

# GBP Form 1: Information for COMMERCIAL & INSTITUTIONAL BUILDINGS

This Form supports the Green Building Program Commercial & Institutional (C&I) reporting requirements and is part of your funding agreement with the Province of Manitoba. GBP-C&I<sup>9</sup> criteria are described in GBP Manual Section 4: <http://www.gov.mb.ca/finance/greenbuilding/>

**INSTRUCTIONS for SECTION A:** Return completed forms to the FUNDER<sup>2</sup> by the following timelines:

- GBP Form 1 must be returned to funder before completion of schematic design<sup>8</sup>.
- GBP Form 2 must be returned to funder within 60 days of occupancy<sup>7</sup>.

## SECTION A: Building Information ( To be completed by Building Owner or Funding Recipient<sup>1</sup> )

PROJECT NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

**Building Type and % of Floor Space (for mixed-use, select all that apply):**

School \_\_\_\_%  
  Childcare \_\_\_\_%  
  Hospital \_\_\_\_%  
  Personal Care Home \_\_\_\_%  
  Office \_\_\_\_%

Arena \_\_\_\_%  
  Recreation Centre \_\_\_\_%  
  Other (Specify): \_\_\_\_\_ \_\_\_\_%

**Project Type (select all that apply):**

New Construction  
  Major Renovation  
  Addition/Expansion

**Total Floor Area<sup>3</sup>:** \_\_\_\_\_ m<sup>2</sup>

**Total Contribution from GRE<sup>4</sup> Organization(s):** \$ \_\_\_\_\_

**Estimated construction cost<sup>5</sup>:** \$ \_\_\_\_\_

**Estimated total capital cost<sup>6</sup>:** \$ \_\_\_\_\_

**Property Legal Description:** \_\_\_\_\_

**Estimated Construction start date:** \_\_\_\_\_ / \_\_\_\_\_ mm/yyyy

**Estimated date of Occupancy<sup>7</sup>:** \_\_\_\_\_ / \_\_\_\_\_ mm/yyyy

**Building Owner or Funding Recipient<sup>1</sup>:** \_\_\_\_\_

<sup>1</sup>BUILDING OWNER (or FUNDING RECIPIENT): The legal owner of the property and/or the organization that enters into a funding agreement with a GRE to construct, add to or renovate a building. To complete the forms the owner may assign a delegate.

<sup>2</sup>FUNDER: A GRE<sup>4</sup> organization that provides funds for a building project.

<sup>3</sup>TOTAL FLOOR AREA: The total of each horizontal floor area (storey) above grade measured to the outside face of the exterior walls. Where a floor is partially below grade (i.e.. "walk out basement") and area is to be occupied, its floor area is to be included in total. Where exterior envelope is complete but interior is left unfinished for future occupancy the area is to be included in the total.

<sup>4</sup>GOVERNMENT REPORTING ENTITY (GRE): Core government and Crown organizations, government business enterprises and public sector organizations such as regional health authorities, school divisions, universities and colleges. Refer to Section 2.3 of the Manitoba Green Building Program Manual.

<sup>5</sup>CONSTRUCTION COST: The direct costs related to construction. Does not include design fees or land. Construction costs include materials, labour and installation.

<sup>6</sup>CAPITAL COST: Includes construction costs, design and other professional fees plus other costs related to the project.

<sup>7</sup>OCCUPANCY: Earliest permitted occupancy date granted by the authority having jurisdiction, includes interim occupancies.

<sup>8</sup>SCHEMATIC DESIGN: A initial design scheme that defines the general scope and conceptual design of the project. At the end of schematic design phase the architect will present some very rough sketches to the owner for approval.

<sup>9</sup>GBP-C&I: Green Building Program-Commercial & Institutional.

# GBP Form 1: Information for COMMERCIAL & INSTITUTIONAL BUILDINGS

**INSTRUCTIONS for SECTION B:** Review the criteria below and confirm with a "✓" that it will be added to the Owner's Project Requirements (OPR)\* and be conveyed to the project team. If a criteria is not confirmed with a "✓", attach a narrative explaining why the criteria will not be included in project OPR. GBCT may contact the building owner to discuss the narrative. Criteria with reporting requirements are identified and should be assigned to the project team during design. Refer to GBP Manual - Section 4 for guidelines and the descriptions of each GBP-C&I criteria.

## Section B: Green Building Criteria *(To be completed by Building Owner or Funding Recipient<sup>1</sup>)*

### 1. Verification

*(Protects the owner's investment, proves delivery of green building criteria and provides quality assurance)*

Confirm the design meets the verification requirements below:

<p><b>1.1 GBP Energy Efficient Design Standard</b></p> <p>Confirm the design meets the energy efficiency target of the Manitoba Green Building Regulation M.R. 38/2013.</p> <p><input type="checkbox"/> <b>Compliance:</b> Project will obtain the Manitoba Hydro Power Smart Designation to satisfy requirement of the Green Building Regulation, M.R. 38/2013, 10% better than MECB (2013).</p> <p><input type="checkbox"/> <b>Variance:</b> Project cannot practicably obtain the Manitoba Hydro Power Smart Designation therefore an alternate method of verification is proposed. Refer to GBP Guideline 3.9 Variance Application Process and complete the form "Variance for Commercial &amp; Institutional Buildings", Section 1A: Variance for Energy Efficient Design.</p>	<p><i>Report Required GBP Form 2</i></p>
<p><b>1.2 GBP Environmental Design Standard</b></p> <p>Confirm the building's design and construction had minimal environmental impacts.</p> <p><input type="checkbox"/> <b>Compliance:</b> Project will obtain a minimum of LEED® Silver (Leadership in Energy and Environmental Design) building certification.</p> <p><input type="checkbox"/> <b>Variance:</b> Project cannot practicably obtain LEED® Silver and therefore an alternate method of verification is proposed. Refer to GBP Guideline 3.9: Variance Application Process. Complete the form, Variance for Commercial &amp; Institutional Buildings, Section 1B: Variance for Environmental Design.</p>	<p><i>Report Required GBP Form 2</i></p>
<p><b>1.3 GBP Commissioning Standard</b></p> <p>At minimum, a Commissioning Professional will verify the building's mechanical/electrical systems, envelope and windows are designed and constructed to the Owner's Project Requirements (OPR), calibrated to the specifications and building staff received training and systems manuals. Refer to GBP Guideline 3.5: Building Commissioning.</p> <p><input type="checkbox"/> <b>Compliance:</b> A commissioning professional independent of the project's design or construction firm will conduct building commissioning.</p> <p><input type="checkbox"/> <b>Variance:</b> Commissioning services will be provided by the design or construction firm involved with the project. Refer to GBP Guideline 3.9: Variance Application Process. Complete the form, Variance for Commercial &amp; Institutional Buildings, Section 1C: Variance for Commissioning.</p>	<p><i>Report Required GBP Form 2</i></p>

### 2. Planning & Design

*(Maximizes potential for occupant comfort, optimizing community infrastructure and financial/environmental sustainability)*

2.1 Use an integrated design approach. See GBP Guideline 3.3. Identify IDP Members currently engaged:  *Report Required*

ORGANIZATION

- IDP Facilitator: \_\_\_\_\_
- Architect: \_\_\_\_\_
- Sustainability Consultant: \_\_\_\_\_
- Commissioning Professional: \_\_\_\_\_
- Mechanical Engineer: \_\_\_\_\_
- Electrical Engineer: \_\_\_\_\_
- General Contractor: \_\_\_\_\_
- Energy Modeller: \_\_\_\_\_
- Building Operator: \_\_\_\_\_
- Landscape Architect: \_\_\_\_\_
- Interior Designer: \_\_\_\_\_
- Occupant Representative: \_\_\_\_\_

\* Owner's Project Requirements: Is a document that describes the building owner's goals, building performance expectations and requirements for the building project and its commissioned systems. It is used throughout the project delivery and commissioning process as a reference for baseline decision making.

# GBP Form 1: Information for COMMERCIAL & INSTITUTIONAL BUILDINGS

## 2. Planning & Design (continued)

- 2.2 Provide a permanent space for sorting and storage of recyclables.
- 2.3 Design ventilation systems in accordance with ASHRAE 62.1 (sections 4-7).
- 2.4 Install a permanent meter(s) to measure potable water use for the building and grounds.
- 2.5 Install a permanent meter(s) to measure each energy source used in the building and grounds.
- 2.6 Select water efficient fixtures & fittings that meet or exceed ASHRAE 189.1 - Standard for the Design of High Performance Buildings (where requirements exceed code) and integrate other water conservation measures.  Report Required
- 2.7 Conduct a life-cycle cost analysis on major building systems (i.e. building envelope, HVAC)
- 2.8 Provide active transportation facilities (indoor bicycle storage or outside cages or racks)
- 2.9 Design a sustainable landscape to reduce potable water use, apply low water landscape principles and practices.
- 2.10 Provide natural light and views to the exterior from occupied spaces.
- 2.11 Locate building close to community amenities.

## 3. Adaptation & Resilience

*(Reduces potential risks associated with climate change and energy supply volatility)*

- 3.1 Evaluate renewable energy source options.  Report Required
- 3.2 Consider designing to accommodate future use of renewables.  Report Required

## 4. Use of Sustainable Materials

*(Augments occupant health, supports resource conservation and supports a green economy in Manitoba)*

- 4.1 Select low-emitting finishes, furnishings, products and materials.
- 4.2 Give preference to products manufactured in Manitoba.
- 4.3 Give preference to materials with recycled content.
- 4.4 Consider the reuse of existing buildings and salvaged building components.

## 5. Responsible Construction

*(Protects the community & the environment by using construction practices that avoid waste and pollution) See GBP Guideline 3.4.*

- 5.1 Require Erosion and Sedimentation Control Plan refer to GBP Guideline 3.4.
- 5.2 Require Air Quality Management Plan refer to GBP Guideline 3.4.
- 5.3 Implement a Construction Waste Management Plan, and report construction & demolition waste diverted from landfill (report in metric tonnes) refer to GBP Guideline 3.10.  Report Required

## 6. Transition to Occupancy

*(Ensures persistence of green building investments during occupancy)*

- 6.1 Implement a non-smoking policy in and around the building.
- 6.2 Participate in local recycling programs.
- 6.3 Track/monitor building energy use, water use and ghg emissions refer to GBP Guideline 3.8.  Report Required
- 6.4 Purchase energy efficient electronics and appliances.
- 6.5 Purchase low-emitting products & furnishings when doing building maintenance or renovation.
- 6.6 Require green cleaning methods, equipment and products.

## Building Owner Acknowledgement (Check the boxes that apply and sign below):

- I have included all checked criteria in the Owner's Project Requirements.
- I will convey the criteria in Section B to the project team.
- I am providing GBP Form 1 to the FUNDER before completion of schematic design.
- I will provide GBP Form 2 & supporting documentation to the FUNDER within 60 days of occupancy.
- I will provide GBCT with the LEED® Final Review, Letter Template and proof of certification upon receipt.
  - I am applying for a VARIANCE & have attached the Commercial & Institutional Variance Form.
  - I am attaching a narrative describing why criteria are not "✓".

NAME OF BUILDING OWNER or FUNDING RECIPIENT (PRINT)

POSITION

SIGNATURE OF BUILDING OWNER or FUNDING RECIPIENT

DATE (mm/yyyy)

OR  I understand that checking this box in lieu of a written signature confirms that I am the owner or funding recipient printed above.

PHONE:

EMAIL:

# GBP Form 1: Information for COMMERCIAL & INSTITUTIONAL BUILDINGS

## SECTION C1: To be completed by the FUNDER (Project/Funding Officer)

**INSTRUCTIONS:**

**GBP FORM 1 AND GBP FORM 2 ARE REQUIRED BY THE FUNDING AGREEMENT**

GRE organizations must:

- Confirm that the GBP criteria is incorporated into funded building projects
- Receive GBP Form 1 and GBP Form 2 within the appropriate timelines (see Section A: Instructions)

NAME OF PROJECT/FUNDING OFFICER		FUNDER (Department or Branch)	
PHONE: (PROJECT/FUNDING OFFICER)	EMAIL:		
\$			/
PROVINCIAL CONTRIBUTION	FILE NUMBER	DATE of FUNDING AGREEMENT (mm/yyyy)	
SIGNATURE OF PROJECT/FUNDING OFFICER		/	
OR <input type="checkbox"/> I understand that checking this box in lieu of a written signature confirms that I am the project/funding officer printed above.		DATE of FORM 1 RECEIVED (mm/yyyy)	

## SECTION C2: To be completed by the FUNDER's Green Building Program Liaison

- INSTRUCTIONS:**
1. Email GBP Form 1 and any attachments to GBCT [greenbuilding@gov.mb.ca](mailto:greenbuilding@gov.mb.ca) within 10 days of receipt.
  2. Retain a copy of this form to prove compliance with the Manitoba Green Building Policy.

NAME OF LIAISON	DEPARTMENT
SIGNATURE OF LIAISON	/
OR <input type="checkbox"/> I understand that checking this box in lieu of a written signature confirms that I am the liaison printed above.	DATE SUBMITTED TO GBCT (mm/yyyy)

## Section C3: To be completed by Green Building Coordination Team (GBCT)

NAME & SIGNATURE OF GBCT	/
OR <input type="checkbox"/> I understand that checking this box in lieu of a written signature confirms that I am the GBCT representative printed above.	DATE RECEIVED (mm/yyyy)