



Sustainable Construction Procedure

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2510	4	12 Apr 2019	30 Apr 2019 13:37	Michael Howroyd	12 Apr 2020	12 Apr 2019 14:48	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 sections 5 and 6 of this Procedure:

Sustainable Construction Standard (SCS): This SCS covers all new building developments and refurbishments with a value over £2 million and sets University standards for sustainable design and construction.

Sustainable Construction Standard (SCSM): This SCSM covers all new building developments and refurbishments with a value of £100,000 to £2 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 relevant standards.

4. RESPONSIBILITIES

Estates Deputy Director (Development): responsible for ensuring that the relevant Sustainable Construction Standards are followed for all projects and that the key requirements are followed for projects.

Capital Development Team and Design Team: responsible for ensuring that the Sustainable Construction Standard (SCS) is followed for all projects over £2m and that the Sustainable Construction Standard Tracker is completed throughout the design, construction and handover phase of the project.

Design Office and Planned Projects/Maintenance & Operations: responsible for ensuring that the Sustainable Construction Standard (SCSM) is followed for all projects above £100k and under £2m and that the Sustainable Construction Standard Tracker is completed throughout the design, construction and handover phase of the project.

Planned Projects/Maintenance & Operations: responsible for ensuring section 7 of this procedure is followed for all projects with a value below £100k.

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

5. PROCEDURE FOR ALL NEW BUILDING DEVELOPMENT AND REFURBISHMENTS WITH A VALUE OVER £2 MILLION

5.1 Project initiation

5.1.1 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. At this stage a decision may be taken to exceed the standards with the SCS.

5.1.2 If a decision is taken to exceed the standards within the SCS, this must form part of the brief and decisions shall be incorporated into the Sustainable Construction Tracker.

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5.1.3 From RIBA Plan of Work stage 2 the Sustainable Construction Standard Tracker must have been filled in, identifying which criteria are relevant and including detailed 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 for a review before progressing to the next stage.

5.2 Project implementation

5.2.1 It is the responsibility of the Project Manager to ensure the Sustainable Construction Standard Tracker is updated throughout the project, from design through to project completion and that a summary of progress is included as the project update report.

5.2.2 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, relevant stakeholders (e.g. Engineering) and Project Manager, with input from the Director of Sustainability Services and Director of Estates when necessary.

5.2.3 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 so they have adequate time to complete the required work.

5.2.4 Meeting the standards set out in the SCS, as defined in the Sustainable Construction Tracker at tender, will be a requirement of the contract.

5.2.5 The Design Team must ensure sustainability requirements are referred to throughout tender documentation e.g. use of recycled aggregated in landscape plans or material specification as part of NBS clauses.

5.3 Project completion and post-occupancy

5.3.1 At project completion, the Project Manager will co-ordinate evidence from the contractor to prove compliance with the requirements of the Sustainable Construction Standard. These requirements will have been defined at tender stage in the Sustainable Construction Standard.

6. PROCEDURE FOR CONSTRUCTION PROJECT WITH A VALUE OF £100,000 - £2 MILLION

6.1 Project initiation

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

6.1.2 From RIBA Plan of Work stage 2 the Sustainable Construction Standard Tracker 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.

6.2 Project implementation

6.2.1 It is the responsibility of the Technical Officer to ensure the Sustainable Construction Standard Tracker is updated throughout the project, from design through to project completion and that a summary of progress is included as the project update report.

6.2.2 Problems with fulfilling criteria of the SCSM must be identified as early as possible to the Sustainability Manager. Any changes must be agreed between the Sustainability Manager, relevant

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stakeholders (e.g. Engineering) and Technical Officer, with input from the Director of Sustainability Services and Director of Estates when necessary.

6.2.3 Where the standard refers to input from third parties (such as the Sustainability Service), the Technical Officer must give sufficient notice to the third party so they have adequate time to complete the required work.

6.2.4 Meeting the standards set out in the SCSM, as defined in the Sustainable Construction Tracker at tender, will be a requirement of the contract.

6.2.5 The Technical Officer must ensure sustainability requirements are referred to throughout tender documentation e.g. use of recycled aggregate in landscape plans or material specification as part of NBS clauses.

6.3 Project completion and post-occupancy

6.3.1 At project completion, the Technical Officer will co-ordinate evidence from the contractor to prove compliance with the requirements of the Sustainable Construction Standard. These requirements will have been defined at tender stage in the Sustainable Construction Tracker.

7. PROCEDURE FOR CONSTRUCTION OR MAINTENANCE PROJECT WITH A VALUE UP TO £100,000

Projects below £100,000 must meet the following requirements:

7.1 Energy efficiency and climate change mitigation

7.1.1 The project must meet minimum energy efficiency standards defined by Engineering and will also be reviewed for additional energy saving opportunities.

7.1.3 The following U values should be met in new build/extensions (The following minimum U values shall be used: Roof: 0.10, Windows: Ug 1.2, Floors: 0.10, Walls: 0.10).

7.1.4 Air-conditioning is not permitted in office spaces. Where cooling is required, Monodraught or similar systems should be used in preference. If derogation from this is required, approval must be sought from the Director of Sustainability Services, Deputy Director of Operations & Deputy Director of Development.

7.2 Sustainable use of Water

7.2.1 Designers/contractors must adhere to University Water standards/guidance. This is to be achieved through the use of: Low flush WCs, Non Concussive (timed self-closing) low flow taps, automatic flow regulators and the design of systems etc.

7.3 Minimise use of materials and optimise sustainable sourcing / opportunities for re-use

7.3.1 The designer/contractor must look for opportunities to re-use within the development and/or at other locations on campus (e.g. doors, furniture and paint) and report on progress in the tracker document

7.3.2 Opportunities to specify materials with recycled content should be sought where practical, drawing on learnings from previous projects. This can include: aggregate used within the site, building blocks, fixtures & fittings including carpet, plasterboard or equivalent

7.3.3 Within the secondary building and finishing elements, the majority of materials are to be responsibly sourced. This will be referenced in the tender documentation and specification.

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This includes:

- Low and VOC free products
- Quarried materials (e.g. stone, concrete etc.) will be certified to BES 6001
- All timber must be FSC or equivalent certified
- Made of recycled materials where appropriate (design team to highlight & specify elements that should include recycled content)
- Consideration of future re-use or recycling of materials and avoiding use of composite materials
- Materials are EMS certified (ISO14001, EMAS) for their manufacture and key supply base

7.3.4 The University has committed to eliminating the use of single use plastics across its operations. The Technical Officer will work to reduce the use of single use plastic through appropriate questions at tender or via contractual clauses where appropriate.

7.4 Biodiversity

7.4.1 Trees within construction sites must be protected in line with BS 5837:2012

7.4.2 Any project that results in changes to green infrastructure must support the principles of the biodiversity standard and must be reviewed by the Grounds and Gardens Team Leader and a member of the Sustainability Service.

7.5 Air quality

7.5.1 Diesel generators must not be used on construction projects unless permission is received from the Estates Deputy Director (Development) and Director of Sustainability Services.

7.6 Tracking progress

7.6.1 The Technical Officer is expected to track requirements throughout a project and will be expected to evidence conformance if audited.

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

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