How to Use the Pearl Buildings Rating System Template: A Summary for Pearl Qualified Professionals (PQP)

Part 1 of this user guide takes you through the process of downloading, completing and submitting the Pearl Rating System Template



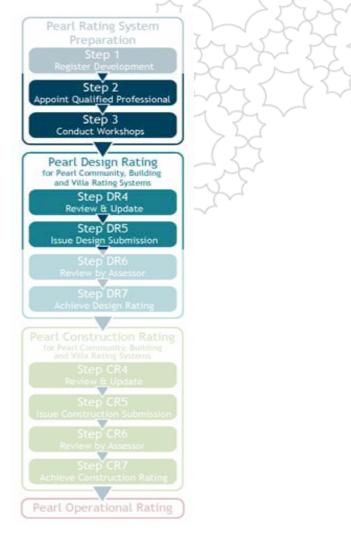


Summary for Pearl Qualified Professionals (PQP)

This User Guide is to be read in parallel with the supporting Rating System Guide

This section aligns with the Pearl Rating Process Step 2 to Step DR5

(This is also applicable for Step CR4 & Step CR5)







Downloading the Template

The Pearl Buildings Rating System Submittal Template can be downloaded from the Estidama website.

It can be found within the Building section of the Pearl Rating System

On the website, *Right click:* "Save As..." and save the template zip file in your chosen location

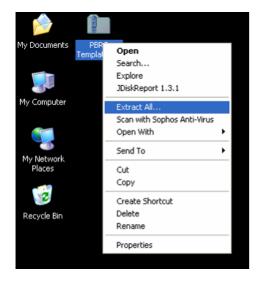






Extracting the Submittal File Structure

The downloaded file is a compressed archive containing the submittal template information – to access it you will need to extract the files and structure Select the downloaded document, *right click:* "Extract All..." to access the archived files using the Extraction Wizard



This will create the "Template" folder in your chosen location. Within this is the "Document Archive" containing the credit template folders and submittal template Excel file

Please note that the credit template folders will not appear directly within the archive but can be accessed via the "Submittal Template" Excel file





Project and Design & Development Team Details

Begin by opening the Excel file: *PBRS Submittal Template.xls*

On the "Overview" tab enter the "Project Details" in the first set of blue boxes

Then enter the details of the "Design & Development Team" in the second set of **blue** boxes (note: not all projects will have every team member)

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Project and Design & Development Team Details

This information will then populate the rest of the Submittal Template, notably on the "PBRS Summary" tab and within the "Responsible Party" dropdowns (these will be covered in more detail subsequently)

Project Summary		Credit Section	
Project Name	Example Estidama Project	IDP - Integrated Developmen	
Project ID	123-456-7890	NS - Natural Systems	
Building Use	General	LB - Livable Buildings	
Pearl Rating Stage	Design	PV - Precious Vater	
Pearl QP Name	John Smith	RE - Resourceful Energy	
Pearl QP Number	098-765-4321	SM - Stewarding Materials	
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Date	40345 Pearl Bating	IP - Innovating Practice	
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Date Pearl Rating Levels Total Credit Points Required credits only 60 85	Pearl Rating		Commissioning Agent: Mr C
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Date Pearl Rating Levels Total Credit Points Required credits only 60 85 115	Pearl Rating 1 2 3 4	Design Pearl Rat	Commissioning Agent: Mr C Construction Manager: Mr D Cost Consultant: Mr E
Date Pearl Rating Levels Total Credit Points Required credits only 60 85 115	Pearl Rating 1 2 3 4	Design Pearl Rat	Commissioning Agent: Mr C Construction Manager: Mr D



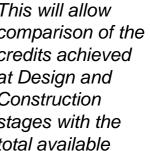


Credit Points Summary

The "Credit Points Summary" tab contains an overview of each requirement and credit within the seven categories.

