



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 Interiors (BI) version 1.0

- Updated Architectural Layout Plan indicating the assessment boundary of each area category/ space type as per the submitted room schedule in the Submission Summary Sheet
- Project Information Fact Sheet (with Building Owner Company under "other")
- Renovation work programme
- Credit Summary
- Submission Summary Sheet
- Completed Submission Templates
- R to C table for BAS Comments
- BEAM Pro information (if applicable)
- Basic 4 Prerequisites for BI projects