GREENSHIP

GREEN BUILDING COUNCIL INDONESIA

GREENSHIP RATING TOOLS

For Existing Building

VERSION 1.0

GREENSHIP EXISTING BUILDING
Version 1.0

BENCHMARK SUMMARY

KONSIL BANGUNAN HIJAU INDONESIA

RATING & TECHNOLOGIES DIVISION

GREEN BUILDING COUNCIL INDONESIA

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GREENSHIP EXISTING BUILDING Version 1.0

BENCHMARK SUMMARY

CODE	RATING		BENCMARK	EVALUATION POINT	
				POINT	MAX POINT
APPROPRIATE SITE DEVELOPMENT					**16**
P 1	Site Management Policy		The availability of a written statement containing the commitment from top management regarding the exterior building maintenance, integrated pest management (IPM), and weeds and also habitat management around the site using non-toxic materials.	P	P
P 2	Motor Vehicle Reduction Policy		The availability of a written statement containing the commitment from top management to perform various actions to achieve the reduction of private vehicles, such as car pooling, feeder buses, public transportation vouchers and discrimination of parking fares.	P	P
			The availability of a campaign which includes the positive impact from the reduction of private vehicles with a minimum installation campaign is permanently written on every floor, such as sticker, poster, email.	P	
ASD 1	Community Accessibility	1	There are at least 5 types of public facilities within a distance of achieving the main road as far as 1500 m from the site.	1	2
		2	Provide pedestrian facilities which are safe, comfortable and free from crossover vehicle access to connect at least 3 public facilities above and / or by mass transportation stations.	1	
		3A	The availability of public transport stops or stations within 300 m from the gate outside the building with the calculation exclude pedestrian bridge and ramp.	1	
			OR		
		3B	Provide a shuttle bus for the building users to reach the public transportation stations or car pooling which is integrated with the shuttle bus. Minimum numbers of bus are 2 units.	1	
			OR		
		3C	Provide pedestrian facilities within the the building area to reach the bus stop or the nearest public transport station, safely and a comfortably in accordance with Minister of Public Works' Decree No 30/PRT/M/2006 Chapter 2B.	1	
ASD 2	Motor Vehicle Reduction		The availability of the implementation for one of the options: car pooling, feeder buses, public transportation vouchers, and discrimination of parking fares.	1	1

ASD 3	Bicycle	1	The availability of a secure bicycle parking, 1 unit per 30 building users	1	2
		2	If point 1 above is met and provide special changing room and bathroom for bicycle users for every 25 bicycle parking lots.	1	
ASD 4	Site Landscaping	1	The presence of vegetation landscape area (softscape) which is free from the park (hardscape) located on the upper surface of the land area of at least 30% of the total land area. The area calculated include park above the basement, roof garden, terrace garden and wall garden. Formation of plants in accordance to the Ministry of Public Works' Decree No. 5/PRT/M/2008 of green open space of Article 2.3.1 of the Criteria for Yard Vegetation.	1	3
		2	Addition of 1 point for each additional 10% of site area for the use of landscaping areas.	1-2	
		3	The use of local plants from local nursery with a maximum distance of 1000 km and productive plants.	1	
ASD 5	Heat Island Effect	1A	Using materials with the average albedo value of at least 0.3 according to the calculation of area for pavement covered- roof	1	2
			OR		
		1B	Using a green roof at 50% of roof area which is not used for electrical mechanical (ME), calculated from the broad canopy.	1	
		2	Using materials with the average albedo value of at least 0.3 according to the calculation of area for pavement-covered non-roof.	1	
ASD 6	Storm Water Management	1A	Reducing the load volume of rainwater runoff from the land area into the city drainage network by 50% of daily rainfall total volume, calculated from the discharge of rain water in rainy months.	1	2
			OR		
		1B	Reducing the load volume of rainwater runoff from the land area into the city drainage network by 75% of daily rainfall total volume, calculated from the discharge of rain water in rainy months.	2	
ASD 7	Site Management	1	Having and applying the SOP control of crop pests and weeds using non-toxic materials.	1	2
		2	Provision of non-domesticated animal habitat at least 5% of the total building footprint area based on animal activity areas (home range).	1	
ASD 8	Building Neighbourhood	1	Improving the quality of community life around the building by doing one of the following actions: improved sanitation, provision of places of worship, public toilets, street vendors and community development training.	1	2

