Worksheet 3.4A

Property sustainability data template

The following template can help you develop a baseline for your building and should be undertaken with the help of a technical specialist. This worksheet includes both office space and retail space. This is an example only – adapt this worksheet to suit your organisation's requirements, and delete sections not relevant to the property under review.

Section A: Property details

Building/Centre name		City	
Street address			
Building age			

Size:		Building functions:	
No. of levels (excluding basement)		Office space	m^2
Gross floor area	m^2	Retail	m^2
Building net lettable area (NLA) incl. vacancies	m^2	Food outlets	m^2
No. of car parking levels (or area in $m^{2)}$		Carpark	m^2
Basement size	m^2	Other (list)	m^2
No. of car parking spaces			m^2
No, of disabled parking spaces			
No. of lifts, escalators and travelators			

Office tenancy			**Occupancy/use**	
Major tenants	% NLA occupied	No. staff	Total no. building occupants (excl. visitors and building contractors)	
			Standard weekly hours of operation	
			No. of floors with 24/7 operation	
			% vacancy (at time of assessment)	
No. of tenancies:				

Retail capacity			**Occupancy/visitation**	
	Number	GLAR	Hours of annual occupancy	
Specialty tenants			Annual total visitation	
Major tenants			Peak visitation (people/day)	
No. of tenancies			Standard weekly hours of operation	
% vacancy (at time of assessment)			No. of levels with 24/7 operation	

Industry benchmarks				
NABERS Rating	Base	Tenancy	PCA Office Quality Grade	
NABERS Energy			Green Star Rating (specify tool used)	
NABERS Water		n.a.		

NABERS Waste				

Building management	
Are ‘green leases’ used for tenancies?	
Is there an Environmental Management Plan in place for the building, and in use?	
Does the Building Fitout Guide include green clauses and standards?	
Does the Building Users Guide include good environmental practice?	
Is there a Building Environmental Management Committee in place? Meeting regularly?	

Transport and accessibility

Distance from bus stop	m	Disabled toilets on each occupied floor	Y/N
Distance from train station	m	Estimated workforce using public transport	%
Distance from public carpark	m	No. designated motor bike spaces provided	
Disabled access from street to lift lobby	Y/N	No. designated bicycle spaces provided	
Disabled access from carpark to lift lobby	Y/N	No. shower facilities for cyclists	

List specific facilities for disabled accessibility (e.g. lifts, toilets etc.):

Notes regarding source and quality of information and data included in this evaluation:

Section B: Property performance

Note: per m^2 means per square metre of NLA

Energy

Note: In WA, SA and QLD include information on energy resold.

20XX/20XY energy consumption			
	Units	**20XX**	**20XY**
Total electricity consumption base building house light and power	kWh		
	kWh/m^2		
	MJ/m^2		
Basement light and power (if known)	kWh		
	kWh/m^2		
	MJ/m^2		
Total gas consumption	MJ		
	MJ/m^2		
Lift electricity consumption (if known)	kWh		
	kWh/m^2		
HVAC electricity consumption (if known)	kWh		
	kWh/m^2		
After hours HVAC electricity (if known)	kWh		
	kWh/m^2		
Total heating (if known)	MJ		
Total hot water (if known)	MJ		
Total other fuels used on site e.g. diesel	Lt		

20XX/20XY energy costs			
	Units	**20XX**	**20XY**
Total electricity supply cost base building house light and power	$		
	$ /m^2		
Total gas supply cost	$		
	$ /m^2		
Total other fuels supply costs	$		
	$ /m^2		

Comment on any aspect of energy consumption and cost of energy supply.

Monthly performance (base building)	**J**	**A**	**S**	**O**	**N**	**D**	**J**	**F**	**M**	**A**	**M**	**J**
Electricity consumption (KWh)												
Peak demand (KW)												
Electricity costs (total $)												
Gas consumption (MJ)												
Gas costs (total $)												

Is there an Energy Management Plan (or similar) in place? If so, include a copy with this evaluation.	

Briefly describe the HVAC system and its key components including any energy saving features.	Number	Type	Capacity	Age
• boiler plant				
• chiller plant				
• cooling towers				

• air handling systems				
• water reticulation systems				
• air filtration systems				
What are the outside air flow rates (L/s)				
How many occupants is the air conditioning serving?				
Does the air handling plant have high efficiency filtration?				
Are air filters regularly inspected and changed?				
Are there any supplementary AC systems? If so, describe capacity and use.				
Are there shut-off valves on condenser water supply (tenant)?				
Describe the carpark/basement ventilation system.				
Is carbon monoxide monitoring provided?				
Describe the domestic hot water systems installed in the building.				
Briefly describe the scope of the A/C control systems:				
• type (e.g. pneumatic, electronic, DDC)				
• control of HVAC systems				
• economy cycles				
• night purge				
Is power factor correction installed in the building? If so, provide details.				
List scope of energy submetering systems i.e.:				
• house power				
• lifts				
• mechanical				
• carpark				
• gas				
Are these monitored on a monthly basis? Provide reports if available.				
Is the building exposed to significant western sun?				

Is there sun shading on exterior windows or internal blinds?	
Briefly describe the lighting system including energy saving features:	
• tenant controls	
• lighting controls	
• types of luminares	
• lighting zones (size in m^2/number/ floor)	
• dimming systems	
• after-hours controls	
Do cleaners turn off the lights at night?	
Has an energy audit been undertaken in the last 5 years? If so, provide copy.	
Add any comments on energy information provided.	

Greenhouse emissions, ozone depletion and global warming

	Units	20XX	20XY	
Total GHG emissions	kg $CO_{2\text{-}e}/m^2$			
Quantity of each refrigerant type used in A/C (if desirable attach a refrigerant register including quantity stored on premises):				
Is a refrigerant leak detection system installed?				
What is the limit of detection (e.g. < 100 ppm)?				
Does the system monitor the refrigerant stockpile?				

Water and Wastewater

	Units	20XX	20XY		Units	20XX	20XY
Total water consumption (mains supply)	kL			Cost of mains water	Total $		
	kL/m^2				$/kL		
Total water consumption (other supply e.g. rainwater collection)	kL			Cost of effluent discharge	$		
					$/$m^2$		
Water recycled	kL						

Quarterly performance	(20XX) July to Sept	Oct to Dec	Jan to March	April to June
Consumption (kL)				
Supply costs				

Toilets			**Urinals**		
Flush volume	**No. of women's**	**No. of men's**	**Type**	**No.**	**Flush volume**
6/3 L dual flush			Timed flush		
9/4.5 L dual flush			Manual flush		
6 L full flush			Sensor-operated flush		
9 L full flush			Waterless		
11 L full flush			Other		

Showers		**Basins in amenities**		
No.	Flow rate (L/min)	No.	Tap type	Tap flow rate (L/min)

Storage tanks			**Cooling towers** **No. of towers:**			
Capacity (kL)	No.	Location/use	Type	Cycles of concentration	Refrigeration capacity (kWh)	Operating times

NABERS Water rating (if assessed)	Rating:
	kL/m^2/pa:
Has a water audit been undertaken in the last 5 years? If so, provide a copy.	
Are submeters installed to monitor major water consuming equipment? If so, provide a breakdown of % of total water use for each metered component.	
Are these submeters connected to a stand-alone system for monitoring?	
Is there an irrigation system installed? If so, specify time/week, minutes/session and flow rate.	
Are water devices such as ball floats in cooling towers and make-up tanks checked and maintained on a regular basis?	
For cooling towers, is water make up metered?	
Is bleed-off from cooling towers also metered?	
Have any water leaks been identified and fixed in the past year. If so, specify.	
List any water-saving devices used in the building (e.g. flow restrictors, low-flow shower heads, automatic taps etc.)	
Is there a system in place where water can be recovered for reuse?	

Is stormwater or rainwater collected and stored for use on site? If so, describe storage capacity and use.	

Waste

	Unit	20XX	20XY		Unit	20XX	20XY
Total solid waste sent to landfill	T			Annual cost of waste collection sent to landfill (collection, transport and tip fees)	$		
					$/m^2		
Total paper and cardboard waste collected for recycling	T			Annual cost of paper and cardboard collection and removal	$		
					$/m^2		
Total other recyclables (e.g. co-mingled containers)				Annual cost of other recyclables collection and removal	$		
					$/m^2		

NABERS Waste rating (if assessed)	Rating:
	g/person/pa (if applicable):
	% recycled:
Is there a Waste Management Plan in place (or similar), e.g. waste minimisation strategy, to reduce waste going to landfill (e.g. increase recycling)? If so, provide a copy.	
Has a waste audit been undertaken in the last 5 years? If so, provide a copy.	
Describe the waste recycling system in major tenancies e.g. plastics, paper & cardboard, organics etc.	
Describe the waste recycling systems or infrastructure (e.g. compactors) for the base building e.g. plastics, paper & cardboard, organics etc.	
Describe any additional waste recycling or collection systems provided for other materials e.g. fluorescent tubes, batteries, mobile phones, construction & demolition waste, furniture, electrical equipment etc.	
Are there any planned or desired improvements to waste management to reduce waste to landfill? If so, describe.	

Indoor Environment

	Unit	20XX	20XY		Unit	20XX	20XY

NABERS Indoor Environment rating (if assessed)	Rating:
Is there an Indoor Environment Management Plan in place (or similar), If so, provide a copy.	

Has an IE audit been undertaken? If so, provide a copy.	
Describe the IE systems or infrastructure	
Describe any additional IE initiatives	
Are there any planned or desired improvements to IE management? If so, describe.	
Have air quality tests been undertaken? If so, what actions have been implemented to improve indoor air quality?	

OH&S/access	**20XX**	**20XY**
Total reported incidents		
Successful compensation claims against building owner or managing agent		

Have risk management procedures been implemented on this property?	
Are contractor management procedures in place?	

Disabled access	Compliant	Non-compliant
Points of entry:		
• main		
• rear		
• side		
Emergency exits		
Toilets		
Foyer		
Upper levels		
Lifts		

Lease characteristics

List number of leases per type:	Gross	Semi-gross	Net

Are all major tenants on net or gross leases?	
Lease expiry profile (provide if available)	

Contractors and suppliers

Are contractors and suppliers screened for competency regarding sustainability e.g. environmental experience, environmentally friendlier products, ISO 14001 system in place, waste avoidance, low-emission products, staff training etc. If so, describe.	

Refurbishment history

When was the building last upgraded or refurbished? List key improvements. (building services, façade, common areas etc.)	

Describe any upgrades planned and or budgeted for? e.g. BMS, chillers, cooling towers, air handling units, lighting systems, floor refurbishments, make good, switchboards etc.	
What failures in building services have occurred in the past 2 years? Describe incidents and likelihood of re-occurrence.	