



MMU Environmental Management System

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Date	28/10/2016
Author	Environment and Energy Systems Manager
Approved by Date	Head of Environmental Strategy

Environmental Design Principles for New Builds and Refurbishments- Project Manager’s Procedure

1.Introduction

Manchester Met has an Environmental Sustainability Policy, which outlines a number of environmental commitments. One of these commitments relates to the design and build of new buildings and the refurbishment of buildings. This commitment is as follows:

Sustainable Buildings:

Embed principles that will minimise the environmental impact of the university estate from design to occupation

1.1 Process and Requirements of Project Managers

This procedure sets out the process for Estates Project Managers to assist them in implementing the University’s Environmental Policy commitments and support the meeting of the associated targets within the Environmental Strategy.

2. Environmental Design Principles

The Environmental Design Principles can be found in Appendix A and are divided into a number of topic areas that reflect the potential environmental impacts of buildings. These sections also reflect the Universities’ Environmental Policy commitments, where relevant.

3. Implementation and Monitoring

3.1 Implementation

Appendix A -Environmental Design Principles should be issued to external design teams, with a copy of the Environmental Policy at the point of Invitation to tender and then project inception, to ensure that these requirements are understood and embedded at an early stage.

New Build

New build Projects will require the appointment of and **Environmental Sustainability Advisor**, at the start of the project, and a bespoke **environmental sustainability tracker (EST)**, which will include project specific targets and specifications. The Environment Team and Environmental Sustainability Advisors will develop the EST. The external Environmental Sustainability Advisor will check compliance against the EST at the various RIBA stages throughout the project, reporting to the Head



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of Environmental Strategy and the Environment and Energy Systems Manager. Compliance against the EST will be an agenda item on project progress meetings and the design / contractor team would submit an EST compliance report at each project gateway for review.

New build projects also require a BREEAM Assessor, with the target level outlined below.


Refurbishments

When a refurbishment project is considered/ approved the Project manager should inform the Environment and Energy Systems Manager to ascertain if the project requires a SKA assessment and an external SKA assessor. It will depend on the scope of the project. The **Contractor Code of Practice** must also be issued to all contractors working on the University Campus during refurbishments works. <http://www.mmu.ac.uk/health-and-safety/manual/a-to-e.php>

Table 1 provides an overview of the requirements for new build and refurbishment projects.

Table 1

Project	Tool	Consultancy support	Target
All New build projects	BREEAM Mandatory TM54 Environmental Sustainability Tracker	BREEAM Assessor TM54 Assessor External Environmental Sustainability Advisor to work alongside the design Team	BREEAM Excellent with stretch target of Outstanding Targets set within the EST
Building refurbishments	SKA Assessment* * Advice must be sought from the Environment and Energy Systems Manager to ascertain if a SKA assessment is required; it will depend on the scope of the project. Contractor Code of Practice must be issued to all contractors working on campus.	External SKA assessor NA	Silver

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3.2 Monitoring

A review of the application of this procedure, design principles and development and implementation of the EST will be checked at key stages during the design and construction and refurb process

4. Roles and Responsibilities

Role	Responsibilities
Project Managers	To ensure this procedure is implemented as outlined above on new build and refurbishment projects
Environment Team	To develop the EST, support Estates Colleagues and advise where appropriate.
Water, Energy and Carbon group (WECG)	To monitor performance against these principles and report to the Environmental Strategy Board and ESMT on progress.
EMS Internal Auditors	To check compliance against this procedure in accordance with the EMS Internal audit schedule and report to the WECG.
Environmental Sustainability Advisors, BREEAM Assessors SKA Assessors	<p>To work with the design / contractor team (client side) to manage compliance against the EST</p> <p>To Undertake the BREEAM assessment</p> <p>To undertake the SKA assessment and also work with the design team to ensure the silver target is achieved</p>