		2	Opening the pedestrian access to at least 2 orientations towards the neighboring building without passing through public areas.	1	
		3	Dedicating to the public interest either required or upon consciousness itself that part of the land is open to such as: public utilities (electricity substation, ventilation and ME underground station, etc), supporting the general circulation path (bus bay, lay bys, dropoff) or to private green open space.	1	
		4	Revitalization of cultural heritage buildings.	1	
ENERGY EFFICIENCY & CONSERVATION					**36**
P 1	Policy and Energy Management Plan		The availability of a written statement that includes a commitment from top management which covers: the energy audit, savings targets and specific term action plans by the energy team.	P	P
			The availability of a campaign which includes the positive impact from energy savings with a minimum installation campaign is permanently written on every floor, such as sticker, poster, email.	P	
P 2	Minimum Building Energy Performance	1A	Shows the intensity of electric energy consumption during the last 6 months to less than standard intensity of electric energy consumption which is determined by GBC Indonesia (250 kWh/m2.year for Office, 450 kWh/m2.year for mall, and hotel or apartment of 350 kWh/m2.year).	P	P
			OR		
		1B	Shows the energy savings of 5% or more in the last 6 months.	P	
EEC 1	Optimized Efficiency Building Energy Performance	1A	4 Points awarded if the intensity of energy consumption from the building showed 5% less than the 120% intensity of electric energy consumption from the standard reference in the last 6 month. Furthermore, each multiplication will get an additional 1 point with a maximum of 8 points.	4-8	16
		1B	9 Points awarded if the intensity of energy consumption from the building showed 3% less than the 100% intensity of electric energy consumption from the standard reference in the last 6 month. Furthermore, each multiplication will get an additional 1 point with a maximum of 16 points.	9-16	
			OR		
		2	If the intensity of energy consumption from the building showed more than 120% intensity of electric energy consumption from the standard reference, then any decrease of 10% within the last 6 months will get 1 point with a maximum of 3 points.	1-3	
EEC 2	Testing, Recommissioning or Retro-	1A	Have done the re-commissioning or retrokomisioning on MVAC (Mechanical ventilation and air conditioning) (eg chillers) major equipment in the period a year earlier;	1	2

	commissioning		OR		
		1B	The presence of periodic continuous commissioning within a maximum of 3 years.	1	
		2	If the points above are met then there are additional points for testing, re-commissioning or retrokomisioning on MVAC System (AHU, pumps, cooling tower) as a whole.	1	
EEC 3	System Energy Performance	**EEC 3-1 Lighting Control**		2	12
		1	Conduct saving (Economize) by using a lamp which has 20% more-efficient lighting power, compared to the lighting power listed in the 2003 Indonesia National Standards (SNI) No 6197-2000 on Energy Conservation in Lighting Systems *.	1	
		2A	Using a minimum of 50% of high-frequency ballasts (electronic) in the general workspace.	1	
			OR		
		2B	Using a minimum of 80% of high-frequency ballasts (electronic) in the general workspace.	2	
			*SNI Refer to attachment 1		
		EEC 3-2 Mechanical Ventilation Air Conditioning (MVAC)		10	
			Efficiency in equipment that uses air conditioning system operated with electricity, then the minimum efficiency according to GBC INDONESIA and its savings business are as follows: AC System / Type of equipment / Minimum Efficiency (kW/TR) / 2 points for every savings efforts* Water cooled: Recip/screw chiller 0.881 0.03 Water cooled: Centrifugal chiller 0.656 0.03 Aircooled: Recip/screw chiller 1.270 0.05 Unitary: Split 1.436 0.02 Unitary: VRV 1.034 0.03 * for each savings efforts with improved efficiency savings for each number "saving efforts" which is specified, will get 2 points with a maximum of 10 points Note: Authentication is done by an actual Site Performance Test.		
EEC 4	Energy Monitoring & Control	1A	Provision of kWh meter which includes: • System of air, • Systems lighting and sockets, • System for other expenses, • Space which is not excluded or conditioned	1	3
		1B	The presence of monthly routine record which consist of results from monitoring and data collection on the kWh meters. The recording is made during the last 6 months minimum.	1	

