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GUIDELINES FOR RATING EXISTING OFFICE BUILDINGS

The Green Star – Office rating tool suite has been expanded to include existing office buildings. This document provides you with a guideline to the benchmarks that existing buildings must meet in order to achieve a Green Star rating.

The continued use and improvement of our existing building stock is one of the primary means by which we can lessen the environmental impact of our buildings. A Green Star rating applicable to our existing buildings will help drive the upgrade of our existing building stock, and contribute to the efficiency of resources, such as energy, used by office buildings. The expanded Green Star - Office tool will also enable building owners to benchmark their current performance and create an upgrade plan to achieve a certified rating in the future.

Key Features

One Rating for all Office Buildings

The Green Star - Office 2009 tool assesses both the **Design** and **Built** forms of new and existing office buildings. This is illustrated in the diagram below.

Type of Office Building		Design	Built	Performance
Existing	As-Is	Tool Now Available to Rate All Office Buildings	Tool Now Available to Rate All Office Buildings	Rating Tool In Development (2009/2010)
	Minor or Major Refurbishment			
New				

There will be no differentiation in the rating achieved, with both **new** and **existing** buildings able to achieve a *Green Star - Office Design* or *Office Built* rating. Existing buildings will be rated independently of how they are operated, in the same way that new buildings are. How the building performs will be addressed separately through the development of a performance or in-use rating.

Defining Existing and New Buildings

Existing Buildings are defined as all buildings completed prior to and including April 2007 (the launch date of Green Star NZ). New Buildings are defined as all buildings completed after April 2007. These time thresholds are fixed and do not move as time passes.

Current Refurbishment Work

Some credits are only relevant where an *Existing Building* is being refurbished; in particular Materials credits. For these credits, only upgrade work undertaken as part of a *Current Refurbishment* will be relevant to the rating. The *Current Refurbishment* is defined as:

- For a *Design* rating - Any/all refurbishment work planned to occur within the 2 years following project registration and any/all refurbishment work undertaken with the 2 years prior to project registration.
- For a *Built* rating - Any/all refurbishment work undertaken within the 2 years prior to project registration.

Significant Amounts

The amount of a material used as part of the Current Refurbishment has to be significant in order for the Credit to be applicable to that particular building. 'Significant Amounts' are based on the percentage of the current building replacement value that is spent on the particular material:

- The Significant Amount for all materials (except concrete and steel) is 0.1% of the current building replacement value.
- The Significant Amount for concrete and steel is 1% of the current building replacement value.

However, because of the large range in sizes of office buildings, there are minimum and maximum limits to the 0.1% (and 1%) percentage thresholds. For a very small building 0.1% may only represent \$500 worth of a particular material. Therefore a minimum of \$5000 must be spent before the Credit becomes Applicable. Similarly for very large buildings, 0.1% may represent over \$50,000 worth of a particular material. Therefore whenever \$50,000 or more is spent, the Credit is Applicable.

The table below lists the Credits to which this definition of Significant Amounts applies:

Credit		% of Current Building Replacement Value
IEQ-3	INDOOR AIR QUALITY	
	Applied Coatings	0.1%
	Adhesives & Sealants	0.1%
	Floor Coverings	0.1%
	Ceiling Tiles	0.1%
	Formaldehyde	0.1%
MAT-3	APPLIED COATINGS	0.1%
MAT-4	PVC	0.1%
MAT-5	THERMAL INSULATION	0.1%
MAT-6	TIMBER	0.1%
MAT-7	CONCRETE	1.0%
MAT-8	STEEL	1.0%
MAT-9	FLOOR COVERINGS	0.1%
EMI-3	INSULANT ODP	0.1%

The Current Building Replacement Value, as shown on the Insurance Certificate, is the reasonable cost to rebuild, replace or repair the building to the same condition it was in when new.

Frequently Asked Questions

Is my existing building eligible for a rating?

All buildings completed prior to the end of April 2007 (the launch date of Green Star in New Zealand) are considered existing buildings. If the building was completed after April 2007 it is eligible to be rated, but will need to meet the new building criteria for all Credits. All buildings, both new and existing, will need to meet the Green Star – Office eligibility criteria (please refer to the Technical Manual or to our website: www.nzgbc.org.nz).

How will the rating of my existing building stack up against a new building's rating?

Overall, existing buildings will need to meet the same benchmarks as new buildings, however a small number of Credits are Not Applicable to existing buildings that are not undertaking a current refurbishment. The points associated with these will be re-distributed to the other Credits in that category.

Should I target a Design or Built rating?

Existing building owners may choose to target either a Design or a Built rating, or both. If an upgrade is being planned, it is expected that some building owners will want the certainty of locking in a Design rating prior to proceeding with construction. However, where two-stage certification is not desired, owners may choose to undertake the upgrade and then seek a Built rating.

