



Sustainable Construction Procedure

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2510	3	22 Nov 2016	15 Feb 2018 12:26	Michael Howroyd	22 Nov 2018	22 Nov 2016 11:50	James Dixon-Gough
Title	Sustainable Construction procedure			Owner Name	Michael Howroyd		

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1. INTRODUCTION

This Procedure describes the University of Leeds processes for embedding sustainability into construction and maintenance projects.

2. SCOPE

This Procedure covers all University construction and maintenance projects.

3. REFERENCES

The following documents should be referred to alongside section 5 of this Procedure:

Sustainable Construction Standard (SCS): This Standard covers all new building developments and refurbishments with a value over £1.5 million and sets University standards for sustainable design and construction.

Sustainable Construction Standard Tracker: This is used to track progress in construction projects against the SCS.

4. RESPONSIBILITIES

Director of Estates: responsible for ensuring that the Sustainable Construction Standard is followed for all projects over £1.5million and that the key requirements are followed for projects with a value of £300,000 to £1.5million (section 6) and up to £300,000 (section 7).

Capital Development Team and Design Team: responsible for ensuring that the Sustainable Construction Standard is followed for all projects over £1.5m and that the Sustainable Construction Standard Tracker is completed throughout the design, construction and handover phase of the project.

Design Team and Maintenance & Operations: responsible for implementing the key requirements set out in section 6 and 7.

Sustainability Service: responsible for supporting the section entitled 'Furniture' and 'Travel Plan' within the Sustainable Construction standard. The Service is also responsible for auditing projects to ensure that the Standard is being implemented correctly.

Sustainability Manager: responsible for supporting Estates Services with the implementation of this procedure.

5. PROCEDURE FOR ALL NEW BUILDING DEVELOPMENT AND REFURBISHMENTS WITH A VALUE OVER £1.5 MILLION

Sustainable Construction Standard – project initiation

The SCS must be used from RIBA Plan of Work stage 1 to ensure that sustainability is fully integrated into the design of the project.

From RIBA Plan of Work stage 2 the Sustainable Construction Standard Tracker or similar document must have been filled in, identifying which criteria are relevant and including basic information on how criteria will be fulfilled e.g. through design, tender or construction phase. This must be sent to the Sustainability Manager in adequate time to allow comments to influence the next stage.

Sustainable Construction Standard – project implementation

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It is the responsibility of the Project Manager to ensure the Sustainable Construction Standard Tracker (or similar document) is updated throughout the project, from design through to project completion and that a summary of it is reported as part of the monthly update to the Faculty Liaison Group.

Problems with fulfilling criteria of the SCS must be identified as early as possible to the Sustainability Manager. Any changes must be agreed between the Sustainability Manager and Project Manager, with input from the Head of Sustainability and Director of Estates when necessary.

Where the standard refers to input from third parties (such as the Sustainability Service), the Project Manager must give sufficient notice to the third party in order for them to meet the standards requirements.

Completion of relevant of items (identified in project initiation) of the SCS will be a requirement of the contract, as will the provision of evidence (such as FSC certificates) to provide clear evidence that measures have been achieved.

Sustainable Construction Standard – project completion and post-occupancy

The Project Manager must check that all items of the standard have been fulfilled at project completion following a review of the evidence provided for each measure.

Certain aspects of the SCS can only be confirmed post-occupancy and the completion of the standard will not be signed off until this point.

6. PROCEDURE FOR CONSTRUCTION PROJECT WITH A VALUE OF £300,000 - £1.5 MILLION

A construction standard for projects of this value is currently under development. Until that time the following requirements must be met in projects of this size:

Energy & Emission

The Project Manager must assess opportunity to reduce energy consumption as part of works. Assessment should include:

- Potential to improve U values of building fabric through insulation, improved windows etc
- Opportunities to improve air-tightness
- Automated controls where suitable for lighting and AC systems
- Improved efficiency of lighting & assessment of LED suitability

AC should be avoided unless overheating has been proven to be an issue or there is a requirement due to type of space e.g. lab environment. If installed it must be high efficiency and should consider the use of low GWP refrigerants appropriate to the application.

Any white goods and other electronic devices purchased as part of the project or as part of fit out must be of a high energy efficiency standard. If there is any doubt regarding selection of these items then the University energy team should be contacted.

Responsible sourcing

The Project Manager must ensure that materials used are responsibly sourced. This means:

- Low and VOC free products e.g. using eco-label certified paints
- All timber must be FSC or equivalent certified
- Made of recycled materials where appropriate

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- Avoiding known toxic materials that are injurious to human and ecosystem health
- Consideration of future re-use or recycling of materials and avoiding use of composite materials
- Sourcing from local suppliers where possible to reduce transport emissions and support the local economy
- If included in BRE's green guide to specification, materials should receive a minimum of an A rating
- They are extracted and/or manufactured in line with core International Labour Organization Standards

Re-use, recycling & waste

The Project Manager must ensure that all requirements relating to re-use, recycling and waste are met through the project:

- A site-waste management plan must be produced as part of project planning
- A minimum target of 90% re-use or recycling must be achieved
- Proof that this target has been met must be forwarded to the Sustainability Service as part of project completion
- The University has a legal duty to try and re-use materials or equipment before disposal. You must work actively with your contractor & the Sustainability Service to encourage re-use.
- All furniture must either use the approved University re-use system, or be taken away by and approved contractor who will add the furniture onto the system on the University's behalf.
- The projects must ensure adequate facilities are provided to allow recycling within the new space

Water

The Project Manager must ensure that all relevant requirements relating to water use are met through the project:

- Flush toilets should have a flush volume of 4.5 litres or less
- Flow rate on tap limited to 6 litres/minute up to pressure of 5 bar and tap fitting either on Water Tech list or EU water efficiency label.
- For taps the low rate should be limited to 9 litres/minute up to a pressure of 5 bar and fittings should be on either the Water Technology list or have an EU water efficiency label.
- Solenoid valves & occupancy sensors should be used on sanitary supply where appropriate

Biodiversity

The Project Manager must ensure that any changes to grounds or gardens have a net positive effect on biodiversity and support the University Biodiversity Standard and associated local Biodiversity Action Plan.

7. PROCEDURE FOR CONSTRUCTION OR MAINTENANCE PROJECT WITH A VALUE UP TO £300,000

The potential to incorporate elements described in section 6 must be reviewed as part of the project. In particular the project must:

- Ensure the project considers how to reduce energy/carbon emissions
- Meet the responsible sourcing requirements within section 6
- Meet our waste/recycling targets
- Support the University Biodiversity Standard and associated local Biodiversity Action Plan

A record must be kept of how elements have been included within the project

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8. Tracking progress and reviewing projects

The Project Manager is expected to track requirements relating to these procedures throughout a project.

Progress against this Procedure must be confirmed in the Capital Projects Review Meeting as an additional check box on the update sheet. Any problems should be identified at this point and discussed with the Sustainability Manager to identify a solution.

A minimum of ten projects will be audited against this Procedure throughout the year to ensure that requirements are being met.

For further information please contact sustainability@leeds.ac.uk

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