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		1C	Appreciate the use of energy in the form of Energy Display placed in public areas by displaying information in bar graph; on the comparison of total energy use within 12 months of the previous year with total energy usage in the year took place in year to date.	1	
			OR		
		2	Applying technological support for building equipment monitoring and controlling	3	
EEC 5	Operation and Maintenance	1	Operation and maintenance manual for the whole air conditioning system (chiller, Air Handling Units, cooling tower).	1	3
		2	If point 1 is met, then added with the operation and maintenance manual on a regular basis for the whole other equipment systems (transportation systems in buildings, clean and soiled (pump) water distribution system and power backup.	1	
		3	Monthly reports for a minimum of the last 6 months for the building systems' operation and maintenance activities, in accordance with the format specified in the operation and maintenance manual.	1	
EEC 6	On Site Renewable Energy	1	If 0.25% of the maximum power demand generated by renewable energy or 2 kWp of installed renewable energy *	1	5 B
			OR		
		2	If 0.5% of the maximum power demand generated by renewable energy or 5 kWp of installed renewable energy *	2	
			OR		
		3	If 1,0% of the maximum power demand generated by renewable energy or 10 kWp of installed renewable energy *	3	
			OR		
		4	If 1,5% of the maximum power demand generated by renewable energy or 20 kWp of installed renewable energy *	4	
			OR		
		5	If 2,0% of the maximum power demand generated by renewable energy or 40 kWp of installed renewable energy *	5	
			* to meet each of the above benchmarks, the representative of the building are asked to choose a higher rate between the percentage or amount of kWp renewable energy installed		
EEC 7	Less Energy Emission		CO_2 Emission Reduction Measures		3 B
		1A	0.25 % CO_2 reduction from the original emission,	1	
			OR		
		1B	0.5 % CO_2 reduction from the original emission,	2	
			OR		

		1C	1.0 % CO_2 reduction from the original emission,	3	
WATER CONSERVATION					**20**
P 1	Water Management Policy		The availability of a written statement that includes a commitment from top management which covers: water audit, saving targets and specific terms action plans by water conservation team.	P	P
			The availability of a campaign which includes the positive impact from water conservation with a minimum installation campaign is permanently written on every floor, such as sticker, poster, email.	P	
WAC 1	Water Sub-Metering		The availability of sub-meter water consumption in the system of public areas, commercial areas and utility buildings.	1	1
WAC 2	Water Monitoring Control		The availability of standard operating procedures and its implementation for the maintenance and periodic inspection of plumbing system to prevent leakage and wastage of water by showing the water balance in the last 6 months for initial certification *.	2	2
			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
WAC 3	Fresh Water Efficiency		This assessment is only for buildings that have maximum water consumption 20% greater than National Standard (SNI 03-7065-2005 on Procedures of Plumbing System Implementation *.		8
		1	For buildings with water consumption 20% above the SNI, each reduction of 10% receives 1 point to reach the SNI with a maximum of 2 points.	1-2	
		2	If point 1 is fulfilled, then any effort to reduce water consumption by 3% from the SNI gets 1 point. Maximum value is 6 points.	3-8	
			*SNI Refer to attachment 2		
WAC 4	Water Quality		Showing the last 6 months of laboratory evidence for primary sources of water in accordance with the criteria of clean water at least once within 6 months for initial certification *.	1	1
			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
			* Regulation Refer to attachment 3		
WAC 5	Recycled Water	1A	Using recycled water with sufficient capacity for the needs of make-up water cooling towers. Benchmark applies only to buildings that use a cooling tower on the refrigeration system.	1	5
			OR		
		1B	100% irrigation needs is not originating from the primary water source of the building (Local Water Enterprise / PDAM and groundwater).	1	

		2	Using recycled water with sufficient capacity for the needs of flushing toilets, in accordance with WHO standards for medium contact (<100 fecal coliform / 100 ml).	2	
		3	Having a water recycling system where the output is equivalent to the standard of clean water in accordance to the Minister of Health Decree No.416/1990 of Water Quality Requirements and Monitoring to meet the needs of of clean water.	2	
WAC 6	Potable Water		Using a filtration system that produces drinking water in accordance with Minister of Health Decree No. 492/2010 of Drinking Water Quality Requirements * Minimum in every kitchen or pantry.	1	1
			* Regulation Refer to attachment 4		
WAC 7	Deep Well Reduction	1A	Consumption of water which use deep well with a maximum of 20% of overall water consumption.	1	2
			OR		
		1B	Consumption of water which use deep well with a maximum of 10% of overall water consumption.	2	
WAC 8	Water Tap Efficiency	1A	50% use of tap water in a public area using the auto-stop feature.	1	2 B
			OR		
		1B	80% use of tap water in a public area using the auto-stop feature.	2	
MATERIAL RESOURCES AND CYCLE					**12**
P 1	Fundamental Refrigerant	1A	Using non-CFC refrigerant and cleaner materials that have a small value of Ozone Depleting Potential (ODP), <1	P	P
			OR		
		1B	If still using the CFCs as a refrigerant, it is necessary to conduct audit and phase out plan for the use of CFCs as refrigerants in the next 3 years and reduce consumption of CFCs from refrigeration leaks and damages set forth in the Refrigerant Management System or RMS Plan Plan.	P	
P 2	Material Purchasing Policy		The availability of a written statement that includes top management policies which prioritize expenditures/use for green materials in the list below: a. Regional production b. Certified SNI / ISO / Ecolabel c. Materials that can be recycled (recycable) d. Used Materials (reused) e. Renewable material (renewable) f. Modular or pre fabricated material g. Certified wood h. Lights that do not contain mercury i. Insulation that does not contain styrene j. Plafond or partition that does not contain asbestos k. Composite wood products and low formaldehyde		P