Note: this tab cannot be edited directly, it is updated by making changes on the individual credit tabs

Credit Points S	ummary		Report a Template Bug :	EBS_scorecard/hupc.gov.as	estidama	Tin
Credit Reference	Credit Title	Credit Points Available	Design	Construction		" Land
1DP	Integrated Development Process					
IDP-RI	Integrated Development Drategy	Required	No	No		
IOP-R2	Tenant Fit-Out Design & Construction Guide	Required	Na	No		
IOP-R0	Basic Commissioning	Required	No	No		
IDP-1	Life Cycle Costing	4	0	0		
IDP-2	Guest Vorker Accommodation	2	0	0		
OP-3	Construction Environmental Management	2	0	¢		
IOP-4	Building Envelope Verification	<u>i</u>	0	0		
IOP-5	Re-Commissioning	2	0	0		This
IDP-4	Sustainability Communication	2	0	0		11110
	TOTAL	13	0	0		com
NS	Hatural Systems				1	crea
NS-RI	Natural Systems Assessment	Required	No	nta		
NS-R2	Natural Systems Protection	Required	No	No		at D
NS-RD	Natural Systems Design & Management Strategy	Required	No	No		
NS-1	Reuse of Land	2	0	0	1	Con
NS-2	Remediation of Contaminated Land	2	0	¢.	1	staa
NS-3	Ecological Enhancement	2	0	0	1	stag
NS-4	Habitat Creation & Restoration		0	0	1	tota
	TOTAL	12	0	0		ioiai
LBo	Livable Buildings : Outdoors		1		1	
LBo-RI	Plan 2020	Required	No	ola		
epo-ni	P 101 60 70	Required	No	nia		







PBRS Summary Tab

The "PBRS Summary" provides a single page snapshot overview of the project performance comparing the number of points achieved at each submission stage with those available as well as summarising the overall Pearl Rating Achieved

Note: this tab is automatically updated as you make changes to the individual credit tabs







Categories and Credits

The subsequent tabs are split into seven colour-coded sections, one for each of the categories. Each category has a "Summary" tab followed by tabs for each individual credit.

(IDP Summary / IDP-R1 / IDP-R2 / IDP-R3 / IDP-1 / IDP-2 / IDP-3 / IDP-4 /

The "Summary" tab is populated with the Project Details previously entered as well as having a list of each credit and the credit points achieved.

Note: this tab is automatically updated as you make changes to the individual credit tabs

my - megrat	ed Development Process			estidan
Project Name	Example Epidama Protein	N. Contraction of the second sec		C - S OLD LOW
Project ID	123-456-7100			
Paul Rating System	Building .			
Pearl Rating Stage	Design	6		
Duilding Use	Geteral			
Pearl QP Name	John Smith			
Pearl QP Number	010-348-4321			
Date	W06296			
Credit Reference	Credit Title	Credit Points Available	Design Rating - Credit Points Achieved	Construction Rating - Credit Points Achieved
09-49	Wiegs and Development Stratege	Pagaint	Ma	460
DP-42	Tenary Fit-Out Design & Construction Guide	aria .	nia.	Mo
0P-R0	Basis Commissioning	Pegalet	Mu	400
DP-4	Life Cycle Covering		1	
09-2	Guest Voltar Accommodation	2	- 4	- F.
09-3	Conditiontion Environment & Management	2		- F.
OP-4	Building Enumope Verification	04		
OP-5	Re-Conmissioning	 (4) 		
DP-6	Sumanapility Communication	2	1	





Individual Credit Tabs

These tabs are where the main data entry takes place. Within each tab you can do the following:

