

Required Document/ Information Check List for Thermal Performance Assessment Using FirstRate5



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Accredited Home Energy
Efficiency Assessor
(DMN/22/2075)

- Please utilize this checklist to indicate the availability of all items listed + add notes if needed.
- Kindly forward this document in alignment with all other documents/information to the email address provided above.

Mark the box if you have provided the information

- Fences (please ensure the height of fences is shown on the drawings)
Abian Design needs the height of fences

Add/ revise comments if needed in the green box

Drawings

Site Plan

- Indicates North Orientation
- Location postcode
- Street address details
- Location of the dwelling in relation to the site
- Fences (please ensure the height of fences is shown on the drawings)
- Contours
- Overshadowing structures such as adjacent buildings
- Title boundary bearings

Floor Plans

- Room layout and room names or types
- Building and room dimensions
- Window and door locations
- Numbering of individual dwellings (for Class 2 buildings)
- Window and door sizes
- Information on floor coverings and finishes
- Shading structures such as eaves, pergolas, and privacy screens

Elevations

- Window and door location, size, and opening type
- Roof pitch, material and style
- External wall materials

- External wall and roof colours
- Window openability and offset
- Shading structures such as eaves, pergolas and privacy screens
- Ground level/s, floor level/s and relative ceiling height/s

Sections

- Ground level/s, floor level/s and relative ceiling heights
- Roof construction, materials and systems
- Location of insulation
- Subfloor construction (if applicable)
- Window head height
- Stair details (if applicable – not required for single story buildings)

Lighting Location Plan

- Location of lighting
- Downlight or pendant-type
- Locations of ceiling penetrations such as exhaust fans and downlights
- Location of ceiling fans
- Size of ceiling and/ or exhaust fans
- Specific insulation clearance and/or sealing details for ceiling penetrations (if available)

Construction Details

- Construction components of the floor/s
- Construction components of the subfloor (if applicable)
- Construction components of the internal wall/s (including colour of internal walls)
- Construction components of the external wall/s (including colour of external walls)
- Construction components of the ceilings (including colour of ceilings)
- Construction components of the roof (including colour of the roof)
- Information on insulation installation (floor/s, internal and external walls, ceiling/s & roof)

Window and Door Schedule

- Window types, including frame composition and opening style
- Door types, including frame composition and opening style

- Windows and door sizes (sometimes shown as an abbreviated code on the floor plan, e.g. 1820 may refer to a window that is 1800mm width x 1200mm height)
- Glazing type and values
- Manufacturer name and window codes if specified

IMPORTANT NOTES

1. The designer or client must complete the above list of information and send that to Abian Design Studio (ADS) before starting the thermal assessment.
2. Before producing the final NatHERS Certificate, details on the drawing set and relevant schedules, addendums and specifications must align with the assessment.
3. If the drawing set and documentation are missing information or the information is ambiguous or inconsistent, ADS must clarify the information. Where clarification has not been received within 5 business days or is unknown, an assessment will be undertaken using the default values in the NatHERS Technical Note.
4. The designer or client is aware that if default values are used and that some default values represent a **worst-case scenario**, the rating may be adversely affected.
5. If clarification has been received from the designer or client within 5 business days, appropriate revisions must be made to the design documentation before issuing the NatHERS Certificate.
6. If recessed light fittings information is not provided, ADS assumes pendant lighting and it must clearly state on the NatHERS Certificate the dwelling has been assessed without downlights.
7. Every dwelling must have its own individual rating and NatHERS Certificate.
8. Where a number of Class 2 multi-unit buildings are located in close physical proximity, as part of the same development or where the strata plan identifies separate lots, a summary certificate must be completed for each building/lot separately.
9. NatHERS software tools must not be used to rate only a part of a dwelling. Any rating for an addition to, or extension of, an existing dwelling must include both the existing and proposed areas of the dwelling.
10. The drawing set and all documentation must be retained by ADS and produced if audited or quality assured.

If the designer or client also needs a Whole Home Assessment, additional information must also be provided.