			emission agrifiber l. Paint products and low VOC-emitting carpet		
P 3	Waste Management Policy		The availability of a written statement that includes top management policies regulating waste management based on the segregation between: a. Organic waste, b. Inorganic waste, and c. Hazardous waste	P	P
			The availability of a campaign which includes the positive impact from waste management based on the segregation with a minimum installation campaign is permanently written on every floor, such as sticker, poster, email.	P	
MRC 1	Non ODS Usage		Using the entire air conditioning system with refrigerant materials that have ODP = 0 (non-CFC and non-HCFC).	2	2
MRC 2	Material Purchasing Practice		List of environmentally friendly material: a. 80% of regional production based on the total expenditures the overall material b. 30% SNI / ISO / Ecolabel certified, based on the total expenditures the overall material c. 5% recycled material, based on the total expenditures the overall material d. 10% reused material, based on the total expenditures the overall material e. 2% Renewable Materials, based on the total expenditures the overall material f. 30% modular or pre fabricated materials based on the total expenditures the overall material g. 100% Wood-certified wood materials based on total expenditures overall woodmaterial h. 2.5% lights do not contain mercury, of total expenditures lamp units i. Insulation that does not contain styrene j. Plafond or partition that does not contain asbestos k. Composite wood products and low formaldehyde emission agrifiber l. Low VOC-emitting carpet and paint products		3
		1A	The availability of documents which explain the expenditures of material according to the policies in the prerequisite 2; at least 3 of the material specified in the list of environmentally friendly materials with the purchase amount as mentioned in the "purpose" in the last 6 months for initial certification *.	1	
			OR		
		1B	The availability of documents which explain the expenditures of material according to the policies in the prerequisite 2; at least 5 of the material specified in the list of environmentally friendly materials with the purchase amount as mentioned in the "purpose" in the last 6 months for initial certification *.	2	

			OR		
		1C	The availability of documents which explain the expenditures of material according to the policies in the prerequisite 2; at least 7 of the material specified in the list of environmentally friendly materials with the purchase amount as mentioned in the "purpose" in the last 6 months for initial certification *.	3	
			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
MRC 3	Waste Management Practice	1	The availability of standard operating procedures, training and reports to collect and sort the waste based on organic and inorganic types, in the last 6 month for the inaugural certification *.	1	4
			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
		2	If the organic and inorganic waste has been seperated, conduct organic waste processing independently or in cooperation with official agencies of organic waste treatment.	1	
		3	If the organic and inorganic waste has been seperated, conduct inorganic waste processing independently or in cooperation with official agencies of inorganic waste treatment who has principles of 3R (*Reduce, Reuse, Recycle*).	1	
		4	Efforts of Packaging waste reduction which are made of Styrofoam and non-food grade plastic.	1	
		5	An effort for dealing with waste from renovation activity to a third party at least 10% from the the total renovation budget in the last 6 months for initial certification *. (*) For the Following certification, reports every 6 months in the last 3 years based on annual reports are required.	1	
MRC 4	Hazardous Waste Management	1	The availability of standard operating procedures, training and management of hazardous waste management such as: lamps, batteries, printer ink and packaging from cleaning materials in the past 6 months for initial certification *.	2	2
			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
MRC 5	Management of Used Good		The availability ofstandard operating procedures and report for the distribution of used items which still can be recovered such as furniture, electronics and spare parts through donations or secondhand goods market in the last 6 months for initial certification *.	1	1

			(*) For the following certification, reports every 6 months in the last 3 years based on annual reports are required.		
INDOOR HEALTH AND COMFORT					**20**
P 1	No Smoking Campaign		The availability of a written statement containing the commitment from top management to perform various actions to achieve the reduction of smoking activity inside the building.	P	p
			The availability of a non-smoking campaign which includes the negative impact from the smoking to us and the environment with a minimum installation campaign is permanently written on every floor, such as sticker, poster, email.	P	
IHC 1	Outdoor Air Introduction		Indoor air quality which shows a minimum introduction of outside air based on SNI No 03-6572-2001of Procedures for Ventilation and Air Conditioning Systems in Buildings building *.	2	2
			*SNI refer to attachment 5A and 5B		
IHC 2	Environmental Tobacco Smoke Control		Smoking is prohibited in all areas of the building and does not provide smoking area within the building. If smoking areas are provided outside the building, it must be located minimum 5 m from the entrance, where the entry of fresh air and window openings; with a follow-up monitoring procedures, documentation and responsive system towards smoking prohibition.	2	2
IHC 3	CO_2 and CO Monitoring	1A	For rooms with high density (such as ballroom / multipurpose room, public meeting rooms, general office, supermarket) equipped with gas sensors installation of carbon dioxide (CO2), which has a mechanism to regulate the amount of outside air ventilation so that the CO2 concentration inside the room is no more than 1,000 ppm. The sensor is placed 1.5 m above the floor near the water return grille.	2	2
			OR		
		1B	For closed parking spaces inside the building, is equipped with gas sensors installation of carbon monoxide (CO) which has a mechanism to regulate the amount of outside air ventilation so that the concentration of CO inside the room is no more than 23 ppm. The sensor is placed 50 cm above the floor near the exhaust grille.	2	
IHC 4	Physical and Chemical Pollutants		Indoor air quality measurements performed randomly, with the sample points in the main lobby, work space or a room rented by tenants. Measurements are taken with a minimum of 1 sample point per 1000 m^2 or the maximum number of samples is 25 point for a single building.		6
			Sumber pencemar udara dari luar ruangan :		

<table>
<tr><td rowspan="6"></td><td rowspan="6"></td><td>1</td><td>If the measurement results for indoor air quality meets the standards of pollutant gases in Table 1:

Table 1. Gas Pollution for the Office Workplace

<table><tr><th rowspan="2">No</th><th rowspan="2">Parameter</th><th colspan="2">Maximum Concentration</th></tr><tr><th>mg/m3</th><th>ppm</th></tr><tr><td>1</td><td>Sulfide Acid (H2S)</td><td>1</td><td>-</td></tr><tr><td>2</td><td>Ammonia (NH3)</td><td>17</td><td>-</td></tr><tr><td>3</td><td>Carbon monoxide (CO)</td><td>-</td><td>8</td></tr><tr><td>4</td><td>Nitrogen dioxide(NO2)</td><td>5.6</td><td>3</td></tr><tr><td>5</td><td>Sulfur dioxide(SO2)</td><td>5.2</td><td>2</td></tr></table>Source: Minister of Health Decree No 1405/Menkes/SK/XI/2002 of Environmental Health Standards in the Office and Industrial Work. (Annex I, Chapter 3, A.3. Pollution gases) Governor of Jakarta Regulation No.54/2008 of Indoor Air Quality Standards</td><td>2</td><td rowspan="6"></td></tr>
<tr><td>2</td><td>Concentration of Total Dust is based on Minister of Health Decree No 1405/Menkes/SK/XI/2002 of Environmental Health Standards in the Office and Industrial Work. (Annex I, Chapter 3, A.2. Total Dust)*.</td><td>1</td></tr>
<tr><td rowspan="2">3</td><td>Indoor air pollution sources:</td><td rowspan="2">1</td></tr>
<tr><td>Concentration Volatile Organic Compound (VOC) is based on SNI 19-0232-2005 of Threshold Limit Values for Chemical Substances in Workplace Air *.</td></tr>
<tr><td>4</td><td>If points 1, 2 and 3 are met; and the concentration of formaldehyde in accordance with SNI 19-0232-2005 *.</td><td>1</td></tr>
<tr><td>5</td><td>If points 1, 2 and 3 are met; and the concentration of asbestos in accordance with Minister of Health Decree No. 1405/Menkes/SK/XI/2002 *.</td><td>1</td></tr>
<tr><td></td><td>* SNI and Regulation refer to attachment 6.</td><td></td></tr>
<tr><td rowspan="2">IHC 5</td><td rowspan="2">Biological Pollutant</td><td>1</td><td>Cleaning filters, cooling coil and VAC (ventilation and air conditioning) tools in accordance with the schedule of regular maintenance to prevent the formation of mold and fungus as the growing place for microorganisms. Schedule maintenance is based on the standard factory guidelines.</td><td>1</td><td rowspan="2">3</td></tr>
<tr><td>2</td><td>Take measurements for number of bacterias,with a maximum amount of bacteria colony of 700 / m3 air and free of pathogenic germs in the room which is determined by GBC INDONESIA (based on Minister of Health Decree No 1405/Menkes/SK/XI/2002 of Environmental Health Standards in the Office and Industrial Work)</td><td>2</td></tr>
<tr><td rowspan="2">IHC 6</td><td rowspan="2">Visual Comfort</td><td rowspan="2"></td><td>The measurement results show the level of lighting (illumination) in every workspace in accordance with the SNI No 03-6197-2000 of Energy Conservation in Lighting Systems *.</td><td rowspan="2">1</td><td rowspan="2">1</td></tr>
<tr><td>*SNI refer to attachment 7</td></tr>
</table>

