

Re-certification Guidelines

❖ **Notes:**

1. In case of expansion/ any new addition to existing facility, the project has to show the compliance for all Mandatory Requirements and Credits under IGBC Green Existing Building Rating System (Version - 2).

❖ **Recertification Requirements**

| Module | Credit/ Prerequisite | Recertification Requirements |
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| Site & Facility Management | SF MR 2: Waste Management | Submit the list of waste generated, quantities and locations to which they were sent during the preceding 1 year. |
| | SF Credit 1: Enhanced Waste Management | Submit the following <ul style="list-style-type: none"> • Indicate the quantities recycled/reused and composted in the last 1 year. • Calculation to demonstrate reduction in the annual waste generation (paper, cardboard, and plastic waste) from the preceding year. • Photographs and a plan highlighting composting area located on site. |
| | SF Credit 2: Sustainable Retrofitting | Submit the following <ul style="list-style-type: none"> • A list of procured GreenPro certified items along with quantities and photographs. • For retrofitting submit the calculations showcasing the cost of GreenPro certified products and the total cost of materials/products purchased. • Sustainable procurement policy on the company letterhead signed by Chief Executive of the company or signing authority, highlighting the use of materials as per the IGBC Green Existing Building rating (version 2). |
| | SF Credit 3: Urban Heat Island Mitigation | Submit the following <ul style="list-style-type: none"> • Site plan (roof and non-roof) along with legends, and area calculations highlighting the UHI mitigation measures implemented. • Recent photographs of hardscape areas covered with existing tree canopy/ open grid pavers / structured surface parking / solar panels. • Latest photographs of roof covered with high SRI paint. |
| | SF Credit 4: Eco-friendly Landscaping Practices | Submit the following <ul style="list-style-type: none"> • Total quantity and type of fertilisers used for the last 3 years. • Details & quantity of organic fertilisers used in the last 3 years. |
| | SF Credit 5: Eco-friendly Commuting Practices | Submit the following: <ul style="list-style-type: none"> • Conduct survey with all occupants to explore commuting practices (public/private) and calculations to inform on the number of occupants using eco-friendly commute. • A copy of the contract signed between the project and shuttle service provider clearly indicating type and no. of vehicle along with seating capacity, routes and photographs of shuttle. |

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| | SF Credit 6: Green Transportation | <p>Submit the following:</p> <ul style="list-style-type: none"> • Provide parking plans and calculations indicating no. of car/bike etc. parking allotted on site along with photographs of EVCI (charging points) installed. • Cut sheet/ specifications and photographs of charging points provided. |
| | SF Credit 8: Building Operations & Maintenance | <p>Submit the following:</p> <ul style="list-style-type: none"> • Annual maintenance contract for all building systems and equipment. In case the maintenance is done in-house, submit a narrative on preventive and corrective actions in the preceding 1 year. • Energy & water audit reports carried out by competent agencies within last 3 years. |
| | SF Credit 9: Building Performance Dashboard | <p>Submit the following:</p> <ul style="list-style-type: none"> • Single line diagram (SLD) schematic of BMS installed along with screenshot indicating total facility energy consumption /water consumption / Indoor Air Quality parameters. • Details of real time monitoring system and dashboard in the project. • Photographs/ technical cut sheets of the energy meters / water meters/ IAQ sensors installed in the project. • Project commitment to share hourly/daily performance (total energy consumption/ water consumption/ Indoor Air Quality parameters) data for next three years on half yearly basis. |
| Water Conservation | WC MR 1: Rainwater Harvesting & WC Credit 2: Enhanced Rainwater Harvesting | <p>Submit the following:</p> <ul style="list-style-type: none"> • Provide rainwater harvesting calculation for the project , along with details of number of rainwater harvesting structures and their harvesting volumes. • Operation & Maintenance plan for RWH structures in the project. |
| | WC MR 2: Water Efficient Plumbing Fixtures & WC Credit 1: Enhanced Water Efficiency | <p>Submit the following:</p> <ul style="list-style-type: none"> • FTE and water saving calculation clearly indicating baseline and actual water consumption for whole building. • Details/ cut sheet of water fixtures (including flowrate at 4.1 bar pressure) including Closet, Faucet/ Health Faucet/Tap, Shower, Urinals, Faucet installed in Kitchen etc along with list and photographs of water fixtures installed. |
| | WC Credit 3: Wastewater Treatment | <ul style="list-style-type: none"> • Data showing the amount of wastewater treated in last 3 years. • Operation & Maintenance plan for STP installed in project. • Test reports indicating water quality standards of influent and effluent from wastewater treatment plant. |
| | WC Credit 4: Alternative Water Performance | Calculation indicating the percentage of alternative water used to the total water consumption of the project for each application in the preceding 1 year. |
| | WE Credit 5: Sustainable Landscape | Photographs and details indicating the use of water efficient irrigation system. |

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| Energy Efficiency | EE MR 2: Minimum Energy Performance & EE Credit 2: Enhanced Energy Performance | Prescriptive Approach: <ul style="list-style-type: none"> Submit Energy Performance Index (EPI) calculation along with monthly energy consumption for last 3 years (whole building and major energy end use) in the prescribed format. Submit project area details clearly indicating total built up area, total conditioned area, unconditioned area, and basement area. Simulation Approach: <ul style="list-style-type: none"> Energy Simulation Report along with specifications of 'as is' case and baseline (building envelope, interior & exterior lighting, HVAC, equipment, actual schedules). Report shall include error limits such as MBE and CvRMSE and atleast 5 recommendations proposed/ implemented for energy conservation on monthly basis. |
| | EE Credit 1: Enhanced Eco-friendly Refrigerants & Fire Suppression Management System | Submit lists of refrigerants along with technical cut-sheets, and photographs of the system installed clearly showcasing that the average GWP is less than 1000/650. |
| | EE Credit 3: Green Power | Submit the following: <ul style="list-style-type: none"> On-site renewable energy generation data for the last 3 years. Off-site Renewable energy generation details in last 3 years. |
| Health & Comfort | HC MR 2: Minimum Fresh Air Requirements | Submit the following: Mechanically Ventilated Spaces <ul style="list-style-type: none"> Operation & Maintenance Plan for the fresh air ventilation system. Test reports of the fresh air ventilation systems in operation. Calculations of the fresh air intake volume for each occupied zone to show Percentage Improvement over Minimum Fresh Air Requirements/ Minimum Air Changes per Hour. Non-Air-conditioned Spaces <ul style="list-style-type: none"> Floor plans with window and door schedule along with calculations indicating the openable area of windows and doors to the carpet area, for each of the regularly occupied spaces in percentage. In case the ambient air quality is inferior, highlight the measures taken to meet the required air quality along with the supporting photographs of the solutions. |
| | HC Credit 1: Enhanced Indoor Environment Quality | Submit the following: <ul style="list-style-type: none"> Air Quality Report, Daylight Analysis report Acoustic Report Occupant survey report (conducted once in 6 months) indicating that 80% of the building occupants are satisfied with thermal, daylight, acoustic, and olfactory parameters. |
| | HC Credit 2: Eco-Friendly Housekeeping Chemicals | Submit the following: <ul style="list-style-type: none"> List of all building applications where housekeeping chemicals are used. Photographs, MSDS (Material Safety Data Sheets)/cut-sheets, and purchase invoices of eco-friendly housekeeping chemicals procured in the past 1 year. |

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| Innovation & Exemplary Performance | INN CR 3: Green Education | <ul style="list-style-type: none"> • Submit Photographs and details of awareness sessions/ workshops/ building tours/ seminars conducted by the project in the last 3 years. |
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