1. Assign "Responsible Party" for each credit based upon the Design Team data previously entered

Design			
Submission Requirements	Achieved & Submitted?	Document Title and Revision / Drawing Number, Title and Revision	Responsible Party
Process chart for the KDP developed at project inception, detailing. Team structure listing team members and their sples Design milestones and vork shops listing participants, goals, expected outcomes, required actions with teals a surgements. Methodology for ensuing appropriate statietholders are involved, including construction team, commissioning agent, potential tenants, building operators and relevant regulatory authorities and permit agencies	No		Developer/Ovner: Fred Flintstone, Bedrock
Narrative summarising initial vision, objectives and targets set jointly by the project team for the project	No		Architect, Bibo Baggins, BB & Panners Architects
Implementation strategy for achieving transition between project stages and project packages	No		Masterplaner King Kong, MYC Piedevelopment Ltd
Meeting minutes, action items and team member responsibilities from key vorkshops held as part of the CIP	No		Architect, Bibo Baggins, SB & Partners Architects
Narrative highlighting the reasons for any changes from the initial IDP process chart	No		
Required credit achieved?	No		Architeot. Mr B Commissioning Agent: Mr C Construction Manager: Mr D
Access Template Folder			Cost Consultant: Mr E Developer/Owner: Mr F Environmental Consultant: Mr G Geotechnical Engineer: Mr H
Construction		•	Landscape Architect: Mr I
Salamiesinei Rasgan neenetti	Actieved to Lichard In	Document Title and Remain F Drawing Namber , Title and Reminist	Responsible Farty
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Optical explorementation and explorements			
Registred credit actionid?	No		





Individual Credit Tabs cont.

These tabs are where the main data entry takes place. Within each tab you can do the following:

2. Summarise the key documentation provided for each element of the credit at Design and Construction submissions

Pearl Rating System for Estidama IDP-R1: Integrated Development Strategy		Report a Bug on this Page :	PBRS_template@upc.gov.ae	رتدامة estidar
Design Submission Requirements	Achieved & Submitted?	Document Title and Revision / Drawing Number, Title and Revision	Responsible Party	
Process chart for the IDP developed at project inception, detailing: - Team structure listing team members and their roles - Design milestones and workshops listing participants, goals, expected outcomes, required actions with tasks assignments - Methodology for ensuring appropriate stakeholders are involved, including construction team, commissioning agent, potential tenants, building operators and relevant regulatory authorities and permit agencies	No	100620 - Process Chart - Rev03.doc	Developer/Owner: Mr F	
Narrative summarizing initial vision, objectives and targets set jointly by the project team for the project	No	100622 - V&O Narrative - Rev01.doc	Architect: Mr B	
mplementation strategy for achieving transition between project stages and project packages	No	100620 - Transition Notes.note	Masterplanner: Mr K	
Meeting minutes, action items and team member responsibilities from key workshops held as part of the IDP	No	100618-Minutes.doc, 100622-Minutes.doc, 100626Minutes.doc, 100630-Minutes.doc,	Architect: Mr B	
Narrative highlighting the reasons for any changes from the initial IDP process chart	No	~	Architect: Mr B	
Required credit achieved?	No			
Access Template Folder				
Construction				
Submission Requirements	Achieved & Submitted?	Document Title and Revision / Drawing Number, Title and Revision	Responsible Party	
Narrative showing an updated process ohart of the IDP highlighting ohanges from the design stage and listing successes and challenges during construction stage	No			

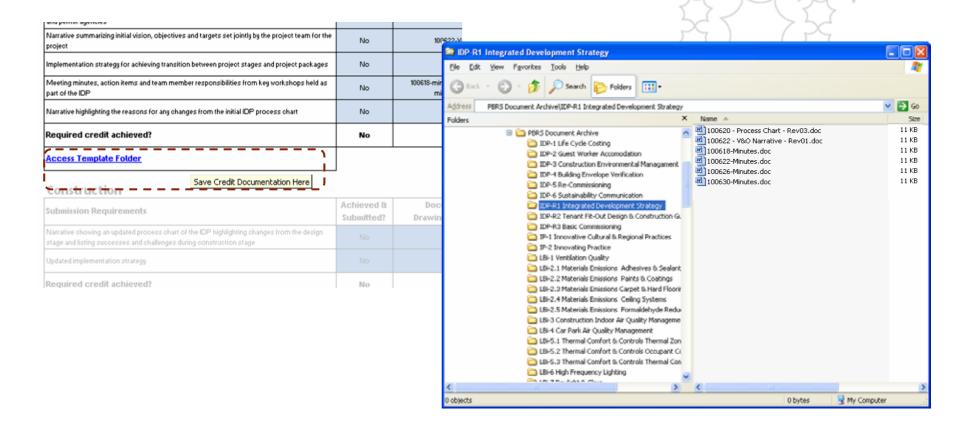




Individual Credit Tabs cont.

These tabs are where the main data entry takes place. Within each tab you can do the following:

3. Save "Credit Documentation" to the "Template Folder" (note, clicking on the link within the credit tab will open the folder relevant to that specific credit)







Individual Credit Tabs cont.

These tabs are where the main data entry takes place. Within each tab you can do the following:

4. Confirm that required information has been provided and that the credit is achieved

Pearl Rating System for Estidama IDP-R1: Integrated Development Strategy	Report a Bug on this Page : <u>PBRS_template@upc.gov.ae</u>					
Design				estida		
Submission Requirements	Achieved & Submitted?	Document Title and Revision / Drawing Number, Title and Revision	Responsible Party			
Process chart for the IDP developed at project inception, detailing: Team structure listing team members and their toles Design milestones and workshops listing participants, goals, expected outcomes, required actions with tasks astrightmeters. Methodology for ensuing appropriate stakeholders are involved, including construction team, commissioning agent, potential temants, building operators and relevant regulatory authorities and petmit agencies	Yes	100620 - Process Chart - Fiev03.doc	DevelopedOwner: Mr F			
Narrative summarizing initial vision, objectives and targets set jointly by the project team for the project	Yes	100622 - V&O Narrative - Rev01.doo	Archikeat: Mr B			
Implementation strategy for achieving transition between project stages and project packages	Yes	100820 - Transition Notes.note	Masterplanner: Mr K			
Meeting minutes, action items and team member responsibilities from key workshops held as part of the IDP	Yes	100618 Minutes.dos, 100622 Minutes.dos, 100628 Minutes.dos, 100830 Minutes.dos,	Architect, Mr D			
Narrative highlighting the reasons for any changes from the initial IDP process chart		rda ∎	Architect: Mr B			
Required credit achieved?	Ter Na					
Access Template Folder						
Construction	,					
Submission Requirements	Achieved & Submitted?	Document Title and Revision / Drawing Number, Title and Revision	Responsible Party			
Narrative showing an updated process chart of the IDP highlighting changes from the design stage and listing successes and challenges during construction stage						
Updated implementation strategy						
Required credit achieved?	No					
Access Template Folder						





Closing the Loop

Once the required information has been collated and the "Credit" tab updated then the "Required Credit Achieved" box and the information on the "Category Summary" and "PBRS Summary" tabs will update automatically

Design	Achieved &	Docu						1 < 1		
Submission Requirements	Submitted!	Ovarwing	Pearl Rating	System I	for Estidama	Report a Bug on this Page :	PART Associated and and and		62	
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Methodology for ensuring appropriate inal encidence are involved, including nonotruction team, commissioning upon, potential tenants, hulling operators and relevant regularisty autorities	1		Project Name	Example Estidar 123-456-7010	na Project					
and brough efforts and a start of a			Project ID Pear Flating System	Dukting						
Narrative cummarizing initial vision, independent and hargers and pointing by the propert ream for the	Yes	200	Pearl Rating Stage	Design						
and and	14.000		Duilding Use	General						
implementation on singly for achieving transition between project stages, and project packages	(Yee)	^	Pearl QP Name	John Smith						
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Specifier Westighting the separate for any fragment taxes the ball of CP property start	- Yes-	<u> </u>	Credit Reference	Credit Title		Credit Points Available	Design Rating -	Construct		
Required credit achieved!	Tes						Credit Points Achieved			
Access Template Folder			DP-48	Integrated Development Strategy		Flaqued	740			
	1		OP RJ		Design & Construction Guide	Nis	N			
Construction			OP-R3	Basic Const						
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	-		112		KOP .	Integrated Development Process	St		1.0.0	
			114		IDP-RI	Integrated Development Process Integrated Development Strategy	Required	Yes	No	-
			174				Regired		No	-
					OP-RI	Integrated Development Strategy		Yes Na No		-
				_	IOP-RI IOP-RI	Integrated Development Strategy Tenant Fit-Out Design & Construction Guide	Piequited	114	No	
				_	CP-RI ICP-R2 ICP-R0	Integrated Development Brategy Tenant Fit-Out Design & Constnuction Buide Date Commissioning	Prepried Frequires	Na	Nor No	
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				_	0P-R1 0P-R2 0P-R0 0P-1 0P-2 0P-3	Integrated Development Brategy Ternant Fil-Out Design & Constituation Builde Basis Commassioning Life Cystle Coating Guest Vorker Accommodation Construction Exvisionmental Management	Piequird FirquirtS 4 2 2	14 <u>8</u> 0 0 0	No 0 0	
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Continuing the Process

Data can be entered into all/any of the "Credit" tabs as part of the Design and Development Process. Documentation can be saved into the "Template Folders" as and when it is available.

The completion of the templates is intended to take place as an iterative activity as the design stage is carried out, giving an evolving picture of the project performance.

Pearl Building R				نې پېدامة) WI		Sec.	V St	3	
Credit Points Sum	imary		Seport a Template Dog : PEG	estidan			24	1 M (
Credit Reference	Credit Title	Credit Points Available	Design	Poarl Bu	ilding R	ating System				
IDP Int	tegrated Development Process			rearrou	incuming ro	ating system	19 million - 19 mi			
OP-RI INF	egrated Development Strategy	Required	Yes	N Contraction		1			Design	Construction
IDP-R2 Ten	nant Fit-Out Design & Construction Guide	Required	Yes	N Project Summ	ary		Credit Section	Credit Points Available	Credit Points	Credit Points
DP-R0 DH	elo Commissioning	Required	Yes	Project Name		Example Estidama Project	IDP - Integrated Development Process	0	E	0
IDP-1 Life	e Carle Costing	4	4	Project fD		123-456-7890	NS - Natural Systems		1	0
0P-2 0v	est Voker Accommodation	ż	ż	Contraction in the second seco		and the second se		10		
	instruction Environmental Management	2	2	Evilding Use		General	LB - Livable Buildings PV - Precious Vater	40	20	0
IDP-4 Bul	Alding Envelope Verification	1	1	Pearl Rating S Pearl QP Nam		Dezign John Smith	RE - Resourceful Energy		3	0
DP-5 Re-	Commissioning	2	2	Contraction of the local data and the local data an						X
DP-6 Sur	stainability Communication	2	1	Pearl QP Num	ber .	090-765-4321	SM - Stewarding Materials	28	20	
	TOTAL	10	12	Date		48345	IP - Innovating Practice	2	1	0
				Lange and the second seco					110000	1
NS Na	atural Systems			Peart Rating L	evets			Total	128	0
NS-P1 Nat	nual Systems Assessment	Required	Yes	* Total Cia	dit Points	Pearl Bating				
NS-P2 Net	nural Systems Protection	Required	0	and the second sec	medita only	1	Service and Statistical Statistics			
NS-PO Net	Aural Systems Decign & Management Strategy	Required	2		10		Design Pearl Rating	4		
NS-1 Rev	supe of Land	2	2		6					
NS-2 Flet	mediation of Contaminated Land	2	2		6					
MS-3 Eeo	ological Exhancement	2	2		60		Construction Peart Rating	Unrated		
NE4 Ha	bitat Creation & Restoration	6	2							
	TOTAL	12								
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LBo Liv	vable Buildings : Outdoors			_			(H)			
	w2000	Regired	Yes		1					
	an Systema Assessment	Regired	Tei	1 112	1		*			
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		1 1								





