

## Client Procedure for seeking EHS Green Building Certification (EXISTING BUILDINGS & FACILITIES)

### 1. PURPOSE

The Purpose of this document is to guide the client / owners of existing buildings & facilities in putting forward the Green building related documents for EHS Green Building Certification for Existing Buildings. This is applicable to those who have **voluntarily** chosen to address their existing stock for sustainability. This is applicable to all the buildings and facilities that fall under the PCFC/ Dubai World jurisdiction, where the client has voluntarily and successfully achieved performance improvement of the building and is opting to seek EHS certification for those initiatives.

The certification is generally intended to appreciate the clients and owners for the initiatives and does not bind itself to any specific rating level or the rating system followed by the clients and owners of the facilities. The certification would be issued to clients on the basis of their strategy and achievements.

The Green Building certification for the existing buildings would be upon a thorough review of the documents submitted to EHS comprising all of but not limited to the following

- Strategy for existing building in question
- Targets
- Auditing reports
- Energy efficiency and resource optimization program
- Implementation
- Measurement and verifications

The certification from the sustainability department may be conditional subject to specific comments and letter of undertakings issued by the client for certain criteria that are applicable and relevant to post implementation phase of the project such as continuous commissioning, tracking, on- going measurements etc. It remains the owner's responsibility to ensure that all the comments are addressed and complied with. While certification of a project broadly demonstrates the initiative of the owners, continuous measurement and improvements is crucial for ensuring that the facility continues to perform in an optimal manner. It is this sincere compliance that maximizes the value to the client and the environment. The Management's commitment and involvement is crucial to the success of the certified Green Building.

This procedure is applicable **only** to those owners seeking voluntary improvements to their existing facilities and hence **does not interface** with any other procedure / regulatory process.

Existing buildings are considered to have great potential that for conservation of resources and this sector has unfortunately not been tapped significantly. With the recent growth in the awareness confounded by the threats of global warming, climate change and energy scarcity, a lot of deliberations are indeed shaping up in relation to capitalizing the opportunities of the existing facilities. While the existing buildings provide direct benefits to the owners and operators in terms of energy savings, water reductions, improved indoor air quality, better maintenance, improved performance etc. it also benefits the environment through reduced emissions thereby contributing to

climate change adaptation measures.

Please refer to the Disclaimer clause provided at the end of the document

**2. SCOPE:** All clients operating under PCFC-Trakhees jurisdiction area.

### **3. PROCEDURE:**

#### **3.1 Introduction**

The submission procedure for **Green Building Certification – Existing Buildings** would be as per the sequences of activities depicted in the flow chart below. Explanations for those activities are provided below

#### **3.2 Letter of Undertaking**

The application process for Existing building certification kicks off with the letter of undertaking by the client expressing his/her intent to carry out an energy efficiency improvement program to their existing facility / buildings. The letter of Intent form GBF-14a available in the forms section of the portal, duly signed by the client's authorized representative along with the valid trade license should be submitted to EHS for records and acceptance. The letter of intent submitted by the owner would be the basis for registering the project within EHS for certification of existing buildings.

As there are currently no mandatory regulations for the existing buildings, it is anticipated that the owner would set out a suitable sustainability target (Energy efficiency improvement, energy consumption reduction, water consumption reductions, emission reductions, etc.) by following any of the standard practices and set on the track of achieving them through auditing and subsequent implementation and monitoring system.

#### **3.3 Project Registration**

Upon receipt of the "Letter of Intent" from the client / owners of the facility, EHS would duly register the project acknowledging the owner's intent to carry out an improvement program to their facility. The registration process is to provide a unique ID to the project for records and follow ups and does not bind the client to any commitment.

#### **Note**

*The Section 3.4, Section 3.5, Section 3.6 and Section 3.7 below are applicable where the owner is seeking EHS review of the Auditing report and the detailed energy efficiency improvement program plans and strategies for comments.*

#### **3.4 Receipt of Payment Advice from EHS [OPTIONAL]**

This is applicable only in those circumstances where the client seeks EHS service in the review and commenting of the Audit reports or the energy efficiency improvement program comprising the implementation and monitoring study.

In case the owner requires EHS to review their Auditing, it should be conveyed in writing referring the project registration ID. Upon the receipt, the sustainability department would arrange to send the payment advice to the client to facilitate payment of the review fee at the cash counter

### 3.5 **Payment of Review Fee [OPTIONAL]**

This step is applicable and relevant where the client / owner of the facility is seeking EHS's review of the Auditing report as well as the Energy efficiency Improvement program / plans. It involves the payment of the review charges at EHS document control section. This should be followed through by sending the copy of the payment receipt to EHS Sustainability Department for records. Please refer to the section "3.10 Certification charges" for additional information.

