



PRO1.5

Documentation for sustainable management



Objective

Our objective is to ideally operate the building as soon as it is complete, and to ensure that the building's planned performance is attained in reality, with as little deviation as possible from the plans. In order to achieve this, all the relevant information must be provided to the owner, tenant and facility manager in a clear and organised format.

Benefits

Having all the relevant information available is key to ensuring that the building can be operated efficiently. This allows the operation of the building to be planned, and any particular issue to be dealt with, at an early stage.

Contribution to overriding sustainability goals

No direct contribution to Sustainable Development Goals (SDGs) of United Nations (UN).



Outlook

Ideally, this criterion will no longer be needed in a few years' time, when the addressed topics have become standard practice.

Share of total score

				SHARE	WEIGHTING FACTOR
Office	Education	Residential	Hotel	1.1%	2
Consumer market	Shopping centre				
Department stores	Logistics				
Production					
Assembly buildings					



EVALUATION

A total of four indicators are used to evaluate the sustainable management requirements, which are established shortly after building work is completed. In addition to the production and provision of maintenance, inspection, operating and care instructions, which are credited in indicator 1, the plans are evaluated using indicator 2 to establish whether they are up-to-date. Indicator 3 covers the production and provision of a manual to the facility manager. Indicator 4 awards points for the production and provision of a BIM model to the facility manager. In this criterion, a maximum of 100 points can be awarded.

NO.	INDICATOR	POINTS
1	Maintenance, inspection, operating, and care instructions	
1.1	Production and provision of maintenance, inspection, operating and care instructions	Max. 30
	<ul style="list-style-type: none"> ■ Provision of maintenance, inspection, operating and care instructions to the appointed service provider(s)/executive party/parties. ■ Production of maintenance and inspection schedules for building components that are subjected to mandatory servicing, testing and inspection and listed in the cost groups "Structural components – construction works" and "Technical components – installations" [T&D_05]. 	+15 +15
2	Up-to-date plans	
2.1	Updating of plans, documentation and calculations to reflect the building as it was actually built, and provision of these to the building owner	Max. 30
	<ul style="list-style-type: none"> ■ The plans reflect the building as it was actually built and are provided to the building owner. ■ The relevant documentation and calculations, such as the energy performance calculations [T&D_03], sound insulation documentation, interior acoustics documentation, fire safety concept, thermal simulation, daylight simulation, etc., reflect the building as it was actually built and have been prepared accordingly for the operation of the building and are provided to the building owner. 	+15 +15
3	Facility management manual	
3.1	Production and provision of a facility management manual A manual has been produced and provided to the facility manager (FM).	20
4	Planning with BIM	
4.1	Execution of planning with BIM and provision of the BIM model	5–20
	<ul style="list-style-type: none"> ■ Planning has been executed with BIM and a copy of an up-to-date partial model has been provided to the facility management firm and to the owner (5 points for each relevant partial model, e.g. for different building or technical components). ■ Planning has been executed with BIM and a copy of the up-to-date complete model has been provided to the facility management firm and to the owner. 	5 20



SUSTAINABILITY REPORTING AND SYNERGIES

Sustainability reporting

Not available.

NO.	KEY PERFORMANCE INDICATORS (KPIs)	UNIT

Synergies with DGNB system applications

- **DGNB BUILDING IN USE:** The results for indicator 3 can be used in indicator 9.2.2.2.4 from the scheme for buildings in use.
- **DGNB INTERIORS:** Indicators 1, 2 and 3 largely correspond to the content of criterion PRO8.1, indicators 2.2, 2.3 and 2.4 from the scheme for interiors.
- **DGNB RENOVATED BUILDINGS:** Indicators 1, 2 and 3 largely correspond to the content of criterion PRO1.5, indicators 2, 3 and 4 from the scheme for renovated buildings
- **DGNB DISTRICTS:** There are similarities between indicator 3 and criteria PRO1.2 and PRO3.5 from the schemes for urban districts and business districts.



APPENDIX A – DETAILED DESCRIPTION

I. Relevance

Full documentation of the maintenance, inspection, operating and care instructions for the building plays a key role in ensuring that the building is being operated efficiently.

Additionally recommended courses of action with regard to the use of the building, e.g. in the form of user or tenant manuals and guides, provide important information on specific aspects of the building.

II. Additional explanation

Indicator 1: Maintenance, inspection, operating and care instructions

Complete documentation of the building related maintenance, inspection, operating, and care instructions can make an important contribution to the efficient operation of the building, and thus, has a positive influence on reducing life cycle costs.

Most components of a building must be given regular care and maintenance. This can be labour intensive to a greater or lesser extent, depending on the component. Hence, it should be carried out by various parties at defined intervals. A precise description of these maintenance, inspection, operation, and care instructions referring to the respective actor is necessary for the orderly operation of a building. However, not only do these documents have to be created, but also administered and archived.

