

Man01

Project brief and design

BREEAM AP – concept and developed design

Actions:

- i. Appoint a BREEAM AP during **RIBA Stage 1**
- ii. AP to review plans and **agree performance rating** with the design team
- iii. AP to track assessment progress within written reports, completed at **each RIBA Stage**

i. Appoint a BREEAM AP

A **BREEAM AP** must be appointed by the end of **RIBA Stage 1**.

The aim of the BREEAM AP is to maintain a focus on BREEAM and delivering the agreed BREEAM Performance target, throughout the life of the project. The AP should facilitate the setting and achievement of BREEAM performance targets for the project. The AP monitors the project progress and identifies risks and opportunities relating to the credits targeted by the project.

Who can be a BREEAM AP?

The only persons who can fulfil this role is somebody who has qualified as a **BREEAM Advisory Professional (AP)**. They must hold an active licence for this qualification through the BRE during the time of their involvement on the project.

This person can be different to the project BREEAM Assessor (although your BREEAM Assessor could also be your BREEAM AP if they hold a BREEAM AP licence). Anybody can become a BREEAM AP by taking the exam at the BRE, therefore your BREEAM AP could be an architect, project manager, any member of the design team or an independent consultant.

ii. AP review

The AP should review the plans and assist the design team with setting an agreed performance rating.

See template on following page.

iii. AP RIBA Stage reports

The AP will monitor progress of the development against the BREEAM Performance Targets agreed above throughout the process and formally report back to the client and design team in the form of written reports. They should attend all key design team meetings during RIBA Stages 2, 3 and 4.

See templates on following pages.

Note: This document is intended as guidance only. Consult your BREEAM AP or Assessor to ensure compliance is achieved.

Review of BREEAM AP to date (BREEAM AP – RIBA Stage 2)

BREEAM AP details	
Name	
Company	
Address	
Email	
Project name	
Date appointed	

The BREEAM AP has reviewed the plans to-date, and prior to the end of the RIBA Stage 2 assisted with setting a BREEAM Performance rating of _____ % or greater, to achieve a total rating of “_____”.

Planning BREEAM AP role for project delivery (BREEAM AP – RIBA Stage 3)

As BREEAM AP for project delivery, I will monitor progress of the development against the BREEAM Performance Targets agreed above throughout the process and formally report back to the client and design team in the form of written reports.

Since my appointment I have and will continue to attend all key design team meetings during RIBA Stages 2, 3 and 4. These can be seen within Appendix C.

Signed: _____ (BREEAM AP) Date: _____

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BREEAM AP Reports

BREEAM AP Report – Concept Design (RIBA Stage 2)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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BREEAM AP Report – Developed Design (RIBA Stage 3)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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BREEAM AP Report – Technical Design (RIBA Stage 4)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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BREEAM AP Report – Construction (RIBA Stage 5)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Corrective action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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BREEAM AP Report – Handover and Close Out (RIBA Stage 6)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Corrective action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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BREEAM AP Report – In Use (RIBA Stage 7)			
Approximate date stage to be completed:		Written by:	
Agreed Performance Target (greater than):	%	Expected BREEAM performance:	%
Changes/ new specifications for the scheme that could impact on meeting the agreed BREEAM performance rating	How the changes/ new specification has been managed and whether it will impact on the agreed BREEAM performance rating		
1			
2			
3			
4			
5			
Credits that could be at risk	Corrective action to be taken	Communication to design team	
RISK 1			
RISK 2			
RISK 3			
RISK 4			
RISK 5			

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