



## **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 Existing Buildings (EB) version 1.2 & 2.0**

- Updated Architectural Layout Plan
- As-fitted/Installation Drawings for EM services (for EB v1.2)
- Layout plans and/or sections indicating the assessment boundary
- Credit Summary
- Submission Summary Sheet
- Project Information Fact Sheet (with Building Management Company under "other")
- Completed Submission Templates
- Layout Plan showing Area Weighting 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 for EB v.1.2)
- BEAM Pro information (if applicable)
- R to C table for Technical Screening & BAS Comments
- Basic 8 Prerequisites except for EB v.2.0 Selective Scheme projects