Copy of the appraisal form & payment receipt should be submitted along with the submission of auditing report and implementation / monitoring report (section 3.6). Submissions without payment receipt for Green Buildings shall not be accepted by Document Controller.

### 3.6 **Submission of Auditing Report [OPTIONAL]:**

This is applicable only to those situations where the owner requires EHS review of the auditing report. The submission package shall be in **soft copies (2 set of CDs in PDF format only)**. All details of the facility including client & Developer, Plot No., location, Subject, date of submission, and signature of authorized person should be written on the CDs as per the attached template. Proof of payment should be a part of the submission.

The auditing report should be a comprehensive document prepared by the client's in-house team, external consultant or any other appointed specialist. It should provide a complete picture of the facility, historical consumption patterns, Audit brief, the equipment under purview, the type of audit undertaken, assumptions, the protocol followed, normalization, details of exact audit works, energy modeling if any and the actual outcome of the audit. The audit recommendations should be fully focused on its true applicability to the project in question so that the value is maximized. EHS Sustainability department would carry out a formal review and revert with its set of comments / suggestions / opinion on the report.

Considering that the "Existing Buildings" do not come under EHS mandatory framework and that there are no regulations for it, the response to the submission would be in the form of a generalized report only and as such would not bear any approval stamp.

### 3.7 **Submission of EEIP / IMPLEMENTATION/MONITORING plan [OPTIONAL]:**

This is applicable only to those situations where the owner requires EHS review of the detailed implementation strategies and plans.

Generally, the recommendations of the auditing report are taken forward by the owner through a formal energy efficiency improvement program (EEIP) that chalks out the strategy for implementation and monitoring works. The time gap between the end of auditing and the commencement of the EEIP may vary depending on several factors such as appointment of the consultant / third party specialists, budget, nature of operation, constraints etc.

The submission package shall be in **soft copies (2 set of CDs in PDF format only)**. All details of the facility including client & Developer, Plot No., location, Subject, date of submission, and signature of authorized person should be written on the CDs as per the attached template. Proof of payment should be a part of the submission. If the project has already made the payment and submitted it as part of Audit report submission process 3.6 above, the same receipt can be submitted again for records.

The report should be exhaustive explaining in detail the implementation stages, strategies and mechanisms of implementation. It should also explain the monitoring techniques required to ascertain the savings in relation to the baseline case. The report would be prepared by the client's in-house

team, external consultant or any other appointed specialist. EHS Sustainability department would carry out a formal review and revert with its set of comments / suggestions / opinion on the report.

Considering that the “Existing Buildings” do not come under EHS mandatory framework and that there are no regulations for it, the response to the submission would be in the form of a generalized report only and as such would not bear any approval stamp

### **3.8 ACTUAL IMPLEMENTATION**

This is a decisive phase where the recommendations of the audit that were later translated into actual EEIP are implemented by the owner through formal strategies. This is the most important phase as proper adhere and sincere compliance adds direct value to the organization and would be reflected in the utility bills. Management’s commitment and close involvement with the operational team is crucial to this step.

### **3.9 Submission of Implementation & Savings report**

This process involves submission of the implementation report and the detailed energy and water savings realized on account of successful implementation of the energy and water saving measures.

Upon receipt of submission EHS Sustainability department (Green Buildings) will undertake a thorough review of the report with a particular focus on the actual savings realized in relation to the original plan. This is to establish the credibility of the auditing and EEIP phase as this is a true indication of the value addition.

The submissions would comprise details of historical bills, post EEIP bills, calculations, adjustments for occupancy/schedules etc. if applicable and all other supporting documents deemed essential for ascertaining actual savings.

EHS would revert with comments if any for clarification. The client shall provide the required clarifications to EHS Sustainability Department for review and close out.

Upon receipt of the final clarifications from the client, the department would within 15 working days, complete the final review. The satisfactory completion of this process culminates in “Green Building Certification for Existing buildings”

### **3.10 Certification**

Green Building Certification for the Existing facility shall be issued by the Sustainability Department to the Owner of the facility. Please refer to the Disclaimer clause provided at the end of the document

### **3.11 Submission of Required Documents:**

The list of documents comprise ALL of but NOT LIMITED TO the following for section 3.9

- Covering letter from client as referred above
- Proof of implementation
- Proof of actual savings

### **3.12 Clarifications/Meetings:**

Clarifications on the EHS- Green Building Section comments shall be entertained through scheduled meetings at EHS main Building from 9AM-12Noon (EHS) on all working days by prior appointment.