IHC 7	Acoustic Level		The measurement results show the sound level in workspace in accordance with the SNI No 03-6386-2000 of Specification for Sound Level and Time of hum for Building and Housing (Recommended Design Criteria) *.	1	1
			Measurements are taken randomly, as many as five points a minimum every one space per two floors. Sound level depends on the type of occupancy. Measurements are taken when it is unoccupied and in a condition of building equipment (such as ventilation systems, elevators, plumbing and lighting system) is operating.		
			*SNI refer to attachment 8		
IHC 8	Building User Survey	1	Conduct building user comfort surveys which include air temperature, lighting levels, sound comfort, and building hygiene pest control. Minimum respondents are 30% from the total users of the building.	1	3
		2A	Meet point 1, and if the results of the survey stated that 60% of the total respondents are comfortable.	1	
			OR		
		2B	Meet point 1, and if the results of the survey stated that 80% of the total respondents are comfortable.	2	
		3	If point 1 is met, and the results of the first survey claimed less than 60% of respondents are comfortable, but do follow the improvements and then conduct a second survey which result at least 80% of total respondents are comfortable.	1	
BUILDING ENVIRONMENT MANAGEMENT					**13**
P 1	Operation & Maintenance Policy		The presence of operation & maintenance plan which supports the goal for the achievement of GREENSHIP-EB rating, which focused on: mechanical & electrical systems, plumbing systems and water quality, exterior & interior maintenance, purchasing and waste management Includes: Organizational structure, Standard Operating Procedures and training, work programs, budgets, periodic reports at least every 3 months.	P	P
BEM 1	Innovations	1	Application of innovation with the building quality improvement quantitatively, for example: ASD 4, EEC 1, WAC 3, and IHC 4 so there is an increase in efficiency which exceeds the limit set in the relevant rating.	1-2	5
		2	Application of innovation with the management approach, such as behaviour changes encouragement, for examples in ASD ASD 2 and 8 and MRC 2, 3 and 4, resulting in increased efficiency in other ratings.	1-3	

BEM 2	Design Intent & Owner's Project Requirement	1	Availability of Design Intent document and Owner's Project, also following the changes which occurred during the period of revitalization and operational.	1	2
		2	Availability of As Built Drawing (a minimum of single line drawings) document, technical specifications and manuals for operation and maintenance of equipment (generators, transportation in buildings, air conditioners and cooling towers), also following the changes which occurred during the period of revitalization and operational.	1	
BEM 3	Green Operational & Maintenance Team	1	The presence of an integrated structure inside the operational structure of the building that is in charge of maintaining the application of sustainability / green building principles.	1	2
		2	A minimum of one Greenship Professionals involved in operational & maintenance who works full time	1	
BEM 4	Green Occupancy/Lease	1A	For commercial buildings: a Lease Agreement contains clauses that theTenant will meet a minimum of 1 criteria in GREENSHIP EB for each category of ASD, EEC, WAC, IHC and the MRC.	2	2
			OR		
		1B	For buildings which is used personally, has the SOP and Training which includes the efforts to meet these criteria in GREENSHIP EB with a minimum of 1 rating in each category of ASD, EEC, WAC, IHC and the MRC.	2	
BEM 5	Operation and Maintenance Training	1	The availability of minimum periodic schedule every 6 months and training programs in the operation and maintenance for site, energy, water, materials and HSES (Health Safety Environmental and Security).	1	2
		2	Evidence of operation and maintenance training implementation for site, energy, water, materials and programs along with evaluation from the HSES training.	1	
TOTAL					**117**

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