

Green Lease Schedule / Environmental Objectives

How to use this Schedule

- 'Save as' first—save this file as a new name for each tenancy.
- Read this Schedule in conjunction with the **Green Lease Guide** (which the landlord has supplied, or will supply upon request, to the tenant).
- Complete the following checklists, reproduced from the **Green Lease Guide**, to indicate the building owner's and tenant's 'green lease' commitments.
- This completed Schedule accompanies the lease between the landlord and tenant.

Commitments in this schedule apply to:

Building name

To enter text, click in the boxes and type.

Premises and building address

Landlord

Tenant

Checklists

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Checklist 1: Management of indoor environment quality GLG p7



Green Lease Guide
page reference

Regular carbon dioxide monitoring (for all situations where a component of return air is recirculated)

To add a tick, click in the box. ✓
To delete a tick, click in the box again.

HVAC regularly tested for contaminants, and contaminants removed

Regular indoor air quality testing

Maintenance contracts specify all paints, sealants and adhesives are no or low-emission

Monitoring and maintenance of indoor temperature at set summer and winter ranges

Prompt action in response to performance issues

NOTES:

Types of monitoring systems in place and the frequency of reporting? Any additional measures in place?

To enter text, click in the box and type.

Checklist 2: Management of energy use and greenhouse gas emissions GLG p8

Energy management guarantee for tenants (caps on bills and greenhouse gas emissions)

Monitoring and reporting of tenancy energy use and greenhouse gas emissions

Monitoring and reporting of base building energy use and greenhouse gas emissions

Regular maintenance and recalibration of base building services

Prompt action in response to performance issues

National Australian Built Environment Rating (NABERS) conducted annually for the base building, and rating disclosed

Accredited GreenPower™ electricity supply contracts available to tenants

NOTES:

Types of monitoring systems in place and the frequency of reporting?
Any additional measures in place?

Checklist 3: National Australian Built Environment Rating (NABERS) Energy – base building# GLG p9

Current base building NABERS Energy rating _____

Future base building NABERS Energy rating commitment (after 1st year of lease) _____

To enter NABERS Energy, click in the box and type.

Checklist 4: Key strategies for reducing travel demand and car dependency GLG p9

Proximity to a range of public transport options (high number and frequency of services) _____

Secure bike storage _____

Showers, change facilities and lockers for cyclists _____

Spaces for small cars, mopeds and motorbikes _____

NOTES:

Do the items which have been ticked meet or exceed the minimum criteria set out in Green Star?

Based on the current rating scale at the date of lease execution

Checklist 5: Efficient water management GLG p10

- Submetering of major base building water uses (e.g. cooling towers, bathrooms etc.)
- Regular monitoring and reporting of base building water use
- Regular inspections for leaks and other base building performance issues
- Prompt action in response to performance issues
- NABERS water rating conducted annually

NOTES:

Types of monitoring systems in place and the frequency of reporting?
Any additional measures in place?

Checklist 6: NABERS water rating# GLG p10

- Current NABERS water rating
- Future NABERS water rating commitment (after 1st year of lease)

Checklist 7: Efficient waste management GLG p11

- Facilities for separate storage and recycling of paper, cardboard, containers* and food waste
- Regular monitoring and reporting of waste going to landfill
- Prompt action in response to performance issues
- Waste audit or NABERS waste rating conducted annually
- Systems for recycling of items such as toner cartridges, fluorescent tubes, batteries and mobile phones

* plastic, glass and metals (cans)

Based on the current rating scale at the date of lease execution

NOTES:

Types of monitoring systems in place and the frequency of reporting?
Any additional measures in place?

Checklist 8: Cleaning services alignment with environmental objectives GLG p12

- Cleaning contracts specify use of natural, solvent-free and hydrocarbon-free cleaning products

- Cleaning contracts specify compliance with waste management and energy efficiency policies

- Cleaning contracts specify relevant cleaning and maintenance procedures for specialist 'green' products (e.g. waterless urinals)

- Awareness-raising and training program for cleaners

NOTES:

Any additional measures in place?

Checklist 9: Building management and tenant support GLG p12

Green lease certificate issued annually to tenants

Building user guide for tenants

Environmental management plan for building

Regular reporting to tenants on base building environmental performance

Formal mechanisms for gathering tenant feedback (e.g. regular surveys)

Dedicated contact for tenants within the building management staff

NOTES:

Frequency of reporting? Any additional measures that support tenants in meeting their environmental objectives?

Further sustainability initiatives GLG p13

Checklist 10: Green Star Office Interiors rating[#] GLG p16

6-star	<input type="checkbox"/>
5-star	<input type="checkbox"/>
4-star	<input type="checkbox"/>

Checklist 11: NABERS Energy rating — tenancy commitment agreement[#] GLG p17

5-star NABERS Energy rating	<input type="checkbox"/>
4.5-star NABERS Energy rating	<input type="checkbox"/>
4-star NABERS Energy rating	<input type="checkbox"/>

Checklist 12: Greenhouse guarantee GLG p17

[a] Guaranteed cap on tenancy greenhouse emissions	<input type="checkbox"/>
[a] Guaranteed cap on tenancy energy bills	<input type="checkbox"/>
[a] Guaranteed tenancy NABERS rating	<input type="checkbox"/>

Checklist 13: Tenancy lighting GLG p17

	provided by tenant	provided by building owner
General office lighting:		
[a] Efficient fluorescent, electronic ballast (less than 10 W/m ²)	<input type="checkbox"/>	<input type="checkbox"/>
Special purpose lighting:		
[a] Compact fluorescent or LED	<input type="checkbox"/>	<input type="checkbox"/>
Lighting controls:		
[a] Comprehensive occupancy-based lighting control system with appropriate zoning and daylight linking	<input type="checkbox"/>	<input type="checkbox"/>

Checklist 14: Floor finishes GLG p18

	provided by tenant	provided by building owner
[a] Retain existing floor finishes	<input type="checkbox"/>	<input type="checkbox"/>
[b] Modular carpet, reconditioned or with recycled content, low emission	<input type="checkbox"/>	<input type="checkbox"/>
[b] Timber: recycled, FSC-certified or fast growing plantation e.g. bamboo	<input type="checkbox"/>	<input type="checkbox"/>
[b] Other eco-preferable material e.g. linoleum instead of vinyl	<input type="checkbox"/>	<input type="checkbox"/>

Based on the current rating scale at the date of lease execution

Checklist 15: Tenancy walls and ceilings GLG p19

Internal walls:

provided by tenant provided by building owner

- | | | |
|---|--------------------------|--------------------------|
| [a] Minimise new walls, open plan design | <input type="checkbox"/> | <input type="checkbox"/> |
| [b] Modular, reusable wall systems, high recycled content | <input type="checkbox"/> | <input type="checkbox"/> |
| [c] Wall linings and glazing frames with recycled content | <input type="checkbox"/> | <input type="checkbox"/> |

Ceilings:

- | | | |
|--|--------------------------|--------------------------|
| [a] Retain existing ceilings | <input type="checkbox"/> | <input type="checkbox"/> |
| [b] New modular ceiling, eco-preferable material | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist 16: Joinery GLG p19

Retain existing materials:

provided by tenant provided by building owner

- | | | |
|--|--------------------------|--------------------------|
| [a] Retain existing doors | <input type="checkbox"/> | <input type="checkbox"/> |
| [a] Retain existing built-in joinery (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> |
| [a] Retain existing kitchenette | <input type="checkbox"/> | <input type="checkbox"/> |

New joinery:

- | | | |
|--|--------------------------|--------------------------|
| [b] Recycled, FSC-certified or plantation timber (incl. veneers) | <input type="checkbox"/> | <input type="checkbox"/> |
| [b] Low-emission composite timber | <input type="checkbox"/> | <input type="checkbox"/> |
| [b] Low-emission laminates, finishes and glues | <input type="checkbox"/> | <input type="checkbox"/> |

Checklist 17: Workstations GLG p20

- | | |
|--|--------------------------|
| [a] Existing workstations reused | <input type="checkbox"/> |
| [b] New eco-preferable workstations used | <input type="checkbox"/> |

Checklist 18: Office furniture GLG p20

Chairs:

- | | |
|---------------------------------|--------------------------|
| [a] Reuse existing chairs | <input type="checkbox"/> |
| [b] New, eco-preferable product | <input type="checkbox"/> |

Workstation partitions:

- | | |
|---|--------------------------|
| [a] Reuse existing partitions | <input type="checkbox"/> |
| [b] New, eco-preferable product | <input type="checkbox"/> |
| [a] Reuse existing cabinets and shelves | <input type="checkbox"/> |
| [b] New, eco-preferable product | <input type="checkbox"/> |

(Checklist 18 continues next page)

(Checklist 18 continued)

Tables:

[a] Reuse existing tables

[b] New, eco-preferable product

Checklist 19: Fittings and appliances GLG p21

provided by tenant provided by building owner

[a] Water-efficient fixtures

[a] Water and energy efficient appliances (e.g. fridge, dishwasher)

[a] No hot water boiler (use kettle with auto switch-off)

[a] Kitchen waste sorter with separate recycling bins

Checklist 20: Paints, sealants and adhesives GLG p22

Interior wall paints:

provided by tenant provided by building owner

[a] Natural (plant-based)

[b] Low-VOC

Varnishes, stains and enamels (joinery, floors etc.):

[a] Natural (plant-based oils, natural resins, waxes)

[b] Low-VOC

Glues/adhesives:

[a] Low-VOC

[b] Water-based

Checklist 21: Bathroom fixtures GLG p22

provided by tenant provided by building owner

[a] Water-efficient toilets and urinals (incl. waterless urinals)

