractors. In EHS context, it is important that the approved Green Building Project Plan along with the comments is effectively followed through, in the construction phase.

EHS Green building section, as a regulatory authority overseeing the implementation of Green Building regulations within the jurisdiction of PCFC, considers it essential to obtain the status of those projects on a regular basis, which ideally would be in the form of Green Building Progress Reports.

Through this circular it is being notified that with immediate effect, Green Building consultants would start submitting progress reports to EHS, on their projects (issued with NOC-BP) in the format attached with this circular. The frequency of such reporting would be dependent on key factors such as the project scale, completion period, etc and accordingly would be decided and proposed by the Green Building consultant for review and approval. The form can be downloaded from the portal www.ehss.ae under the forms section.

Details of these reports would eventually be part of the NOC-BCC submissions for the project concerned.

While EHS would make all attempts to streamline the activities, it would be the responsibility of the GB consultants to align their deliverables to the project and accordingly disseminate the information to other stakeholders so that there is an overall understanding and appreciation of the Green tasks involved during the construction phase, which in effect would lead to a more active cooperation.

We appreciate your hard work and commitment to sustainability and it is our intention that we collectively derive its benefits. Thank you for your cooperation and we are looking forward to a strong working relationship with you to achieve our common goals.

Should you have any queries /suggestions, please contact us at EHS.GreenBuilding@trakhees.ae

Best Regards,

P.R.Jagannathan

Sustainability Manager
Trakhees - Environment, Health & Safety
Ports, Customs and Free Zone Corporation

cc: Amin Al Mulla – Chief Operating Officer, EHS-Trakhees

Green Building Progress Report Form

Date: _____

Project Name : _____

Owner : _____

LEED Consultant : _____

Commissioning Authority (CxA) : _____

Main Contractor : _____

Executive Summary

Green Building Project Status

Description	Yes	No	Comments/Remarks
1.0 General Requirements			
a) The Approved Green Building Project Plan (GBPP) along with the EHS review comments and LEED Requirements have been specified in the tender drawings and documents			
b) Specific project related Commissioning Requirements have been specified in the tender documents			
c) A formal Green Briefing has been carried out to all the KEY site based stakeholders to underline the green credentials intended for the project.			
d) Contractor appointed LEED Coordinator is regularly coordinating with Green Building consultant and Commissioning Authority			
e) Design Phase submittals have been submitted to USGBC for review			
f) Owner / client / developer meets all its obligations for a successful progress and implementation of Green building regulation			
2.0 Design Phase USGBC Submittals			
a) AEC Consultant & Owner has submitted "issued for tender drawings and documents" to Green Building Consultant, incorporating all GBPP and LEED requirements, for submission to USGBC for design phase review			
b) Design Phase submittals to USGBC for review, has been completed.			
c) Project Team has responded to and incorporated all comments from USGBC on design phase submittals			
3.0 Construction			
a) Contractors and the project team are submitting Periodic Green Building (LEED) Progress Reports / updates to Green Building Consultants (as per specific project requirement).			
b) Action Plans are being submitted prior to commencement of construction for each LEED construction related credit (as applicable) for the project			

Green Building Project Status

Description	Yes	No	Comments/Remarks
c) Filling system for LEED/ Green building related documentation is maintained at site.			
d) Contractor tracks all sustainable materials and maintains documentation (invoices, MSDS sheets, log reports, etc)			
e) All targeted credits requirements are being implemented and on schedule			
f) All EHS Mandatory credits and pre-requisites are being implemented and on schedule			
g) Is Contractor/Consultant/Owner seeking exemption for any of the credits targeted / committed in GBPP?			
h) LEED Commissioning status reports are prepared and endorsed by the Green Building Commissioning Authority.			
i) Changes in Design / Green building strategy if any, occurring after the issuance of NOC-BP, are reported to EHS through the GB consultants.			
4.0 Construction Phase USGBC Submittals			
a) Contractor is fulfilling responsibilities of construction phase USGBC submittals.			
b) As built drawings and LEED documentation submitted to green Building Consultants for completing the submission process.			
c) Construction Phase submittals to USGBC for review, has been completed.			
d) Project Team responded to and incorporated all comments from USGBC on construction phase submittals			
e) Obtained LEED Certificate (Minimum Silver) from USGBC			
5.0 Post Construction			
a) Project Team provided all data to Green Building Consultants for GBPP Reporting			
b) GBPP Report for obtaining NOC for OFC submitted to EHS			

NOTE:

1. The above table is provided as a guidance to ensure that key activities required for Green Building compliance, during construction phase, are successfully carried out by the project team.
2. The table shall be completed by the Project's Green Building Consultant at regular intervals already committed and approved by the department.
3. Reference to all the reports would be made in the NOC-BCC submissions
4. It should be ensured that ONLY the latest / most recent version of the forms as reflected in the portal are used for the submissions. Forms bearing the earlier revisions or those that have been superseded will not be accepted

END OF DOCUMENT