



Procedure

Category : **General Management**
Sub-Category : **Environmental Management**
Procedure No. : **GM-4**

1. Purpose

To identify the environmental aspects and impacts in the development of the BERDE rating system in order that these can be managed and reduced.

2. Scope

This procedure applies to all related operations to be undergone by relevant BERDE personnel.

3. Aspects

3.1. Electricity Use

Energy consumption in buildings leased includes electricity for lighting, temperature control and to power electrical equipment.

Steps:

1. Use of energy star rated equipment
2. Efficient lighting use:
 - a. Lighting should be switched off when the last person in the office leaves;
 - b. Maps of lighting zones should be placed near light switches for staff working after hours or on weekends. This will allow the employee to only switch on lights they need rather than the whole office.
3. Maximise the use of natural light;
4. Investigate use of alternative lighting technologies/globes, such as compact fluorescent globes;
5. Cleaners should be instructed to switch off lights after cleaning;
6. Security should be informed to switch off lights after patrols.
 - a.

3.2. Technical Groups

Any PHILGBC member can join the following technical groups described as follows.

- 3.2.1. **Management** - This group covers all matters in a building's lifecycle that acts in getting people together to accomplish a set of desired goals and objectives. This comprises planning, organizing, staffing, leading, or directing, and controlling an organization or effort for the purpose of accomplishing sustainable solutions for lifecycle stage of a building project.
- 3.2.2. **Land Use and Ecology** – This group covers the human modification of natural environment or existing areas into built environment such as fields, pastures, and



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settlements as well as existing sites that may take the form of brownfields or abandoned areas. This group shall also tackle the total of arrangements, activities, and inputs that people undertake in a certain land cover type which shall include transportation of occupants to and from a certain area of necessity. The interdisciplinary scientific study of the distribution and abundance of organisms and their interactions with their environment ranging from land, air and marine ecosystems shall also be covered by this group.

- 3.2.3. **Water Efficiency** – As a major resource of a building, this group shall tackle on the practical and efficient means of accomplishing the functions of a building with the minimum amount of water feasible. This shall discuss sustainable ways of correlating the amount of water required for a particular purpose and the amount of water used or delivered.
- 3.2.4. **Energy** – Use of electricity in a building is always related to the consumption of fossil fuels like oil and coal. Furthering more into the processing of oil and coal shows how much affects it bring to climate change and the environment. As such, this group covers all aspects in relation to the consumption of the building's operational energy throughout the building's life cycle.
- 3.2.5. **Solid Waste Management** – This group covers the collection, transport, processing, recycling or disposal, and monitoring of solid waste materials. Solid waste management usually relates to materials produced by human activity, and is generally undertaken to reduce their effect on health, the environment or aesthetics. Waste management covers also the recovery of resources from it.
- 3.2.6. **Heritage Conservation** – This aspect has also relation to the material reuse, however, it gives focus more on the professional endeavor that seeks to preserve, conserve and protect buildings, objects, landscapes or other artifacts of historic significance. Moreover, this group shall touch on cultural preservation and identity.
- 3.2.7. **Indoor Environmental Quality** – This covers the environmental aspects in the design, analysis, and operation of energy-efficient, healthy, and comfortable buildings. Fields of specialization include architecture, HVAC design, thermal comfort, indoor air quality (IAQ), lighting, acoustics, and control systems.
- 3.2.8. **Life Cycle** – This is defined as the investigation and valuation of the environmental impacts of a given product or service caused or necessitated by its existence. This shall cover both the relative cost implication and equivalent carbon emission throughout its existence.
- 3.2.9. **Materials** – This aspect is important as it covers about its use and correlated effects from the extensive network of extraction, processing and transportation steps required to process them. This group covers the efficient use of building materials as well as its corresponding effects to the air, water, natural habitats and resources.
- 3.2.10. **Greenhouse Gas Emissions** – Common greenhouse gases in the Earth's atmosphere include water vapor, carbon dioxide, methane, nitrous oxide, and ozone. Some of these gases absorbs and remits infrared radiation to the earth. This group shall specifically cover this issue in relation to buildings. This may tackle about equivalent carbon for materials and activities performed during each of the lifecycles stages of the buidling.



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3.3. Key Positions in the Technical Groups

Each technical group shall have two (2) major positions:

- Team Leader – shall organize the technical group in gathering data and drafting credits in relation to their group's coverage.
- Assistant Team Leader – shall assist the team leader in managing the technical group and shall take over in times that the team leader is not available particularly during meetings and decision-making activities.

3.4. BDT Management Positions

Key Management Positions include:

- BDT Chairman – charged to oversee the management and development of the BERDE Rating System.
- BDT Vice-Chairman – shall assist the BDT Chairman and shall take over in times of unavailability of the chairman.

4. Balloting

4.1. Team Leader/Assistant Teamleader

Members of each technical group shall conduct an election via balloting. The incumbent team leader shall conduct the nomination for the two (2) positions. Depending on the population of a technical group, it may be advisable for the nominees to prepare their CV's. The BERDE Secretariat may assist on posting the nominee's credential. Balloting shall then be conducted and shall be voted by the whole membership of the BDT on a BERDE general meeting. The winner shall be the nominee with the most number of votes. The names of the teamleader and assistant team leader shall then be endorsed to the BERDE Chairman and to the BERDE Board.

4.2. BDT Chairman/Vice-Chairman

Balloting for the positions shall require that all technical groups be already organized and led by their respective team leaders. The Technical Group Team Leaders shall raise nominees for the BDT Chairman/Vice-Chairman positions. To help the members in selecting, the BERDE Secretariat shall post the CV of the nominees in advance via email blasts to the BDT membership. Balloting shall then be conducted by the whole BDT membership in a BERDE general meeting. The winner shall be the nominee with the most number of votes. The names of the teamleader and assistant team leader shall then be endorsed to the BERDE Chairman and to the BERDE Board.

4.3. Tenure of Elected Officers

The tenure of the elected officers shall be for a period of one (1) year, commencing one (1) month after endorsement of the balloting results to the BERDE and PhilGBC Boards. After endorsement, the turnover of works shall be conducted within the said one (1) month. A formal turnover ceremony shall be organized to mark the start of work of the new officers.

5. Relevant Forms/Guides

5.1. GM-3.1 – Membership Guide



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The format of any BERDE Management documents shall be such that the following information is identified: