

Worksheet 3.4 D

Annual resource efficiency review

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

Building/Centre name			
Street address			
Building age			
Size & tenancy		Building functions	
Gross floor area	m ²	Office space	m ²
Net lettable area / GLAR	m ²	Retail	m ²
No. of levels (excl. basement)	m ²	Food outlets	m ²
Basement levels	m ²	Carpark	m ²
Average annual vacancy level	%	Other (list)	m ²

Resource use	Previous year: 200X		Current year: 200X		Next year
	Target	Actual	Target	Actual	Target
Energy/GHG emissions					
Total electricity (kWh)					
Total gas (MJ)					
Total cost of energy supply (\$)					
Total cost of energy supply (\$/m ² NLA)					
NABERS Energy rating					
Water					
Total water consumption (kL)					
Utilisation (kL/m ² NLA)					
Total wastewater recycled (kL)					
Total cost of water supply (\$)					
Total cost of water supply (\$/m ² NLA)					
NABERS Water rating					
Waste and recycling					
Total solid waste sent to landfill (T)					
Total annual cost of residual waste collection and removal (collection, transport and tip fees) (\$)					
Annual residual waste cost efficiency (\$/m ² NLA)					

Resource use	Previous year: 200X		Current year: 200X		Next year
	Target	Actual	Target	Actual	Target
Total paper and cardboard waste collected for recycling (T)					
Total other waste collected for recycling (plastics/organics etc.) (T)					
Annual cost of recycling collection (\$)					
Annual recycling cost efficiency (\$/m ² NLA)					
Annual cost of all waste (\$)					
Annual waste cost efficiency (\$/m ² NLA)					
Other waste, i.e. electronic equipment waste (e-waste)					
NABERS Waste rating					
Indoor environment and tenant relations					
Tenant thermal comfort complaints					
Tenant noise complaints					
Tenant indoor environment complaints					
Air quality test results					
Tenant lighting complaints					
Other tenant complaints					
Total costs directly from tenant complaints (\$)					
Total cost to rectify tenant complaints (\$/m ² NLA)					
NABERS Indoor Environment rating					

Sustainability improvements for the period (planned and underway)

Area	Activity	Outcomes sought	Finish date
Greenhouse and energy efficiency	e.g. progress with Energy Management Plan; M&E upgrades, lighting controls, HVAC efficiency upgrades, energy monitoring, risk to NABERS Energy rating, energy advice provided to tenants	Expected benefits in energy savings, GHG reduction, cost savings, NABERS Energy rating	
Water and wastewater	e.g. hydraulic system efficiency upgrades, leakage containment, urinal sensors, usage monitoring, wastewater reuse	Expected benefits in water consumption and cost savings	

Area	Activity	Outcomes sought	Finish date
Waste minimisation	e.g. recycling initiatives, performance monitoring or audits, contamination rate improvements, recycling advice to tenants	Reduced property waste to landfill	
Indoor environment quality	e.g. audit results and recommendations, filtration, noise levels, thermal comfort, tenant complaints or requests	Meet or improve on acceptable levels, reduce or eliminate risks to adverse air quality, support workplace productivity	
Pollution minimisation	e.g. hazardous materials management, refrigerant leakage, trade waste compliance, stormwater run-off, carpark exhaust etc.	Reduce or eliminate pollutants, reduce liability risks	
OH&S	e.g. audit results and recommendations, incident investigations closed, contractor safety training	Reduced scope and severity of OH&S incidents, safer workplace	
Other	e.g. general sustainability assessments or surveys, bicycle parking, showers, tenant surveys, tenant advisory services, supply chain management, procurement contracts etc.	Trend improvements where possible and practical	

Performance analysis

Explain any significant variation from annual targets.	
List impacts of key building services maintenance activities during the year on energy and water efficiency.	
List the impacts of any building upgrade activity during the year on energy and water efficiency.	
Has an Energy, Water, Waste Recycling, or Indoor Environment Management Plan been implemented during the year? If so, describe major activity.	
Have any resource efficiency audits or similar been undertaken during the year? List key outcomes and recommendations.	
List any relevant outcomes of stakeholder partnering activities/projects during the year on resource efficiency (e.g. Greenhouse Challenge, CitySwitch, NABERS Energy Commitment Agreement, Sustainability Covenants etc.)	
Recommendations on next financial year actions required to improve resource efficiency outcomes:	

Person completing the review:	Contact details:
Name	Phone
Position	Mobile
Date of review:	Email