#### 4. TARIFF:

Green Building Review charges <b>[optional]</b> Audit report / Energy Efficiency Improvement program (EEIP) / Implementation plan	Unit	Charges
Standard Charges, per sq. mts of Total Built Up Area	per sq. mt	AED 1.0

Green Building Certification for Existing Buildings	Unit	Charges
Standard Charges, per sq. mts of Total Built Up Area	per sq. mt	NIL

#### 5. APPLICABLE REGULATIONS / GUIDELINES:

- Guideline No. GB-004 Guideline for Energy Auditing for Existing Facilities
- Guideline No. GB-005 Guideline for Existing Building Energy Efficiency Improvement Program

#### 6. EHS-GB DEPARTMENT'S CONTACTS:

A) Mr. P.R.Jagannathan – Sustainability Manager

Tel: 04-8811881/8068838; E-Mail:- [Jagan.R@trakhees.ae](mailto:Jagan.R@trakhees.ae)

B) GB Department E-Mail – [EHS.GreenBuilding@Trakhees.ae](mailto:EHS.GreenBuilding@Trakhees.ae)

C) For Submission Status: EHS Document Controller, Tel: 04-8068803; Fax: 04-8818857.

#### 7. APPLICABLE FORMS /ATTACHMENTS/CHECKLISTS:

The following forms (Checklists, etc) are required to be used as per the requirement and nature of the submission and have to be submitted along with the certification package. These forms are available on the website (Green Building Department sections of the portal) & shall be submitted to EHS in a separate CD

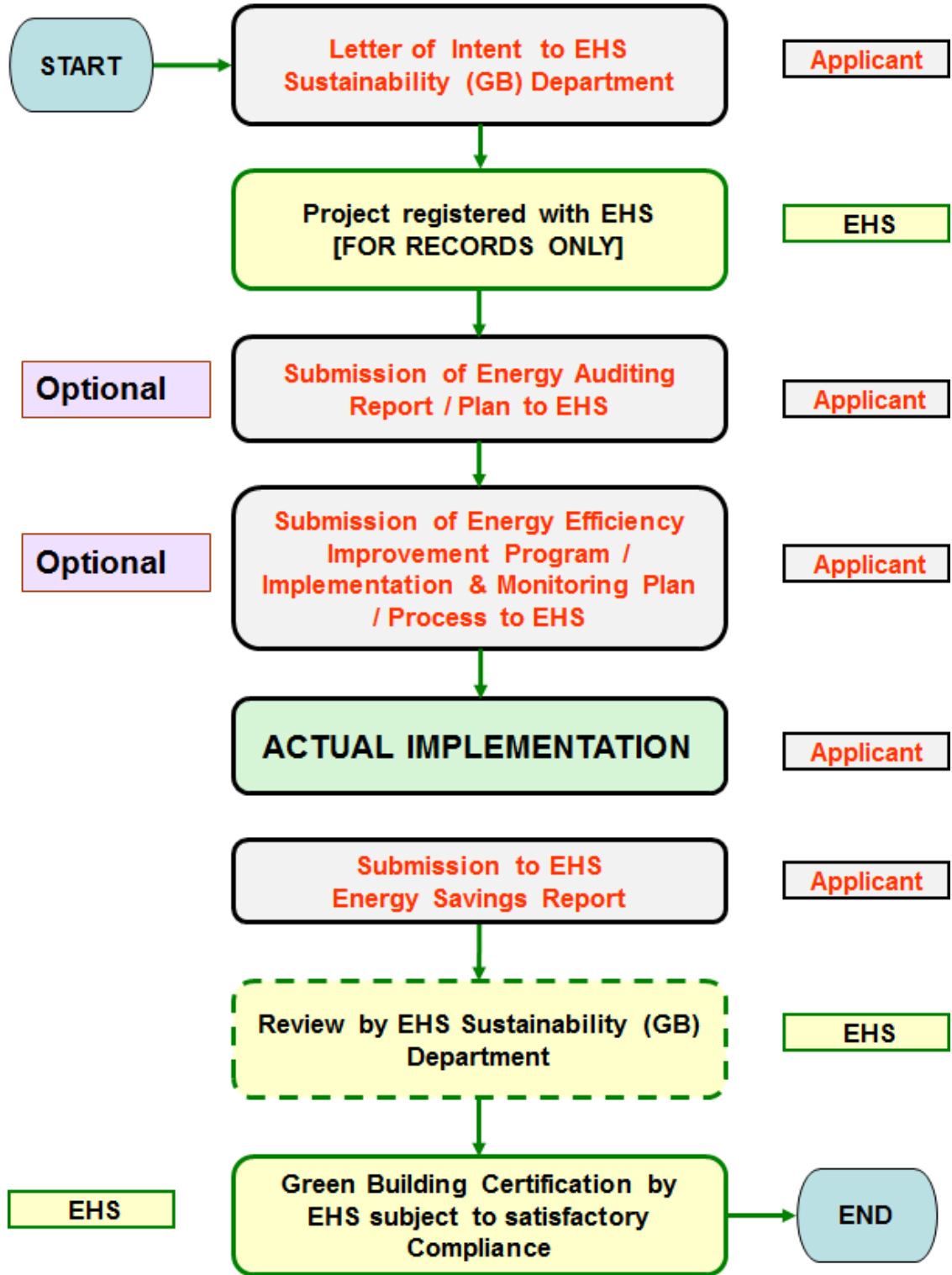
GBF-14a Letter of Intent for Existing Building Certification rev00

#### *Note*

- The above procedure relate purely to Green building Certification for Existing Buildings as required by the Sustainability Department (Green Building department)



**Existing Buildings-Certification – Client Process**



## Disclaimer

The EHS "Green Building Certification – Existing Buildings" has been put in place to provide an objective assessment of the project seeking the said service, in terms of having actually incorporated their plan and achieved the savings. This is to broadly verify that the existing building that the owner / client has voluntarily chosen for energy/water/res/resources conservation has been able to generate the intended savings in line with the client's targets.

Trakhees-EHS does not accept responsibility, including for negligence, for any inaccuracy within the certification process and makes no warranty, expressed or implied, including the warranties of merchantability and fitness for a particular purpose, nor assumes any legal liability or responsibility to you or any third parties for the accuracy, completeness, or use of, or reliance on, any information contained in the process for any injuries, losses or damages (including, without limitation, equitable relief and economic loss) arising out of such use or reliance.

This certification program is not proposed to serve as a vehicle for the adjudication of disputes between third parties, including without limitation, contractual disputes that arise between Clients, developers, project teams, Architectural Engineering consultants, Green building consultants, other 3<sup>rd</sup> party specialists, Contractors etc. Accordingly, this certification program and the services provided by EHS Sustainability Department staff does not replace the applicable judicial or other alternative dispute resolution processes that such third parties may have available to resolve such disputes between themselves. Nothing about this program is intended to replace, override, or conflict with licensing requirements for design engineers, architects, or other building professionals.

This Certification is provided "AS IS" without warranty of any kind, express or implied, including but not limited to the project's operational sustainability, success in Measurement & Verification and fitness for a particular purpose. Further, the EHS makes no warranty with respect to any certified project, including any warranty of habitability, merchantability, or fitness for a particular purpose. There are no warranties, express or implied, written or oral, statutory or otherwise, with respect to the certifications provided by EHS. By way of example only, and without limiting the broad scope of the foregoing, it is understood that Green Building Certification, be it at any level, does not mean that the project is structurally sound or safe, constructed in accordance with applicable laws, regulations or codes, free of mold or mildew, free of volatile organic compounds or allergens, or free of soil gases including radon. In no event shall EHS or its staff be liable for any claim, damages or other liability whether in an action of contract, tort or otherwise arising out of or in connection with the use of the certification.

**END OF DOCUMENT**

**FORMAT (FORM GBF-14a)**

**LETTER OF INTENT**

**EHS Green Building Certification – Existing Buildings / Facilities**

We M/s \_\_\_\_\_ hereby communicate our intention to carryout auditing and energy efficiency improvement works to our existing facility, the details of which are mentioned below

<b>Facility Name:</b>	<b>Built-up Area (m2)</b>
<b>Facility Age :</b>	<b>Conditioned Area</b>
<b>Plot No:</b>	<b>Location :</b>

Further, we confirm our understanding and acceptance of the following terms and conditions associated with this service

1. This letter is to show the intent of the organization and is given to EHS for information and Registration purposes only.
2. EHS Green Building Certification – Existing Buildings is purely an optional service for clients wishing to seek improvements to their existing facilities.
3. **In case we wish to seek EHS services for the review of our Auditing Report / Implementation measures**, a fee of 1 Dhs per Sq.m of the built-up area of the proposed facility would be payable to EHS for it.. This charge will be effected as follows:  
*Fee Description: EHS - Approval Green Building Fees*  
*Fee Service Code: HSSU002*
4. Accordingly the payment advice would be issued by EHS for the above

