



PRO1.5

Documentation for sustainable management



Objective

Our objective is to optimally run 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 clearly organised format.

Benefits

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

Contribution to overriding sustainability goals

No direct contribution to the Sustainable Development Goals (SDGs) of the United Nations (UN) or to the German sustainability strategy.



Outlook

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

Share of total score

	SHARE	WEIGHTING FACTOR
Office		
Education		
Residential		
Hotel	1.1%	2
Consumer market		
Shopping centre		
Business premises		
Logistics		
Production		



EVALUATION

A total of four indicators are used to evaluate the sustainable management requirements fulfilled shortly after building work is completed. In addition to the production and provision of servicing, inspection, operating and upkeep 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 additionally 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	Servicing, inspection, operating and upkeep instructions	
1.1	Production and provision of servicing, inspection, operating and upkeep instructions	Max. 30
	<ul style="list-style-type: none"> ■ Provision of servicing, inspection, operating and upkeep instructions to the appointed service provider(s)/executive party/parties. +15 ■ Production of servicing and maintenance schedules for the building components that are subject to mandatory servicing, testing and inspection from cost groups 300 and 400. +15 	
2	Up-to-date plans	
2.1	Updating of plans, documentation and calculations to reflect the building as it has actually been built, and provision of these to the building owner	Max. 30
	<ul style="list-style-type: none"> ■ The plans reflect the building as it has actually been built and have been provided to the building owner. +15 ■ The relevant documentation and calculations, such as German Energy Saving Ordinance (EnEV) calculations, sound insulation documentation, interior acoustics documentation, fire safety concept, thermal simulation, daylight simulation, etc., reflect the building as it has actually been built and have been prepared accordingly for the purpose of running the building and provided to the building owner. +15 	
3	Facility management manual	
3.1	Production and provision of a facility management manual	20
	A manual has been produced and provided to the facility manager (FM).	
4	Planning with BIM	
4.1	Conducting of planning with BIM and provision of the BIM model	5–20
	<ul style="list-style-type: none"> ■ Planning has been conducted 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) 5 ■ Planning has been conducted with BIM and a copy of the up-to-date complete model has been provided to the facility management firm and to the owner. 20 	



SUSTAINABILITY REPORTING AND SYNERGIES

Sustainability reporting

Not available.

NO.	KEY PERFORMANCE INDICATORS (KPIs)	UNIT
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Synergies with DGNB system applications

- **DGNB OPERATION:** The results for indicator 3 can be used in criterion 9.2 Facility management of the scheme Buildings in Use (indicator 2.2.4).
- **DGNB INTERIORS:** Indicators 1, 2 and 3 largely correspond to the content of criterion PRO8.1, indicators 2.2, 2.3 and 2.4 of the scheme Interiors.
- **DGNB RENOVATED BUILDINGS:** Indicators 1, 2 and 3 largely correspond to the content of criterion PRO1.5, indicators 2, 3 and 4 of the scheme Renovated buildings
- **DGNB DISTRICTS:** There are synergies between indicator 3 and criteria PRO1.2 and PRO3.5 of schemes UD (Urban district) and BD (Business district).



APPENDIX A – DETAILED DESCRIPTION

I. Relevance

Full documentation of the servicing, inspection, operating and upkeep instructions for the building plays a key role in ensuring that the building is run efficiently.

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, thereby helping to ensure that the building is run efficiently.

II. Additional explanation

Indicator 1: Servicing, inspection, operating and upkeep instructions

Full documentation of the servicing, inspection, operating and upkeep instructions for the building plays a key role in ensuring that the building is run efficiently and is also beneficial in terms of the life cycle costs.

Most of the building's components require regular servicing and upkeep. The work this entails depends on the individual building component and must be conducted at set intervals by different parties. To ensure that the building is run smoothly, an exact description of these servicing, inspection, operating and upkeep instructions is required for each of these parties. It is important that this documentation is produced and archived with due care.

Indicator 2: Up-to-date plans

Detailed, up-to-date plans and calculations are used to verify the target condition from the planning stage. They are also an important basis for modernisation, revitalisation and renovation work in a subsequent life cycle phase and must therefore be kept up-to-date. For efficient facility management, documentation and plans must be clearly divided into uniform sections so that an independent third party can easily find their way around them.

Indicator 3: Facility management manual

The facility management manual provides the building's facility manager with various information relevant to their work.

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 be windows or HVAC systems, for example.



III. Method

Indicator 1: Servicing, inspection, operating and upkeep instructions

The content and scope of the documentation is 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 finishing the building work.

In addition to a list of building components that are subject to mandatory servicing, testing and inspection from cost groups 300 and 400, the servicing and maintenance 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 must be specified, along with the likely costs.

Indicator 2: Up-to-date plans

The evaluation will check that all planning documents have been updated and prepared for use as appropriate once the building work is complete.

Indicator 3: Facility management manual

The evaluation will check that a facility management manual has been produced and provided and that the information and specifications it contains facilitate the running of the building.

Indicator 4: Planning with BIM

The evaluation will check that 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 the indicator 2:

Preparation of servicing, inspection, operating and upkeep instructions

Principal client PRO1.5

Preparation of servicing, inspection, operating and upkeep instructions

Hereby confirm:

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

(Owner's name)

Project name: _____

Contract number: _____

Servicing, inspection, operating and upkeep 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
Usage, servicing and upkeep instructions are created to the usual extent j. the usage, servicing and upkeep 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 servicing, inspection, operating and upkeep instructions are created and implemented in the maintenance and service plan and 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 has verified the plausibility of relevant documents.

Date

Auditor's signature

Stamp



APPENDIX B – DOCUMENTATION

I. Required documentation

A range of different forms of documentation is listed below. The documentation submitted must comprehensively and clearly demonstrate compliance with the requirements for the target evaluation of the individual indicators.

Indicator 1: Servicing, inspection, operating and upkeep instructions

The documentation includes:

- Use, servicing and upkeep instructions that have been produced
- Servicing agreements that have been concluded
- Servicing and maintenance schedule that has been drawn up, including the servicing 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 plans, documentation and calculations reflect the building as it has actually been 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
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II. Literature

- DIN 31051:2012-09. Fundamentals of maintenance. Berlin: Beuth Verlag. December 2012
- VDI 6009 Facility management – Building management in practice
- Sustainable Development Goals icons, United Nations/globalgoals.org