 Doc. No.: PAM-FM-038

**BEAM Plus Submission Checklist**

To ensure consistency and completeness of assessment information, checklists for different BEAM Plus tools are listed below which aims to facilitate applicants to provide the information required in a more efficient and accurate manner.

All submissions should contain all documents set out in the checklist. The requirements and documents in the checklists are not exhaustive. Depending on project specific circumstances, additional information/ document relevant to the claim or the credits being targeted should also be submitted.

The checklists are subject to changes from time-to-time. Please ensure that you have the most recent version by downloading the relevant checklist and the latest forms from our website. Timeline will be excluded from the submission process until we have received all required documents.

**Submission Checklist for New Buildings (NB) version 1.1, 1.2 & 2.0**

* GBP for Provisional Assessment/ Approved GBP for Final Assessment
* As-fitted Drawings for EM services for Final Assessment
* Building services design drawings for MVAC, Electrical, Lighting, Plumbing & Drainage, Lift Installation and etc. for Provisional Assessment
* Layout plans indicating the assessment boundary
* Credit Summary
* Declaration Form
* Master Programme
* Project Information Fact Sheet
* Completed Submission Templates
* Layout Plan showing Area Weighing extent as per the submitted credit summary and its Detail CFA breakdown of different building types (i.e. residential, clubhouse, office, retail, carpark, etc.) and their types of MVAC system (if Area Weighting is applicable)
* BEAM Pro information (if applicable)
* R to C table for BAS Comments
* BD consent for commencement of construction works for NB Assessments
* OP Certificate (or Building Handover Certificates for ArchSD Projects or Contract Completion Certificate for HA projects)