University of Suffolk

Capital Works
Sustainability Construction Standard

For use by design teams, principal contractors, and supply chain partners engaged in capital works, major refurbishments, and significant maintenance programmes on the University of Suffolk estate.

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Estates & Facilities Management | Sustainability

Foreword

The University of Suffolk is a small civic university with a strong sense of place in Ipswich and across Suffolk. While operating with capital constraints that differ from larger institutions, the University maintains a clear commitment to decarbonisation and to ensuring that all investment in the estate contributes directly to its carbon reduction and wider sustainability objectives.
This Capital Works Sustainability Standard sets out clear and enforceable requirements for all partners engaged in the planning, design, and delivery of capital projects. It replaces informal interpretation with defined expectations that will be embedded within procurement, appointment, and contractual documentation.

Three core principles underpin this Standard:

- **Capital projects as decarbonisation opportunities**
  Every intervention in the estate is expected to contribute to reduced operational and embodied carbon, including improved fabric performance, reduced reliance on fossil fuels, and enhanced system efficiency. This is fundamental to achieving the University's 2030 carbon neutrality target.

- **Circular resource use as standard practice**
  Reuse, refurbishment, and recovery of materials and assets must be prioritised over disposal. Furniture, fixtures, and equipment displaced through capital works should be retained for reuse within the University estate, redirected to community partners, or diverted into recognised circular economy pathways. Landfill disposal of reusable assets is not acceptable practice.

- **Civic and community value**
  As an anchor institution within Suffolk, the University expects capital works to support wider social value outcomes. Opportunities to work with local organisations, social enterprises, and community partners to retain and reuse materials and resources should be actively pursued where feasible.

The University recognises that these requirements may extend beyond conventional cost and programme-led approaches. However, they are not aspirational statements; they are mandatory expectations that will be embedded within procurement criteria, tender evaluation, and contract conditions. The University is committed to working collaboratively with its supply chain to deliver these outcomes in a pragmatic and proportionate manner, without introducing unnecessary bureaucracy.
This Standard is intended to provide clarity from the outset of engagement and to support effective, transparent, and consistent delivery across all capital projects.

Contents

1. About This Standard

> *What this document is, who it applies to, and how it should be used alongside other University requirements.*

1.1 Purpose

This Capital Works Sustainability Construction Standard sets out the University of Suffolk's sustainability expectations for all capital works projects, major refurbishments, and significant maintenance programmes carried out on the University estate. It is intended to be read by design teams, principal contractors, specialist subcontractors, and supply chain partners at the earliest stage of project development.

This Standard does not seek to replicate sector-wide certification frameworks. Instead it articulates the priorities that are specific to this institution, our decarbonisation pathway, our approach to materials and assets, and our commitment to keeping value in the community. It should be treated as a working document: a practical expression of our sustainability commitments, not a compliance checklist.

1.2 Scope of Application

This Standard applies to:

- All capital works projects with a value above £50,000
- Major refurbishments or fit-out works affecting more than one building system (heating, ventilation, lighting, fabric)
- Planned maintenance programmes involving significant asset replacement
- Design commissions where works are anticipated to fall within the above thresholds

For smaller works, the principles of this Standard should inform practice wherever reasonably practicable. The University's Estates team will confirm applicability at the point of instruction.

1.3 Relationship to Other Documents

This Standard sits alongside and should be read in conjunction with:

- University of Suffolk Sustainability Policy
- Decarbonisation Plan 2026 - 2031
- Sustainable Travel Plan 2026 - 2031
- Responsible Sourcing Policy
- Decarbonisation Action Plan
- Waste Action Plan
- Habitat Action Plan
- Sustainable Travel Action Plan

In the event of any conflict between this Standard and a project-specific specification, the project specification shall take precedence, unless the Standard's requirement is more stringent in which case the Standard applies. Where in doubt, contractors should seek clarification from the University's Estates & Facilities Project team.

1.4 Review

This Standard will be reviewed annually by the Estates & Facilities team in consultation with the University's sustainability lead. The version number and date on the cover page should be checked at the start of each project to ensure the most current version is in use.

2. Our Sustainability Context

> *Understanding the University's position, commitments, and what this means for how we approach capital works.*

2.1 Who We Are

The University of Suffolk is a modern civic university based in Ipswich, with a campus of 17 acres and 11 buildings. We are a named partner in the Suffolk Climate Change Partnership and an active contributor to the county's net zero agenda. We have already reduced our Scope 1 and 2 emissions by over 91% since our 2009/10 baseline, and our remaining target is to reach carbon neutrality for Scopes 1 and 2 by 2030, and full net zero across all scopes by 2050.

Although the University operates within finite capital resources and a lean delivery structure, sustainability is a core component of procurement decision-making under the University's Procurement Policy. Sustainability criteria are applied as a weighted element of tender evaluation, assessing both project-specific environmental performance and the wider sustainability and decarbonisation commitments of suppliers and delivery partners. This ensures that contract awards reflect not only commercial and technical requirements, but also alignment with the University's carbon reduction objectives and supplier progress towards net zero.

2.2 Our Carbon Commitments

Our Decarbonisation Plan 2026–2031 sets out four principal mechanisms for achieving our 2030 carbon neutrality target:

- Consumption reduction through improved Building Management System (BMS) controls and behavioural change
- Deep retrofit through capital programmes, treating every capital works project as a decarbonisation opportunity
- Phased electrification of heat, replacing gas boilers at Waterfront, Student Hub, Bright Horizon Nursery and James Hehir Building with heat pumps
- Potential connection to the Ipswich Heat Network, under development by Suffolk County Council

Our Scope 2 electricity is already zero on a market basis, with 100% REGO-backed renewable procurement sustained for three consecutive years and 289 solar panels generating on-site power. Our current Scope 1 baseline (gas heating) is 225.7 tCO_2e (2024/25). Capital works on our estate are among the most direct levers we have for reducing this. Every project that improves building fabric, upgrades controls, or replaces fossil fuel plant contributes to our pathway.

2.3 Our Approach to Certification

The University has made a deliberate and considered decision not to require BREEAM certification, PAS 2080, or equivalent third-party frameworks as standard conditions of capital works. We do not believe that certification cost is always proportionate to sustainability benefit for an institution of our size, and we do not want compliance processes to crowd out the practical, impactful work we want contractors to focus on.

> *This does not mean we have lower standards — it means our standards are defined by this document and our project-specific briefs, not by external certification. Where a funder or partner specifically requires a certification standard, the University will consider this on a case-by-case basis and include the requirement in project documentation.*

3. Decarbonisation Through Retrofit and Capital Works

> *How we expect design teams and contractors to support our 2030 carbon neutrality target through every project they undertake on our estate.*

3.1 The Retrofit Principle

The University's Carbon Plan establishes a clear principle: every capital works project is a decarbonisation opportunity. This means that when buildings are opened up for refurbishment, major maintenance, or significant alteration, we expect sustainability improvements to be identified, costed, and — where feasible — incorporated, even if they fall outside the primary scope of works.

This does not mean gold-plating every project. It means approaching the work with a retrofit mindset: asking what can be improved while we are here, rather than closing the building up again having missed the opportunity.

3.2 Pre-Construction Requirements

Prior to commencing design or construction on any in-scope project, the design team or principal contractor must:

Requirement	Applies To
Submit a Sustainability Statement at RIBA Stage 2 (or equivalent) identifying specific decarbonisation opportunities within the project scope, including any opportunities identified beyond the primary scope.	*All in-scope projects*
Carry out, or commission, a fabric condition assessment of areas affected by the works, noting heat loss, air-tightness defects, and glazing performance. Findings must be reported to the University's Estates team.	*Refurbishments and major maintenance works*
Confirm in writing the energy performance baseline (EPC or metered data) for affected spaces, to enable post-completion comparison.	*All projects affecting heating, ventilation, or building fabric*
Confirm that the proposed design does not introduce new gas-fired heating, combustion boilers, or fossil fuel plant, except where the University has explicitly agreed a phased exception in writing.	*All in-scope projects*
Review the University's current BMS strategy and confirm how the works will integrate with or improve existing controls.	*All projects affecting HVAC, heating, or significant electrical plant*