[a] Water-efficient showerheads

[a] Water-efficient taps

Checklist 22: Supplementary air conditioning GLG p23

[a] No supplementary air conditioning required

[b] Energy-efficient supplementary air conditioning sized for maximum efficiency

Checklist 23: Smart metering GLG p23

provided by tenant provided by building owner

[a] Separate metering of tenancy lighting, IT rooms and general power

Checklist 24: Indoor plants GLG p24

[a] Indoor plants with low water use
(at least one plant per work setting)

provided by tenant	provided by building owner
<input type="checkbox"/>	<input type="checkbox"/>

Checklist 25: Waste minimisation GLG p24

[a] Reuse materials on site where practicable

provided by tenant	provided by building owner
<input type="checkbox"/>	<input type="checkbox"/>

[a] Demolition contractors to maximise recycling of redundant fitout materials (more than 80%*) and provide certification

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

[a] Contractors to maximise diversion of construction waste from landfill (more than 80%*) and provide certification

<input type="checkbox"/>	<input type="checkbox"/>
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* by weight

Checklist 26: Company policies and procedures GLG p26

Policies and implementation mechanisms:

[a] Organisational sustainability policy and implementation plan

<input type="checkbox"/>

[a] Mechanisms in place to encourage staff accountability, awareness and participation

<input type="checkbox"/>

Organisational targets:

[a] Annual targets for greenhouse gas reduction

<input type="checkbox"/>

[a] Annual targets for water use reduction

<input type="checkbox"/>

[a] Annual targets for reduction of office waste going to landfill

<input type="checkbox"/>

Tenancy level monitoring and reporting:

[a] Annual NABERS Energy rating

<input type="checkbox"/>

[a] Annual office waste audit

<input type="checkbox"/>

Checklist 27: Purchasing office electronic equipment GLG p27

[a] Energy-efficient computers (particularly laptops) and LCD monitors

<input type="checkbox"/>

[a] Energy-efficient photocopiers that allow efficient use of paper and toner

<input type="checkbox"/>

[a] Energy-efficient printers that allow efficient use of paper and toner

<input type="checkbox"/>

[a] Paperless faxing capacity

<input type="checkbox"/>

[a] Energy-efficient faxes that allow efficient use of paper and toner

<input type="checkbox"/>

[a] Energy-efficient scanners

<input type="checkbox"/>

[a] Energy-efficient audio-visual equipment

<input type="checkbox"/>

[a] Video-conferencing and tele-conferencing capacity

<input type="checkbox"/>

Checklist 28: Managing electronic office equipment GLG p28

[a] Checks are in place to make sure energy-efficient settings are enabled on all equipment

[a] Equipment is switched off at the power point over holiday periods

[a] Information or reminders for staff on saving energy and paper (e.g. signs)

Checklist 29: Stationery and consumables GLG p28

[a] Office paper has high (60% or more) post-consumer recycled content, locally manufactured

[a] Remanufactured/refilled toner cartridges for printers and photocopiers

Checklist 30: Lighting and HVAC GLG p29

Lighting management:

[a] Control systems regularly checked and maintained

[a] Signs for employees and cleaners to turn off lights after use

[a] Lights cleaned periodically to remove dust build-up

HVAC thermostats (if controlled by tenant):

[a] Settings: 22–25°C (summer); 20–23°C (winter)

Supplementary HVAC:

[a] Use temperature sensors and timers or occupancy sensors to control energy use

[a] Make sure the system is regularly checked and maintained

[a] Set IT room temperature higher than surrounding office space (e.g. set to 24°C)

Checklist 31: Waste minimisation and recycling GLG p30

[a] Waste minimisation strategies in place (e.g. products purchasing criteria, paper reuse, double-sided printing)

[a] Secure document destruction contractor processes waste to recycling, not landfill

[a] Recyclables separated in accordance with building's waste management policy

[a] Mechanisms in place to engage staff in waste minimisation and recycling

Checklist 32: Sustainable transport strategies GLG p30

- [a] Reduction in number of car spaces required (compared to standard tenancy)

- [a] Strategies to reduce travel demand (e.g. flexible work arrangements, teleconferencing)

- [a] Transport access guide (public transport information) for staff and clients

- [a] Carbon offsets purchased for business travel

Checklist 33: GreenPower™ GLG p31

- [a] All electricity used by the tenancy is accredited GreenPower™

- [b] At least 50% of tenancy electricity is accredited GreenPower™

- [c] At least 10% of tenancy electricity is accredited GreenPower™

Checklist 34: Cleaning and maintenance contracts GLG p31

- [a] Cleaning contracts specify use of natural, solvent-free and hydrocarbon-free cleaning products

- [a] Cleaning contracts specify compliance with the building's energy and waste management policies

- [a] Cleaning contracts specify relevant cleaning and maintenance procedures for specialist 'green' products

- [a] No herbicides, fungicides, insecticides or pesticides on plants
