



Preparing for a NABERSNZ™ Certified Rating

This fact sheet will help you identify and collect the information that a NABERSNZ Assessor will use to perform a Certified Rating on your premises.

NABERSNZ is a scheme that measures and rates the energy performance of New Zealand office buildings. A Certified Rating ranges from 1-6 stars and represents an in-depth assessment of energy performance over 12 months.

What information do you need?

NABERSNZ Certified Ratings can be awarded to whole buildings, base buildings or tenanted areas. The following table shows the information required for each type of rating.

	Tenancy	Base	Whole building
Energy data	Energy consumed by building occupants only – eg lighting, tenant plug loads, supplementary air conditioning	Energy consumed by central services – eg: common area lighting, lifts, base building air conditioning	All energy consumption data – including tenanted areas and central services
Rentable area	The tenanted space being rated	All tenancies in the building	All tenancies in the building
Hours	Number of hours per week that 20% or more staff are using the tenanted space	Agreed hours per week that the landlord provides services (including after-hours air conditioning)	Number of hours per week that 20% or more of staff are present in each tenanted area
Computer count	Total number of computers being used in the tenanted area	Not required	Total number of computers being used in all tenanted areas

If there is a lot of data to organise and collect, having a staff member trained as a NABERSNZ Practitioner could help. Practitioners understand all the data requirements and how to collect it. Their role is to support the Accredited Assessor (who carries out the rating itself).

Where do I find the right information?

Energy consumption data

Your NABERSNZ Assessor will need utility bills covering 12 months of energy use, for *all* types of energy (i.e. electricity, gas, coal etc). Sub-metering is needed to obtain accurate energy data for tenancy and base building ratings. If there is inadequate sub-metering, a Certified Rating for the whole building may be needed.



Rentable area

Evidence of rentable area is obtained from survey drawings. These should be carried out in line with the Property Council of NZ's *Guide for the Measurement of Rentable Areas (2006)*.

Survey drawings must be current and valid for the configuration of space during the 12 month rating period. If plans are outdated or not available, you'll need new or revised plans drawn up by a registered surveyor. You'll only have to do this once, as the same survey drawings can be used for all subsequent ratings (unless the rentable area changes).

Your Assessor will also need evidence such as lease documents showing which, if any, areas were vacant during the rating period.

Hours of occupancy

- For **tenancy and whole building ratings**, hours of occupancy are the total number of hours per week that the space is used by 20% or more staff. Managers should provide the arrival and leaving patterns for people in their areas. It's useful to have floor plans that show office layouts with the location of different teams and their working hours.
- For **base building ratings**, hours of occupancy are the hours per week that the landlord has agreed to provide services for tenants. This may include both core hours of service set out in lease agreements, and after-hours air conditioning requested by the tenant, where these records exist.

Computers

The total number of computers in use needs to be determined for tenancy and whole building ratings. To verify this, your Assessor will visit your premises and count the number of computers.

As staff become more familiar with NABERSNZ requirements and any gaps in information (such as energy data or survey drawings) are addressed, it will become faster and easier to carry out subsequent ratings.

Audit and Certification

After all the information has been collected and analysed, your NABERSNZ Assessor will submit the assessment to the Administrator to ensure it complies with NABERSNZ Rules. A desktop audit of the data is carried out, with 10% of ratings subject to a more detailed audit.

Need to know more about NABERSNZ?

Download the fact sheets in our series, including:

- NABERSNZ Certified Ratings
- Making the most of your NABERSNZ Certified Rating
- Become a NABERSNZ Practitioner

For more information:

- visit the NABERSNZ website nabersnz.govt.nz
- email nabersnz@nzgbc.org.nz or
- phone (09) 379 3996 (ask for the NABERSNZ team)

NABERS is licensed to the Energy Efficiency and Conservation Authority (EECA) in New Zealand and administered by the New Zealand Green Building Council (NZGBC). In New Zealand it is known as NABERSNZ and covers office energy only.

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