Indicator 2: Up-to-date plans

Detailed, updated planning documents and calculations assist in confirming the target aimed for in planning. They are also important basis for modernisation, revitalisation or renovation work in later life cycle phases; therefore they must be kept up to date. In order to have an efficient facility management, it is necessary that documents and plans are provided in a clear, uniform and structured manner, so that independent third party could find their way around the documentation.

Indicator 3: Facility management manual

The facility management manual (or any other comparable document) provides the building's facility manager with various information relevant to their work. All essential elements of a building operation should be described in this document and it should have an added value for the late building operation. The scope of the operator's manual can vary depending on the complexity of the building.

One of the purposes of the facility management manual is to explain the technical aspects of the building technology and the specific characteristics of individual components. This could refer to windows or HVAC systems, for example.



III. Method

Indicator 1: Maintenance, inspection, operating and care instructions

The content and scope of the documentation are examined. Documentation can also be submitted in the form of provisional documents with the assurance, that these documents will be completed no more than six months after completion of the building work.

In addition to a list of building components that are subjected to mandatory servicing, testing and inspection and included in the cost groups “Structural components – construction works” and “Technical components – installations” [T&D_05], the maintenance and inspection planning should include a payment plan for the building's projected service life based on a detailed calculation of the life cycle costs, and the duration after which elements/building components must be replaced should be specified, along with the estimated costs.

Indicator 2: Up-to-date plans

All planning documents are checked to ensure they have been updated and prepared for usage as appropriate once the building work is complete.

Indicator 3: Facility management manual

It will be checked whether a facility management manual has been produced and provided, and that the information and specifications it contains facilitate the operation of the building.

Indicator 4: Planning with BIM

It is checked whether the planning has been conducted with BIM and that the up-to-date model has been provided to the facility management firm and to the owner. If only a partial model of the building has been generated with BIM and then provided to the facility management firm and the owner, partial credit can be given if its relevance can be verified.



APPENDIX 1

Template for verification of indicator 2:

Preparation of maintenance, inspection, operating and care instructions

Principal client PRO1.5

Preparation of maintenance, inspection, operating and care instructions

Hereby confirm:

_____, that in addition to the existing project's documentation

(Owner's name)

Project name: _____

Contract number: _____

maintenance, inspection, operating and care instructions to be provided within 6 months after the completion, in terms of scope and quality to comply with the requirements of the following assessment level. The corresponding services were contracted with the qualified planners.

REQUIREMENTS						POINTS (TO INSERT)	REQUIREMENTS FULFILLED
Use, maintenance and care instructions are created to the usual extent, i.e. the use, maintenance and care instructions are documented and available for the executive service providers. Alternatively, it can be proven that maintenance contracts are agreed with companies / service providers who have the appropriate expertise.						25	<input type="checkbox"/>
Detailed maintenance, inspection, operating and care instructions are created and implemented in the maintenance and operation plan, and they are specified individually for different target groups (facility management, caretaker, user, cleaning company, etc.),						40	<input type="checkbox"/>

Date

Owner's signature

Stamp

The Auditor confirms that he/she has verified the plausibility of relevant documents.

Date

Auditor's signature

Stamp



APPENDIX B – DOCUMENTATION

I. Required documentation

Examples of possible evidence include the following items. The documentation submitted for the evaluation of individual indicators should comprehensively and clearly demonstrate compliance with the relevant requirements.

Indicator 1: Maintenance, inspection, operating and care instructions

The documentation includes:

- Use, maintenance and care instructions that have been produced
- Maintenance agreements that have been concluded
- Maintenance and inspection schedule that has been drawn up, including the maintenance and inspection cycles, and the qualifications that must be held by the people/companies appointed to undertake the work

Alternatively:

- Appendix 1 plus provisional documentation

Confirmation of receipt of the documentation by the building owner or service provider is sufficient documentation for the DGNB certification body.

Indicator 2: Up-to-date plans

- Documentation that contains plans and calculations which reflect the building as it was actually built, e.g. in the form of confirmation by the specialist designers and plans

Confirmation of receipt of the documentation by the building owner or service provider is sufficient documentation for the DGNB certification body.

Indicator 3: Facility management manual

- Manual produced for the facility manager

Confirmation of receipt of the documentation by the building owner or service provider is sufficient documentation for the DGNB certification body.

Indicator 4: Planning with BIM

Confirmation by the client/building owner that the facility manager and owner have an up-to-date copy of the BIM model.



APPENDIX C – LITERATURE

I. Version

Change log based on version 2018

PAGE	EXPLANATION	DATE
596	General: scheme “assembly buildings” has been added	16.09.2021
599	Indicator 3: additional information to the Facility management manual	16.09.2021

II. Literature

- Sustainable Development Goals icons, United Nations/globalgoals.org