Submittal for Assessment

On the completion of the Design stage the *Design Pearl Rating Submission* should be undertaken. The templates and documentation can be provided to the UPC in a simple manner by undertaking the following steps:

- 1. Ensure that all credits you wish to apply for are complete and that the required documentation is within the specified folders
- 2. Save and close all files and folders
- From the desktop select the "PBRS Submittal" folder, *Right click:* "Send To" – "Compressed (zipped) Folder" to archive all the submittal information
- 4. The resultant single file ("PBRS Submittal Structure.zip") can now be submitted to the Pearl Assessor (PA) at the UPC
- 5. Feedback should be received leading to Achievement of the Design Pearl Rating through submission of the final completed template (see Part 2 of this user guide)
- 6. Work can begin on the Construction Stage







How to Use the Pearl Building Rating System Template: A Summary for Pearl Qualified Professionals (PQP)





How to Use the Pearl Building Rating System Template: A Summary for Pearl Qualified Professionals (PQP)

Part 2 of this user guide outlines the feedback process following Review by the Pearl Assessor (PA)



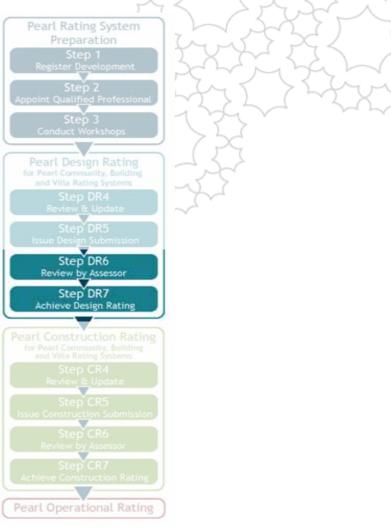


Summary for Pearl Qualified Professionals (PQP)

This User Guide is to be read in parallel with the supporting Rating System Guide

This section aligns with the Pearl Rating Process Step DR6 & Step DR7

(This is also applicable for Step CR6 & Step CR7)







Feedback format

Following the "Review by Assessor" the PA will return a PDF containing the "Credit Points Summary" information to the project PQP

Within this document you will now find two additional columns containing the "Assessor Comments" and "Revised Credit Total". These two sets of information form the main body of feedback

realibululi	g Rating System						
Credit Points S	ummary		Report a Template Bug :	PRS_scorecard@upc.gov.ae	estidamă		
Credit Reference	Credit Title	Credit Points Available	Design	Construction		Assessor Comments	Revised Credit Total
IDP	Integrated Development Process						
DP-R1	Integrated Development Strategy	Required	Yes	No		please outline changes made from previous revisions	No
IDP-R2	Tenant Fit-Out Design & Construction Guide	Required	Yes	No		no comment	Yes
IDP-R3	Basic Commissioning	Required	Yes	No		further information required	No
IDP-1	Life Cycle Costing	4	4	0		clarification required	2
DP-2	Guest Worker Accommodation	2	2	0		no comment	2
DP-3	Construction Environmental Management	2	2	0		no comment	2
DP-4	Building Envelope Verification	3	4	0		comment on	0
DP-5	Re-Commissioning	2	2	0		no comment	2
DP-6	Sustainability Communication	2	1	0			1
	TOTAL	13	12	0			Required Credit Not Achieve





Final Submission

From the comments made it should be clear what is necessary to finalise the Design submission.

Once the required information has been collated the final Design Pearl Rating submission of the completed template can be made.

Once agreement is reached between the PA, PQP and Design team the Design Pearl Rating can be awarded





How to Use the Pearl Buildings Rating System Template: A Summary for Pearl Qualified Professionals (PQP)