I, \_\_\_\_\_ of M/s \_\_\_\_\_ hereby understand, agree to and accept the terms and conditions stipulated above and I am authorized by my company to accept them. Valid Trade license with the authorized signatory details are attached herewith for your records

**Name:**

**Designation:**

**Signature:**

**Date:**

**For EHS Use.**

Upon the specific request of the client to seek EHS Certification, this letter of undertaking has been reviewed and taken into records for  Acceptance /  Rejection

**Action:**  Register the project  Regret.

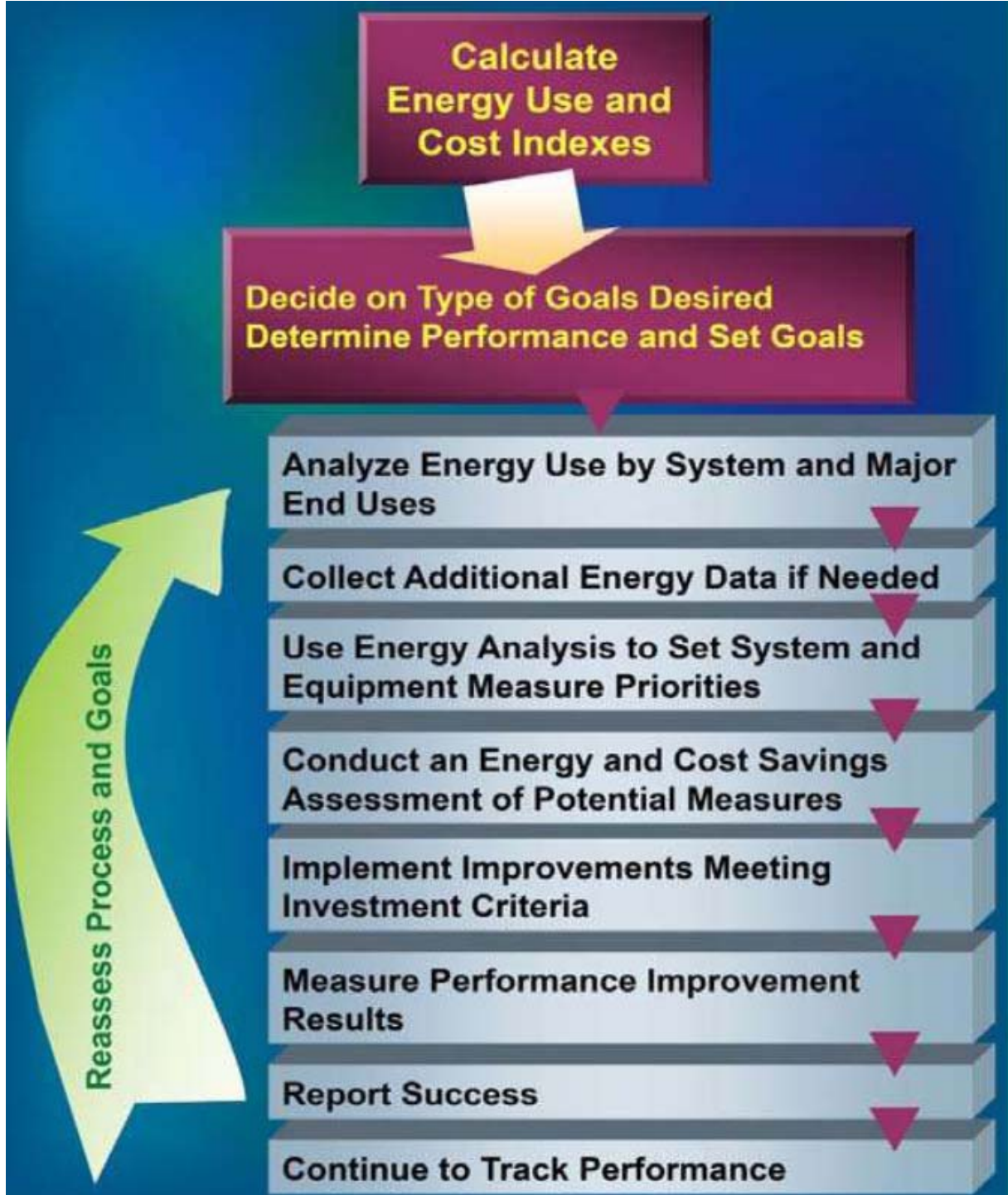
**Name:**

**Designation:**

**Signature:**



## Energy Efficiency Improvement process (Outline)



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