What evidence will I need to provide to achieve a Green Star rating?

The Compliance Requirements will generally be the same as those for new buildings. However in some cases, alternative forms of evidence will be accepted. Modelling will be required for existing buildings the same as for new buildings, such as energy modeling, daylight modeling, etc. In general, data from actual performance of the building will not be accepted as this does not permit a fair comparison across buildings, due to operational variables. This will be evaluated by the performance tool, which is in development.

How do I get Credits for elements of the building I am not upgrading?

A project may submit Built Compliance Requirements to support a Design rating. For example if IEQ-8 Electric Lighting Levels is targeted as part of a Design rating, but the lighting was improved as part of an earlier upgrade, the Built Compliance Requirements may be submitted. However it should be noted that Built ratings must be based entirely on Built Compliance Requirements, no Design Compliance Requirements will be accepted.

What about other types of existing buildings?

This guideline only applies to office buildings. The New Zealand Green Building Council will be investigating options to expand the approach to rating existing office buildings into other building types.

Modified Credits How will the tool be changed to include existing buildings?

Most of the Credits will remain unchanged for existing buildings. However 25 Credits have additional information or have been expanded to address existing buildings. A summary of these changes is provided in the table. Please refer to the Technical Manual for further information about these Credits.

Credit Name	Summary of Change
MAN-1 Green Star NZ Accredited Professional	Existing buildings qualify where GSNZAP engaged to provide sustainability advice and co-ordinate the Green Star submission. Where no works done in Current Refurbishment the additional point is Not Applicable.
MAN-2 Commissioning Clauses	Existing buildings that have been commissioned or recommissioned in last 2 years qualify. Existing Buildings with no Current Refurbishment can qualify for additional point if project knowledge has already been transferred to building owner/manager.
MAN-3 Building Tuning	12 month tuning period required within 6 months of commissioning or recommissioning.
MAN-4 Independent Commissioning Agent	For Existing Buildings with no Current Refurbishment, all project and design team requirements are not applicable to this credit.
MAN-5 Waste Management	If no works with contract value over \$50,000 take place in Current Refurbishment the credit is Not Applicable.
MAN-6 Users' Guide	Existing Buildings with no Current Refurbishment can qualify if User Guides and Communication Strategy already transferred to building owner.
MAN-7 Environmental Management	If no works with contract value over \$50,000 take place in Current Refurbishment the credit is Not Applicable.
IEQ-1 Base Ventilation Rates	All buildings must meet current Building Code requirements.
IEQ-2 Ventilation Rates	Building must better current Building Code requirements to qualify.
IEQ-3 Indoor Air Quality	Significant Amounts of finishes used in Current Refurbishment also qualify.
MAT-1 Shell and Core or Integrated Fitout	For Existing Buildings, this credit only applies to areas of Current Refurbishment that involve a change in tenancy.
MAT-3 Applied Coatings	For Existing Buildings, the credit applies to applied coatings used in the Current Refurbishment only.
MAT-4 PVC	For Existing Buildings, the credit applies to PVC content used in the Current Refurbishment only.
MAT-5 Insulation	For Existing Buildings, the credit applies to insulation used in the Current Refurbishment only.
MAT-6 Timber	For Existing Buildings, the credit applies to timber used in the Current Refurbishment only.
MAT-7 Concrete	For Existing Buildings, the credit applies to concrete used in the Current Refurbishment only.
MAT-8 Steel	For Existing Buildings, the credit applies to steel used in the Current Refurbishment only.
MAT-9 Floor Coverings	For Existing Buildings, the credit applies to floor coverings used in the Current Refurbishment only.
ECO-1 Ecological Value of the Site	For Existing Buildings the Conditional Requirement is automatically met.
ECO-2 Re-use of Land	For Existing Buildings the point is automatically awarded.
ECO-3 Reclaimed Contaminated Land	For Existing Buildings the credit is Not Applicable
ECO-4 Change of Ecological Value	Existing Buildings with no site works automatically qualify for one point.
ECO-5 Topsoil and Fill Removal from Site	For Existing Buildings with no site works requiring a Consent the credit is Not Applicable.
EMI-3 Insulant ODP	For Existing Buildings, the credit applies to thermal insulation used in the Current Refurbishment only.
EMI-4 Watercourse Pollution	For Existing Buildings, pre-development is defined as the site prior to the Current Refurbishment. Where there is no Current Refurbishment, Existing Buildings will only be eligible for the additional point.

The Green Star – Office 2009 rating tool was expanded to include Existing Buildings thanks to sponsorship funding from:

