

UKNZCBS: What you need to do

A practical guide for refurbishment projects — Version 1, May 2026

STEP 1

Choose your route



One-Go — Full retrofit in one programme. Best with a void or lease event.



Step by Step — Phased over time. Best for occupied buildings.

ASK YOURSELF

Lease event available?

Capex upfront?

Metering ready from day one?

Governance owner in place?

STEP 2

Know your timeline



Project Start

Route, boundary, evidence plan



Design & Build

Metering strategy, carbon data, commissioning



Practical Completion

Optional 'on track' check only




12 Months in Use

Collect metered data



Verified Claim

Third party verification confirmed

 You cannot claim net zero at PC. Only after 12 months of metered data.

STEP 3

Build your evidence pack



Metering data — 12 months in-use. Confirm access rights before PC.



As-built quantities — Capture during construction.



Commissioning records — Not a formality. Part of your pack.







O&M information — FM must know what to measure.



Named data owner — Assign before PC or your window closes.

AVOID THESE

-  Unclear boundaries
-  No data access rights
-  No year one plan
-  Uncontrolled substitutions

STEP 4

Your 30–90 day actions



Choose retrofit route



Define scope & boundary



Metering gap assessment



Set evidence plan



Year one performance plan



PC 'on track' check decision

HOW KJ TAIT HELPS



Readiness Review — Route, boundary, evidence plan



Metering Strategy — Gap assessment & data access



Year One Support — Commissioning & fault closure

Contact KJ Tait Engineers to get started.