3.3 Design Requirements

Design solutions must reflect the following priorities:

3.3.1 Heat Decarbonisation

Where heating plant is being replaced, upgraded, or newly installed:

- Air source heat pumps (ASHP) are the University's preferred technology for heat decarbonisation, subject to feasibility and building-specific assessment
- Electric panel heaters, infrared panels, or low-temperature hot water systems may be acceptable in smaller spaces where ASHP is not practicable
- Proposals to retain gas-fired heating systems are an exception and must be identified and assessed during the project feasibility stage and reviewed at the appropriate RIBA design stage. Any such proposal must be supported by a formal cost-benefit analysis and return on investment

(ROI) assessment, including consideration of whole-life carbon impacts, operational efficiency, future decarbonisation implications, and alternative low-carbon technologies.

– Design teams should consider future connection to the Ipswich Heat Network as part of any feasibility assessment for Waterfront and James Hehir Building

3.3.2 Building Fabric and Insulation

Works affecting walls, roofs, floors, or fenestration must:

– Specify insulation to current Building Regulations minimum as a baseline, with enhancement to Part L 2021 backstop values where reasonably practicable
– Address identified air-tightness defects where accessible during works
– Specify double or triple glazing for any window replacements, with low-emissivity coatings as standard
– Avoid thermal bridging in detailing, particularly at junctions and around penetrations

3.3.3 Lighting

All lighting replacements or new installations must specify LED technology. The University's target is 100% LED across the estate by 2027/28. Designs should:

– Include occupancy sensing and daylight dimming controls as standard in all refurbished areas
– Specify luminaires with a minimum colour rendering index (CRI) of 80 and appropriate colour temperature for the space use
– Provide a lux level specification demonstrating compliance with CIBSE guidance for the intended use

3.3.4 Renewable Energy and Building Services

Where projects affect roof structures or major electrical infrastructure:

– The design team must assess the feasibility of solar PV installation or extension. The University has an existing 289-panel installation and is actively planning expansion
– Sub-metering of energy consumption by circuit or zone should be incorporated wherever practicable to support ongoing performance monitoring
– EV charging infrastructure should be considered where car parking or external areas are affected by works

3.3.5 Refrigerants and F-Gases

Where cooling plant, heat pumps, or air handling units are being installed or replaced:

– Specifications must avoid R410A refrigerant (GWP 2,088). R32 (GWP 675) or equivalent lower-GWP alternatives are required
– A refrigerant inventory update must be submitted to Estates upon completion of any works involving refrigerant-containing equipment
– All F-gas works must be carried out by appropriately certified operatives, with certificates retained on file

3.3.6 Building Management Systems and Controls Integration

The University’s Building Management System (BMS) forms a critical component of its operational energy management and decarbonisation strategy. All new and upgraded building services, plant, controls, and associated infrastructure must be capable of full integration with the University’s existing BMS architecture unless explicitly agreed otherwise in writing by the University’s Estates team.

Standalone, isolated, or proprietary control systems that cannot communicate effectively with the existing BMS environment will not normally be accepted.

Design teams and contractors must engage with the University's Estates team and relevant BMS providers at the earliest stages of project development, including feasibility and appropriate RIBA design stages, to confirm compatibility, integration requirements, control philosophies, network capacity, and future operational requirements.

Where projects involve HVAC systems, heating plant, renewable technologies, lighting controls, metering, or other energy-consuming assets, the design must demonstrate:

- Compatibility with the University's existing BMS infrastructure and communication protocols
- Provision for centralised monitoring, control, alarm management, and performance optimisation
- Appropriate metering, sub-metering, and trend logging capability to support energy monitoring and carbon reporting
- Open-protocol or interoperable systems wherever practicable to avoid unnecessary vendor lock-in
- Clear allocation of responsibilities for commissioning, integration, graphics, point schedules, and handover documentation

All BMS integration requirements must be reviewed and agreed with the University's Estates team prior to technical design sign-off and before procurement of major plant or controls equipment.

Failure to consider BMS integration requirements at early design stages may result in redesign, delayed approvals, or rejection of proposed systems.

3.4 Whole-Life Carbon Considerations

The University recognises that embodied carbon in materials can represent a significant share of a project's total carbon impact. While we do not require formal whole-life carbon assessments on all projects, we do expect design teams to:

- Actively consider material choices with regard to embodied carbon, prioritising low-carbon and recycled-content alternatives where cost-competitive
- Specify timber products carrying FSC or PEFC certification
- Avoid specification of high-embodied-carbon finishes or fittings where equivalent lower-carbon alternatives exist
- Consider reuse of existing structural elements and materials in preference to demolition and replacement

The University does not require PAS 2080 compliance or formal RIBA Whole Life Carbon Assessment as a standard condition. However, project teams are encouraged to use the RICS Whole Life Carbon Assessment framework as a reference tool where resources allow.

4. Circular Economy, Furniture Reuse, and Asset Management

> *Our strongest operational priority — keeping furniture, fittings, and assets in use rather than disposing of them. This section sets out specific requirements that the University treats as non-negotiable.*

4.1 Our Approach to Assets

The University's Sustainable Procurement Policy is founded on circular economy principles, prioritising reuse over replacement, repair over disposal, and value retention over unnecessary replacement. Where capital works result in the displacement of furniture, fittings, equipment, or other assets, the University's default position is that such items should be assessed for continued use, repair, redistribution, or reuse before disposal is considered.

This approach is intended to reduce waste, minimise unnecessary procurement, and support the efficient use of resources across the estate. The University recognises that construction programmes can create operational and logistical pressures; however, contractors and delivery partners are expected to work collaboratively with the University to support circular resource management and prevent avoidable disposal of serviceable assets

4.2 Pre-Works Asset Survey (Mandatory)

Before any works affecting occupied spaces, furniture stores, or areas containing loose or fixed assets begin, the principal contractor must arrange for a joint asset survey with the University's Estates team. This survey must:

Requirement	Applies To
Be completed a minimum of 4 weeks before vacant possession is required, or at project mobilisation where the programme allows.	*All in-scope projects affecting occupied spaces*
Produce a written asset schedule distinguishing: (a) items to be retained in situ; (b) items to be relocated within the University estate; (c) items to be offered to the University's asset reuse process; (d) items to be offered to community partners; (e) items to be passed to a specialist reuse/resale organisation; (f) items requiring disposal.	*All in-scope projects affecting occupied spaces*
Be agreed and signed off by the University's Estates team before any removal or disposal commences.	*All in-scope projects affecting occupied spaces*
Be updated and resubmitted if works are extended or phased differently from the original programme.	*All in-scope projects*

4.3 The Reuse Hierarchy

The following hierarchy must be applied to all displaced assets, in order of preference:

#	Step	Action
1	**Retain in estate**	The item remains in the University estate, relocated to another space, building, or department. The University's Estates team coordinates relocation.
2	**Offer to community**	The item is offered to a community organisation, charity, school, or social enterprise. The University maintains a live register of preferred community partners for this purpose.

3	**Reuse or resale specialist**	The item is transferred to a specialist furniture reuse organisation or resale platform. The University can provide guidance on approved partners.
4	**Refurbishment or repurposing**	The item is refurbished, repainted, re-upholstered, or adapted for a new use — either within the estate or for onward donation.
5	**Recycling**	Where none of the above is possible, materials are segregated and sent to appropriate recycling streams. Composites or mixed-material items should be disassembled wherever practicable.
6	**Landfill last resort only**	Disposal to landfill is only acceptable where all above options have been exhausted and documented. The University expects this to apply to a small minority of items.

4.4 Reporting on Asset Reuse

On completion of any works involving asset displacement, the principal contractor must submit an Asset Reuse Report to the University's Estates team within 4 weeks of practical completion. The report must state:

- Total number and type of items displaced
- Breakdown of outcomes by reuse hierarchy category
- Destination of items passed to community or specialist partners (with named organisations)
- Weight or volume of materials recycled
- Weight or volume sent to landfill, with explanation of why reuse was not practicable

The University will use Asset Reuse Reports to track performance over time and to inform future decisions about contractors and suppliers. Strong performance on reuse will be recognised; unexplained disposal to landfill will be followed up.

4.5 Procurement of New Assets

Where capital works require the procurement of new furniture, fittings, or equipment:

- Secondhand, refurbished, or remanufactured items must be considered first and actively sourced, with a written record kept of items searched for and availability
- Where new items are specified, the University's Sustainable Procurement Policy applies: preference must be given to products with recycled content, circular design features, and long serviceable lifespans
- Fixed assets designed for easy disassembly, repair, and component replacement are preferred over sealed or bonded units
- Suppliers of new furniture should be asked to confirm their own take-back or end-of-life arrangements

5. Community Value and Local Benefit

> *The University of Suffolk is an anchor institution in Ipswich and Suffolk. We expect our capital works activity to generate genuine community benefit through local supply chains, skills development, and the donation of surplus assets to organisations that need them.*

5.1 Our Community Role

As a civic university and anchor institution within Suffolk, the University is committed to ensuring that investment in its estate delivers wider social, economic, and environmental value alongside institutional benefit. This includes seeking opportunities to retain value within the local area through engagement with regional suppliers, contractors, and delivery partners where appropriate.

Where assets are removed or displaced through capital works activity, priority should be given to reuse within the University estate or, where suitable, redistribution for community benefit through established reuse and donation pathways. This approach supports both circular economy principles and the University's wider commitment to social value and responsible resource management.

5.2 Community Asset Donation

The University maintains established relationships with a range of community organisations, charities, schools, and social enterprises across Ipswich and the wider Suffolk region. Where assets are identified for removal during capital works and are deemed suitable for reuse, the following process will apply.

At project commencement, the University's Estates team will confirm whether community reuse is to be managed internally or, where appropriate, will provide the contractor with the current list of approved or preferred community partners. In most cases, engagement with community organisations will be coordinated and managed by the Estates team.

Where assets are identified as suitable for community reuse, they must be made available for potential donation prior to disposal or removal from site. The Estates team will coordinate this process and liaise with relevant partners. Where the contractor is instructed to support this process, the following minimum requirements will apply:

- Community partners must be notified of available items at least 10 working days prior to planned removal or disposal
- Collection or uplift by community organisations must be facilitated where programme constraints allow
- Contractors must not impose scheduling or programme constraints that unreasonably prevent reuse opportunities from being realised
- Where community partners are unable to collect items within the required timeframe, the contractor must notify the Estates team before progressing to disposal or alternative waste routes

This process operates within the University's wider asset hierarchy, with reuse and community redistribution taking precedence over disposal wherever practicable.

5.3 Local Supply Chain

The University recognises that it cannot mandate specific suppliers, and that value for money remains a requirement of public procurement. However, we do expect contractors to:

- Actively consider local and regional subcontractors and suppliers when tendering packages
- Report the proportion of contract value delivered through businesses based in Suffolk or the wider East of England, as part of the final project report
- Demonstrate, where applicable, that locally based businesses were invited to quote

5.4 Employment and Skills

Where a project creates opportunities, the University welcomes:

- Apprenticeship placements and student work experience opportunities, particularly in built environment, engineering, and sustainability disciplines
- Engagement with the University's own students where relevant to project activities
- Participation in any skills or career events hosted by the University during the project period

These are not mandatory conditions but are strongly encouraged and will be noted positively in contractor performance reviews.

6. Waste and Materials Management

> *The University's target is to send no more than 5% of its waste to landfill by 2030. Construction works are a significant source of waste arisings on the estate and must be managed to support this target.*

6.1 Waste Targets

The University's Waste Action Plan establishes a zero-waste-to-landfill target (defined as 5% or less to landfill) by 2030. All construction works on the estate must be managed to minimise total waste arisings and to maximise the diversion of waste from landfill through reuse, recycling, and recovery.

6.2 Site Waste Management Requirements

For all in-scope projects, the following are required:

Requirement	Applies To
A Site Waste Management Plan (SWMP) must be prepared and submitted to the University's Estates team before works commence. This must include estimated waste volumes by material type, proposed management routes, and targets for landfill diversion.	*All projects with a value above £100,000*
Segregated waste streams must be provided on site for: timber, metals, plasterboard, concrete and masonry, plastics, general mixed construction waste, and hazardous materials.	*All in-scope projects*
Plasterboard must not be mixed with general construction waste. It must be segregated and sent to a gypsum recycling facility.	*All projects involving plasterboard*
Hazardous materials — including asbestos-containing materials, contaminated soils, lead-based paints, and fluorescent lighting — must be managed under an appropriate waste transfer and disposal process, with documentation retained.	*All in-scope projects*
Waste transfer notes and weight tickets must be retained and submitted as part of the project completion report.	*All in-scope projects*
A post-project Waste Summary Report must be submitted within 4 weeks of practical completion, showing actual volumes disposed by material type and route, and landfill diversion rate achieved.	*All projects with a value above £100,000*

6.3 Single-Use Plastics

In line with the University's Responsible Sourcing Policy and the Environmental Protection (Plastic Plates etc.) (England) Regulations 2023, contractors must not bring single-use plastic plates, cutlery, cups, or polystyrene containers onto the University estate for use in site accommodation, canteens, or welfare facilities.

Packaging used in material deliveries should be minimised and taken off-site by suppliers wherever practicable. Where plastic packaging is unavoidable, it must be segregated for recycling and must not be combined with general waste.

4 Hazardous Materials Asbestos

The University maintains a current Asbestos Register and Asbestos Management Plan. Before any intrusive works, the principal contractor must:

- Review the relevant sections of the Asbestos Register for areas affected by works
- Confirm with the University's Project Manager and Health and Safety team that the register has been reviewed and any necessary refurbishment surveys commissioned
- Ensure that all operatives receive appropriate information, instruction, and training with regard to asbestos on the University estate

7. Biodiversity and the External Environment

> *The University is committed to enhancing biodiversity on its estate. Works in or near external areas, including roofs, must not harm existing habitats and should seek to improve ecological value wherever possible.*

7.1 Our Biodiversity Commitment

The University's Sustainability Policy commits to enhancing the quality of habitat and biodiversity on the estate under its management. Our Biodiversity Habitat Action Plan sets out specific targets for habitat creation, species support, and ecological enhancement. Capital works create both risks and opportunities in this regard.

7.2 Pre-Works Ecological Check

Before any works affecting external areas, roofs, cavity walls, or other potential wildlife habitats commence, the project team must:

- Confirm whether a Preliminary Ecological Assessment (PEA) is required. This will normally be triggered by works affecting vegetation, mature trees, water features, or buildings with potential for bat, bird, or invertebrate habitation
- Submit ecological survey findings to the University's Estates team for review before works begin
- Confirm compliance with legal protections for protected species, particularly bats, nesting birds, and their habitats

7.3 Opportunities for Enhancement

Where works affect roofs, walls, or landscaped areas, design teams should consider:

- Integration of swift bricks, bat boxes, or bee bricks into new or refurbished wall construction
- Green or brown roof specification where roof replacement is taking place, subject to structural feasibility
- Specification of native plant species in any new or replacement planting
- Permeable surfacing for any new or replaced hard standing

The University does not require Biodiversity Net Gain calculations on all projects. However, on larger projects where external works are significant, the project team should demonstrate that biodiversity has been considered in the design, and where practicable, enhanced.

7.4 Tree Protection and Existing Vegetation

Existing trees and established planting on the University estate must not be removed or damaged except with the explicit prior agreement of the University's Estates team. Root protection zones for trees with a trunk diameter greater than 75mm must be established and respected throughout the works in accordance with BS 5837:2012.

8. Reporting, Compliance, and Governance

> *How the University monitors compliance with this Standard and what is expected at key project stages.*

8.1 Key Deliverables

The following sustainability deliverables are required at the project stages indicated:

Deliverable	Stage	Applies To
Sustainability Statement	RIBA Stage 2 / Pre-design	*All in-scope projects*
Pre-works Asset Survey (joint with University)	Mobilisation, min. 4 weeks before vacant possession	*Projects affecting occupied spaces*
Site Waste Management Plan	Before works commence	*Projects >£100k*
Decarbonisation Opportunities Report	RIBA Stage 3 / Before planning submission	*Refurbishments and major works*
Mid-project sustainability check-in	Midpoint of construction	*Projects >6 months duration*
Asset Reuse Report	Within 4 weeks of practical completion	*Projects affecting occupied spaces*
Waste Summary Report	Within 4 weeks of practical completion	*Projects >£100k*
Energy Performance Summary (pre/post)	Within 8 weeks of practical completion	*Projects affecting heating, fabric or lighting*
Refrigerant Inventory Update	Within 4 weeks of practical completion	*Projects involving F-gas plant*

8.2 Non-Compliance

Where a contractor is unable to meet a requirement of this Standard, they must notify the University's Estates team in writing as soon as this becomes apparent, explaining the reason and proposing an alternative approach. The University will consider such requests on a case-by-case basis.

Unexplained non-compliance particularly in relation to asset disposal, waste management, and decarbonisation requirements will be recorded on the project file and will form part of the University's assessment of future procurement decisions.

8.3 Sustainability Performance in Contractor Evaluation

The University incorporates sustainability criteria into its evaluation of construction tenders and contractor frameworks. Performance against this Standard including the quality of sustainability submissions, asset reuse outcomes, and waste diversion rates will contribute to post-project contractor assessments and inform future tendering decisions.

9. Applying This Standard in Practice

> *Practical guidance on how to work with this Standard, and a summary of the University's key sustainability priorities in plain language.*

The University expects all contractors, consultants, and delivery partners to actively support the sustainability objectives set out within this Standard. While projects must remain proportionate to available budgets and operational requirements, sustainability considerations are expected to form part of day-to-day project decision-making throughout the lifecycle of capital works.

This includes identifying and communicating opportunities to reduce operational and embodied carbon during refurbishment, maintenance, and construction activity; prioritising the reuse, redistribution, or recovery of displaced furniture, fittings, equipment, and materials before disposal is considered; and supporting the University's waste management and zero-landfill objectives through appropriate segregation and responsible waste handling practices.

The University also encourages the use of local and regional suppliers and delivery partners where appropriate, recognising the importance of supporting wider social and economic value within Suffolk alongside environmental outcomes.

Collectively, these measures are intended to support practical, deliverable progress towards the University's carbon reduction, circular economy, and sustainability commitments.

While the University does not require certification to the following frameworks, design teams and contractors may find them useful as reference documents and best practice guides:

- RICS Whole Life Carbon Assessment for the Built Environment
- RIBA Sustainable Outcomes Guide
- UK Green Building Council Net Zero Carbon Buildings Framework
- BS EN 15978: Sustainability of construction works — Assessment of environmental performance of buildings
- CIRIA C741: Water and Flood Management in Construction
- WRAP Halving Waste to Landfill commitments guidance

9.1 Acknowledgement

Contractors and design teams engaged on University of Suffolk capital works projects are expected to confirm, at the point of instruction or contract award, that they have read this Standard and understand the requirements within it. This confirmation will normally be requested as part of the pre-construction mobilisation process.

Appendix A — Key Contacts and Useful Resources

University of Suffolk — Key Contacts

Role	Contact
Jenna Barton – Project Manager	Primary contact for all capital works
Tim Clemons Sustainability Manager	Carbon Plan, Sustainable Procurement Policy, Biodiversity, Waste, Travel
University Sustainability web pages	www.uos.ac.uk/sustainability

Further Reading

- University of Suffolk Carbon Plan 2026–2031: www.uos.ac.uk/sustainability
- Sustainable Procurement Policy 2023–2025: www.uos.ac.uk/sustainability
- DEFRA GHG Conversion Factors: www.gov.uk/government/collections/government-conversion-factors-for-company-reporting
- NETpositive Supplier Engagement Tool for Higher Education: www.supplierengagementhe.net-positive.org
- Ellen MacArthur Foundation — Circular Economy: www.ellenmacarthurfoundation.org
- WRAP Circular Economy resources: www.wrap.org.uk
- UK Green Building Council: www.ukgbc.org
- Suffolk Climate Change Partnership: www.suffolkclimate.org

This Standard will be updated at least annually. Please confirm with the University's Estates team that you are working from the current version at the start of each project. Current version: 1.0 (2025).