

## BREEAM UK Non-Domestic Refurbishment and Fit-out 2014 scheme assessment timeline

### Guidance Note GN31

The assessment timeline has been produced to assist with optimising project sustainability performance. It outlines at which RIBA stage credits should be addressed and ideally when these should be considered by the design team, planner, contractors, owners/occupiers and other members of the project team to achieve the highest possible BREEAM rating at the minimum cost. It demonstrates that where BREEAM advice is taken on too late within the design and construction phases a number of BREEAM credits may not be achieved.

Due to the nature of Refurbishment and Fit-Out works, some projects may have short timescales and considerable overlap between stages. This can mean that some actions will have to be completed at a later RIBA stage than indicated in this document. However, it is important to consider that early decisions can create opportunities and barriers that impact on the ability of project teams to meet BREEAM requirements at a later stage in the project by limiting design and/or specification choices. This may apply to a number of issues in the assessment timeline below. The use of a yellow/ orange colour grading in this document is intended to indicate the 'ideal time' for assessors to complete evidence.

			RIBA Stages of Work - 2013 onwards (Old RIBA equivalent)						
			0	1 (A-B)	2 (C)	3 (D)	4 (E-F)	5	6 (J-K)
Sub credits			Strategic Definition	Preparation and Brief	Concept Design	Developed Design	Technical Design	Construction	Handover and Close Out
<b>Management</b>									
Man 01	Project brief and design	Stakeholder consultation			Consultations		Feedback		
		Sustainability champion		Appointment	Agree BREEAM target				
Man 02	Life cycle cost and service life planning	Life cycle cost			Elemental LCC		Component level LCC plan		
		Capital cost reporting							
Man 03	Responsible construction practices	Environmental management							
		Considerate construction							
		Sustainability champion					Appointment		
		Monitoring of construction site impacts							

	Design/management influence
	Design/client decision
	Design/management changes at a high cost and higher risk of not achieving credit
	No further changes can be made
	RIBA stage stipulated within BREEAM criteria
	Issue not applicable to BREEAM UK Non-domestic Refurbishment and Fit-out 2014 scheme

## BREEAM UK Non-Domestic Refurbishment and Fit-out 2014 scheme assessment timeline

July 2017

Man 04	Commissioning and handover	Commissioning and testing			Appointment				
		Handover							
Man 05	Aftercare								
<b>Health and Wellbeing</b>									
Hea 01	Visual comfort								
Hea 02	Indoor air quality	Minimising sources of air pollution							
		Potential for natural ventilation							
Hea 03	Safe containment in laboratories	Laboratory containment devices and containment areas				Risk assessment			
Hea 04	Thermal comfort								
Hea 05	Acoustic performance								
Hea 06	Safety and security	Security of site and building			Security Specialist reports				
<b>Energy</b>									
Ene 01	Reduction of energy use and carbon emissions				Heritage Conservation study				
Ene 02	Energy monitoring								
Ene 03	External lighting								
Ene 04	Low carbon design	Passive design			Passive design analysis				
		Low and zero carbon technologies feasibility			Feasibility study				
Ene 05	Energy efficient cold storage								

	Design/management influence
	Design/client decision
	Design/management changes at a high cost and higher risk of not achieving credit
	No further changes can be made
	RIBA stage stipulated within BREEAM criteria
	Issue not applicable to BREEAM UK Non-domestic Refurbishment and Fit-out 2014 scheme

## BREEAM UK Non-Domestic Refurbishment and Fit-out 2014 scheme assessment timeline

July 2017

Ene 06	Energy efficient transportation systems								
Ene 07	Energy efficient laboratory systems	Design specification		Client engagement					
Ene 08	Energy efficient equipment								
Ene 09	Drying space								
<b>Transport</b>									
Tra 01	Sustainable transport solutions								
Tra 02	Proximity to amenities								
Tra 03	Cyclist facilities								
Tra 04	Maximum car parking capacity								
Tra 05	Travel plan								
<b>Water</b>									
Wat 01	Water consumption								
Wat 02	Water monitoring								
Wat 03	Water leak detection								
Wat 04	Water efficient equipment								

	Design/management influence
	Design/client decision
	Design/management changes at a high cost and higher risk of not achieving credit
	No further changes can be made
	RIBA stage stipulated within BREEAM criteria
	Issue not applicable to BREEAM UK Non-domestic Refurbishment and Fit-out 2014 scheme

## BREEAM UK Non-Domestic Refurbishment and Fit-out 2014 scheme assessment timeline

July 2017

Materials		
Mat 01	Environmental impact of materials	
Mat 02	Hard landscaping and boundary protection	
Mat 03	Responsible sourcing of materials	
Mat 04	Insulation	
Mat 05	Designing for durability and resilience	
Mat 06	Material efficiency	Optimise material use
Waste		
Wst 01	Project waste management	Pre-refurbishment audit
Wst 02	Recycled aggregates	
Wst 03	Operational waste	
Wst 04	Speculative finishes	
Wst 05	Adaptation to climate change	Structural and fabric resilience
Wst 06	Functional adaptability	Climate adaptation strategy appraisal
		Functional adaptation strategy study
		Functional adaptation measures adopted

	Design/management influence
	Design/client decision
	Design/management changes at a high cost and higher risk of not achieving credit
	No further changes can be made
	RIBA stage stipulated within BREEAM criteria
	Issue not applicable to BREEAM UK Non-domestic Refurbishment and Fit-out 2014 scheme

## BREEAM UK Non-Domestic Refurbishment and Fit-out 2014 scheme assessment timeline

July 2017

Land Use and Ecology								
LE 01	Site selection							
LE 02	Protection of ecological features							
LE 03	Minimising impact on existing site ecology							
LE 04	Enhancing site ecology	Ecologist's report and recommendations		Ecologist Appointment	Ecology report			
LE 05	Long term impact on biodiversity							
Pollution								
Pol 01	Impact of refrigerants							
Pol 02	NOx emissions							
Pol 03	Flood risk management and reducing surface water run-off			Flood Risk Assessment				
Pol 04	Reduction of night time light pollution							
Pol 05	Reduction of noise pollution							

	Design/management influence
	Design/client decision
	Design/management changes at a high cost and higher risk of not achieving credit
	No further changes can be made
	RIBA stage stipulated within BREEAM criteria
	Issue not applicable to BREEAM UK Non-domestic Refurbishment and Fit-out 2014 scheme