

Worksheet 3.3B

Green lease checklist

In addition to conventional lease components, the following potential inclusions in a commercial property green lease are based on information provided by Australian law firm Freehills and the Corporate Realty, Design and Management Institute of America (www.squarefootage.net).

This is an example only – adapt this worksheet to suit your organisation's requirements.

	Responsibility placed on:		
	Property owner (base building)	Tenant (tenancy)	Both
Targets and benchmarks			
Measurable environmental performance targets and benchmarks are clearly identified and disclosed e.g. 4.5 star NABERS Energy, 5 star Green Star, 4 star NABERS Water, 4 star NABERS Waste or other sustainable property benchmarks.	✓	✓	✓
Separate energy and water metering is provided.	✓		
Base building and tenancy water and energy consumption and greenhouse gas emissions are independently monitored and reported – levels and compliance with targets and benchmarks.			✓
Agreed penalties apply for failing to comply with lease obligations or targets.			✓
Targets are set for minimising waste and increasing recycling.		✓	
Utility bills and greenhouse emissions are capped and tenants receive achievement rewards.			✓
Tenant's environmental obligations and opportunities			
Environmental and social obligations are included in building rules		✓	
A property Environmental Management Plan (or similar) is in place.	✓		
Accredited GreenPower products are purchased.			✓
Liaison with property manager in regard to tenancy or base building maintenance is prompt.		✓	
Tenancy fitouts			
Property owner and tenant require specific environmental design and construction standards and tenancy environmental performance (potentially to a target rating, such as noted above).			✓
Fitout policy includes environmental targets.		✓	
Sustainable fitout advice and guidance is provided to tenant.	✓		
Property owner's environmental obligations and opportunities			
Energy, water and waste performance are regularly audited and disclosed to tenants.	✓		
All fundamental building elements, services and systems are installed and operated with maximum efficiency.	✓		

	Responsibility placed on:		
	Property owner (base building)	Tenant (tenancy)	Both
Response to base building and tenancy performance issues is prompt.			✓
Indoor air quality is [good/excellent].	✓		
Use of CFCs in air conditioning systems is banned	✓		
Smoking in the building and in building surrounds is banned.	✓		
An easily accessible, dedicated and streamed waste and recycling area is provided.	✓		
Checks are in place to ensure recyclable material is actually being recycled.	✓		
Air conditioning levels are monitored and adjusted where necessary to reduce energy use and meet comfort requirements.	✓		
Sufficient bicycle storage and change rooms with showers are provided.	✓		
A sufficiently comprehensive building management and control system (BMCS) that supports real-time monitoring of thermal, energy and water performance of the base building and tenancies is in operation.	✓		
Other components			
Where agreed, clear dispute resolution procedures are supported by an independent annual audit of targets and environmental performances.			✓
Communication between tenant and property management is effective and regular.			✓
Gross lease format applies, with an appropriate escalation clause and expense stop clause to reward the property owner for operating a high-performance building.	✓		
Appropriate operational procedures and BMCS are in place for charging tenants for after-hours or excess energy usage.	✓		
Building operating costs have been comprehensively and equitably defined to protect the interests of the property owner and tenant.	✓		
Terms have been agreed allowing the property owner to amortize the costs of projects that will reduce operating costs and treat those amortization costs as operating costs, as long as they do not exceed savings.	✓		
A 'right to audit' clause is in place, protecting the tenant from overcharges and defining the audit process to protect the property from frivolous audits.			✓
A definition has been established for what constitutes a hazardous material.	✓		
A 'green' cleaning specification (or similar) details the environmental procedures, materials and protocols for cleaning the building in a sustainable manner.	✓		
A 'Tenant Manual and Development Guidelines', or similar, clearly explains the building's sustainability features and the responsibilities of both parties to be aware of correct operating requirements.	✓		