

Worksheet 4.5A

Project completion sustainability report

A project completion report would ideally be prepared when the fitout or refurbishment has been commissioned and operational benefits can be credibly identified. Post-commissioning reporting could take the form of six-monthly reports for the first year of major occupation. This is an example only – adapt this worksheet to suit your organisation's requirements.

Part A – Project summary

Include a description of the project. As an example include:

Property type e.g. CBD commercial, built 1985, 15 floors, 1,200 m ² floors, total area 21,000 m ²	
Project type e.g. refurbishment of 6 floors and base building	
Scope e.g. typical floors: upgraded air conditioning, lighting and lighting controls, upgraded toilets, upgraded lift lobby, installed window blinds, installed new carpet tiles, etc.	
Base building e.g. chillers replaced including new low-load chiller, chilled beams installed to centre zone, new BMS, lift cars and lift equipment upgraded, CO ₂ monitoring, waste management, water reduction strategies	
Management systems, e.g. fitout guide upgraded to include environmental performance, environmental management plan, green lease clauses introduced	
Budget	\$ million
Timing e.g. for scope setting and feasibility, design and documentation, construction lead time, construction time, time to obtain ratings	
Project team, e.g. Project manager, designer, services consultant, commissioning agent, leasing agent, managing agent, quantity surveyor, contractor	
Other aspects to note e.g. remainder of office floors occupied during works	
Ratings targeted e.g. NABERS Energy 4.5, NABERS Water 3.5, NABERS Waste 4, NABERS IE 4	

Part B – Achievements against sustainability targets

Describe outcomes against targets set in the Sustainable Design Plan or project brief.
Provide documentation to verify:

Sustainable design and construction targets	Before upgrade	After upgrade
NABERS Energy		
NABERS Water		
NABERS Waste		
NABERS Indoor Environment		
Green Star		
Property Council of Australia grading		
Pollution prevention		
Greenhouse gas ¹ reduction		
Ecological conservation or enhancement outcomes		

Part C – Market response

Rental levels		
Letting up period		
Valuation capitalisation rate		

Part D – Compliance with organisation policies²

Anticipating and managing risks to the organisation	
Opportunities to improve staff awareness and skills	
Whole-of-life investment returns resulting from the project	
Improvement in project delivery systems, purchasing and management of service providers	

Part E – Other comments

What was good value?	
What was bad value?	
What would you recommend next time, for <i>(each of the following)</i> :	
– set up?	
– management?	
– team make-up?	
– time for engagement of each of the various team members?	
– scope setting and selection?	
– costing?	
– value assessment?	

¹ 1 See the *AGO Factors and Methods Workbook* for the latest greenhouse emission factors (Australian Greenhouse Office, Department of the Environment and Water Resources, www.greenhouse.gov.au/workbook/index.html).

² 2 For example, policies on sustainability, environment, OH&S, governance and risk management.

What would you not do next time?	
How would you change your approach next time?	
Comment on timing:	
What was difficult?	
What was easy?	
What documentation changes should be made?	
What documentation should be retained?	
What systems changes should be adopted?	
Project manager signature:	Date:
Portfolio manager signature:	Date: