Fiera Real Estate Sustainability Fit Out Guide

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FIERA REAL ESTATE

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Introduction

This guide is intended as a tool to assist tenants with the ESG considerations relating to fit-out projects across the Fiera Real Estate UK ("FRE UK") portfolio. It is not intended to provide guidance and not to be an exhaustive resource.

The guide is based on the Better Buildings Partnership Responsible Fit-Out Toolkit with additions specific to FRE UK's ESG programme.

Certifications

This section provides a headline comparison between the five main rating tools available in the UK market for assessing the environmental and health and wellbeing aspects of a fit-out project:

- BREEAM Fit-out & Refurbishment
- LEED Interior Design & Construction
- SKA
- Fitwel
- WELL Building Standard

1. Benefits of Rating Tools

Rating tools provide a number of benefits in relation to fit-out projects. These include:

- Providing a clear framework for identifying and delivering sustainability outcomes.
- Enabling the project team to more easily set and agree targets
- Providing improved communication of performance to stakeholders with clear and simple language. This includes marketing a space for a property owner and demonstrating commitment and action corporately for an occupier.
- Allowing informed comparison between different buildings and/or fit-outs.
- Providing independent assurance of the delivery of outcomes.

Many owners, developers and occupiers have made voluntary commitments to achieve certain ratings. Local Planning Authorities can also stipulate achieving specific ratings through Planning Conditions which may impact fit-out requirements for newly constructed properties.

2. Providing a Comparison

In terms of similarities, each tool considers the proposed project against a range of criteria – these commonly cover both the materiality of the fit-out, as well as the impacts during occupancy. Commitment to good and best practice measures is recognised with credits/points, and the total score is translated to a rating, e.g. gold, silver, bronze, or outstanding, excellent, very good etc.

BREEAM is a UK-based rating tool and is the most established in the UK office market. LEED is a US-based tool developed with strong overseas presence and relatively low UK uptake. Whereas BREEAM and LEED fit-out tools were derived from their respective "whole building" tools, SKA was developed with a pure fit-out focus. It is managed by the RICS and its presence is mainly in the UK. Fitwel and the WELL Building Standard are relatively new, with a low UK presence. Their focus on health and wellbeing differentiates them from the other predominately environmentally focussed tools, but also allows them to be used in combination with them.

A number of tools can be used in combination, with both BRE and the International WELL Building Institute documenting the alignment of their respective schemes in the report Assessing Health and Wellbeing in Buildings: Alignment between BREEAM and the WELL Building Standard.

A headline comparison matrix for the main rating tools that can support fit-out projects is provided here. When considering using a rating tool, owners and occupiers should be guided by consultation with their stakeholders and designers to identify the option that most suitably aligns to their aspirations.

Carbon Measurement & Reporting

It is recommended that a Lifecycle Assessment ("LCA") is undertaken for all projects.

An LCA will:

- Measure the overall embodied carbon of the project
- Highlight areas in the design that can be improved to reduce embodied carbon
- Measure the embodied carbon savings of the project against a notional benchmark
- Enable the reporting and/or offsetting of emissions using verified data

Materials

Purpose: To minimise the lifecycle carbon impact of construction materials and to reduce any negative impacts that materials may have on building users.

1. Reuse Materials Where Possible

The most sustainable materials are the ones that are already there, so as far as possible materials from the previous fit out should be used before looking to purchase additional materials.

The first step in identifying material requirements should be to undertake an audit of the existing fit-out and to identify opportunities for re-use and refurbishment.

If a material is reusable but not suitable for your project, consider using a platform such as Sustainability Yard to redistribute the material to be used elsewhere.

2. Base Procurement Decisions on Lifecycle Costs & Impacts

The specifications of materials should be based on the whole life of the product over the term of the lease, rather than just concentrating on initial purchasing costs. This should include the benefits of extended refurbishment or replacement intervals, lower operational costs, reduced maintenance requirements, as well as disposal costs and impacts.

Consideration should be given within the design to enhanced durability, selecting suitably resilient and robust materials. Factoring for everyday use and weather conditions can reduce lifecycle costs for cleaning, maintenance, repairs and premature replacement. Best practice principles include:

- Selecting hard wearing materials in highly used, exposed and trafficked areas
- Incorporating surface protection measures to identified vulnerable areas
- Optimising the use of more natural and easily repairable materials
- Identifying suitable cleaning and maintenance regimes in building management strategy
- Selecting materials that are resistant to UV, durable and easy to maintain

Selecting standard products or systems that can be easily demounted, reconfigured or re-used allows for a much more flexible use of space and helps to reduce future refurbishment or refresh costs whilst maximising the design life of the fit-out. It can also minimise disruption when there are changes in operational requirements.

4. Designing for End-of-Life Disposal

Reducing negative 'end of life' impacts associated with the disposal of materials is key in maximising resource efficiency within the fit-out process.

Best practice principles include:

- Exploring options for leasing materials instead of direct ownership e.g. internal floor finishes, carpets.
- Prioritising and using manufacturer's take-back schemes to reduce end of life waste and maximise opportunities for re-use and recycling.
- Adopting circular economy principles by ensuring high levels of the disposed material can be either reused or recycled. An ideal scenario is where the manufacturer manages or is part of a closed-loop waste management system.

5. Proritise Materials with Low Environmental Impacts

Any material or product lifecycle assessment should also include the environmental impacts associated with the resource extraction, transportation, manufacturing and fabrication of a product manufacture. A responsible procurement approach should prioritise options that have the lower environmental impacts.

Environmental aspects to consider include:

1. Impact on local environment during sourcing
2. Level of recycled content
3. Level of biodegradable materials
4. Embodied carbon and water usage

The use of material certification standards can help guide and support decision-making and specification. Certifications provide an independent assessment and assurance of products' environmental impacts.

Such schemes include:

- BRE Green Guide to Specification
- Cradle-to-cradle
- EPD
- Forest Stewardship Council ("FSC") for timber

6. Specify Material with Low/No Pollutant Levels

Substances used in the manufacturing of materials and surface finishes can have an impact on indoor air quality, which in turn can affect the health and wellbeing of occupants. Sick building syndrome is officially recognised as an illness by the World Health Organisation and includes a wide range of symptoms which can be linked to internal finishes and fittings.

Best practice principles:

A) Specifying zero or low-VOC materials and products e.g. paints, varnishes, coatings, adhesives, sealants and any composite wood products such as plywood and MDF.

B) Avoiding the procurement of products that contain hazardous materials e.g. heavy metals such as lead, mercury and chromium, and phthalates. WELL Standard Section X08 provides a list of recommended thresholds.

It should also be noted that the HVAC design and the metering & monitoring strategy will also impact the management of indoor pollutants.

7. Prefer Locally Sourced Materials & Services

Preferring locally sourced products and suppliers help support the local economy and minimise travel, which can subsequently reduce transport emissions and costs. An occupier may want to set a target/ requirement for their design team and contractor relating to the amount of materials or labour that must be sourced locally.

8. Embed Principles in a Procurement Plan

The agreed principles outlined above should be formulated into a plan, including any minimum requirements, aspirations and targets, for all procurement decisions to be reviewed against. Not all design principles will be applicable or feasible for each material choice, but the design team should continually be challenged with developing an optimised specification.

Water

Purpose: to minimise water demand and maximise the opportunity for water re-use on-site.

1. Determining Water Metering Requirements

To ensure that water consumption can be recorded and monitored during operation, it is important that metering and monitoring requirements are considered during the design stage. Metered water data can provide greater visibility in relation to how performance compares to design intent, how effective management processes are, help identify operational issues and support investment decisions for improvement opportunities.

Details are set out in the metering and monitoring section, however, best practice measures to determine water metering requirements include:

- Including water as a parameter within the Metering and Monitoring Strategy.
- Assessing existing base-build metering.
- Selecting water metering equipment from the Water Technology List, meaning costs can be off-set against taxable profits via the Enhanced Capital Allowance ("ECA") scheme.

2. Develop a Water Quality Strategy

UK drinking water quality is among the highest in the world. Suppliers must follow strict standards for the quality of the UK public supply that are laid down in national regulations derived from the EU Drinking Water Directive. However, water quality that reaches the taps within a building can vary because of changes to infrastructure, particularly for contaminants introduced downstream of municipal water treatment.

The WELL Building Standard has a dedicated section on water quality, including water monitoring procedures and minimum requirements for water contaminants including:

- Lead
- Copper
- Turbidity
- Coliforms

It is best practice to undertake a water quality assessment to identify any potential risks and determine if any additional treatment measures are required. This is an important element if WELL certification for the fit-out is desired, and will require annual monitoring during occupancy.

3. Reduce Water Leakage Risks

The hidden and inaccessible nature of pipe work in buildings means it can be difficult to identify leaks in a timely manner without the help of metering and monitoring equipment. Leaks which might go undetected for a long period of time have the potential to disrupt business continuity and incur substantial maintenance and repair costs. Opportunities to review should include:

- The installation of a leak detection system. Specifying products from the Water Technology List ("WTL") has the benefit of qualifying for tax relief under the Enhanced Capital Allowance ("ECA") scheme.
- The installation of sanitary shut-off valves. Allowing the isolation of water suppliers when washrooms are not in use. This typically comprises a solenoid valve and occupancy sensor to reduce the water loss if minor leaks occur in a toilet area. These may also be applicable to other large water consuming areas such as kitchens.

4. Specify Water Efficient Sanitary Fittings

Efficient sanitary fittings play an important role in water conservation by reducing demand, and associated operational costs, whilst maintaining a hygienic and high-quality experience for occupants.

Where sanitary fittings are being replaced or upgraded, select efficient options such as:

- Dual and/ or low flush WC's
- Waterless urinals
- Low flow taps with automatic shut off
- Low flow shower / showerheads

Alternatively, it may be possible to retrofit devices to existing fittings including:

- Flow restricting valves
- Tap inserts to convert to spray/ aerated flow
- Low flow showers/ showerheads
- Proximity detection (e.g. PIR) devices for urinals (which could also be linked to lighting and/ or extractor fans)

Specifying sanitary fittings with a European Water Label can be a simple measure to ensure selected equipment is water efficient. In addition, such equipment features on the Water Technology List, which are eligible for Enhanced Capital Allowance (ECA) tax relief claims.

5. Explore Rainwater Harvesting & Greywater Recycling

A rainwater harvesting and/or grey water recycling system can provide a significant opportunity to reduce reliance on the water mains network and provide resilience against future water scarcity.

- Rainwater harvest can be used for irrigation purposes and/or toilet flushing
- Greywater diversion from sinks/showers for treatment and reuse for toilet flushing and/or irrigation

These systems will require additional base-building infrastructure. As such, opportunities for choosing such systems will generally not fall within scope for smaller fit-outs or those in multi-let offices, unless there is buy-in from the property owner and other tenants.

Where opportunities do exist, the building size and design may limit the size and location of any water storage tank and treatment infrastructure. Storage tanks can be located either below or above ground, however designers will need to consider separate distribution pipework and potentially pumps. Designers will need to calculate the size of the tank and therefore the percentage of the total water demand which could be met by rainwater and/or greywater.

Waste

Purpose: to minimise waste both in construction and operation, to promote re-use and recycling, and to eliminate waste to landfill.

1. Construction Waste

A) Design for re-use & recovery

The re-use and recovery of material will minimise new resources used and reduce strip-out waste. A pre-strip out audit is integral to this process to assess the potential for reusing elements of any existing fit-out. It is key that all reused materials will be of suitable quality and durable when considering the life cycle of the lease.

Note that for this step to be feasible, the owner and previous occupier will need to have agreed that the existing fit-out will not be (fully) stripped out.

If the existing material is not suitable for your works but is still in good condition, consider using a platform such as Sustainability Yard to redistribute the material to someone who can use it.

B) Design for off-site construction

Off-site construction can reduce waste arising from over-ordering, damage and through less efficient methods of working on-site. Further benefits include reducing the number of vehicle movements thereby helping to reduce traffic, noise, pollution and risks to cyclists and pedestrians at a local level. Prefabrication of components off-site can also reduce the extent of on-site activities and so enable time savings.

C) Design for materials optimisation

Adopt a design approach that focuses on material resource efficiency so that less material is used in the design i.e. creating simple, coordinated and standardised designs that reduce excess off-cuts.

D) Design for deconstruction & flexibility

Ensure that components and materials support long-term adaptability and are easily disassembled and recycled at the end of their lifecycle.

E) Set waste management targets

Assess the option for contractual targets around waste. These should be established early in the design process, and ideally include a specialist contractor to advice on maximising resource efficiency opportunities.

Targets could include:

- % waste reused or recycled
- % waste diverted from landfill
- Tonnes of waste per 1003
- Tonnes of waste per £100k

F) Use a site waste management plan

A Site Waste Management Plan ("SWMP") should be prepared by the design team before construction begins and will set the basis for the waste management requirements by the contractor. It should describe how materials will be managed efficiently and disposed of legally during the construction of the works, explaining how the re-use and recycling of materials will be maximised.

This involves estimating how much of each type of waste is likely to be produced and the proportion of this that will be re-used or recycled on site, or removed from the site for re-use, recycling, recovery or disposal.

The contractor should then:

- Ensure that the requirements of the site waste management plan are included in sub-contracts.
- Arrange suitable site induction, information and training of personnel to ensure that the plan is implemented.
- Take all reasonable steps to prevent unauthorised disposal of the waste.
- Update the plan as the works progress to reflect the actual handling of waste.

G) Embed requirements in contractor scope of works

All waste management requirements, including targets and use of a Site Waste Management Plan must be included within the contractors scope of works.

2. Operational Waste

A) Review existing waste management regimes

The first step in setting operational waste management requirements should be to review existing waste management arrangements. This will help an occupier understand:

- How waste is currently managed;
- What options are feasible within the space; and
- Whether improvement opportunities exist.

A well-managed building should have an operational site waste management plan in place that defines the current waste management regime for the property. This should include:

- Waste streams: dry mixed recycling, dedicated recycling streams, food waste, residual waste etc.
- On-site equipment: bin sizes and numbers, bailers, compactors etc.
- Storage arrangements.
- Collection frequency.
- Contractor service requirements: collection frequency, reporting requirements, destination per waste stream.
- Historic data and performance.
- Identified improvement opportunities.

The level of influence an occupier will be able to have over the waste management regimes within an office will greatly depend on the leasing arrangements.

- For a single-let property, the occupier will likely have full control over both base-build and on-floor (back-of-house and front-of-house) waste management regimes and service provider control.
- For a multi-let property, the occupier will be more restricted by the existing base-build (back-of-house) arrangements the property management team have in place. In such instances, improvement to base-build facilities will require engagement with the property owner / property management team.

B) Set an operational waste management strategy

The property owner's and occupier's respective operational waste management policies and targets, as well as existing operational waste management regimes, should be the starting point for the designer's development of a strategy for waste storage and segregation facilities.
Any strategy should:

- Follow the waste hierarchy and be geared towards the avoidance of landfill and where possible towards achieving "Zero to Direct Landfill" as a minimum;
- Follow the principles set out in European Waste Framework Directive 2008/98/EC i.e. what is technically, environmentally and economically practicable ["TEEP"];
- Give preference to maximising on-site segregation wherever possible; and
- Consider circular economy principles by identifying closed loop opportunities.

Waste management principles, by waste stream, are provided in Appendix 1 to support a dialogue with relevant stakeholders (i.e. property owner, property management team and/or waste management service providers) regarding what services should be delivered or set as objectives.

C) Define appropriate 'back of house' requirements

The design team should review and recommend base-build (back-of-house) waste management facilities that are adequate based on the operational waste management strategy, as well as on known operational functions and likely waste streams and volumes to be generated.

When determining the dedicated space and equipment requirements for the storage of segregated waste streams generated on-site, design teams should consider:

- Receptacle types, size and number of units required;
- Specialist equipment requirements such as compactors, bailers and weighbridges;
- Receptacle cleaning requirements and associated water outlets, particularly for organic waste;
- Accessibility requirements for building occupants or facilities operators to deposit waste and for waste management service providers to collect waste and
- Signage and labelling requirements to assist with segregation, storage and collection.

To support design teams in determining storage space provision requirements BREEAM Fit-out and Refurbishment Wst03 Operational Waste suggests the following minimum thresholds:

- At least $2m^2$ per $1000m^2$ of net floor area for buildings < $5000m^2$
- A minimum of $10m^2$ for buildings ≥ $5000m^2$
- An additional $2m^2$ per $1000m^2$ of net floor area where catering is provided (with an additional minimum of $10m^2$ for buildings ≥ $5000m^2$).

In addition, the following measurement guidelines when determining size and accessibility criteria for the recyclable storage space:

- Compactor dimensions: about the size of one car parking bay; 4.8 x 2.4m
- Skip: the footprint of an 8 and 12 cubic yard skip measures 3.4m x 1.8m, therefore allow a minimum of 2.0m width and 4.0m length or $8m^2$ area for the storage and access of such containers

- Wheeled bins: 360 litre = 0.86m x 0.62/660 L= 1.2m x 0.7m/1100 L = 1.28m x 0.98m
- Roll-on-roll-off containers: allow a minimum of 6.1m x 2.4m
- Vehicle access: the following are dimensions for lorry types that are typically used to collect waste. Therefore, gate height/ widths should be bigger than these measurements:
    1. Dustcart (26t GVW 6x2 rear steer): Length = 10.4m : Height = 3.6m : Width 2.6m
    2. Skip lorry (18t GVW 4x2): Length = 7.0 m : Height = 3.4m : Width 2.6m
    3. RoRo (26t GVW 6x2): Length = 7.4m : Travel Height = 4.0m : Operating Height 6.5m (dependent on container) : Width 2.6m
    4. Allow two lorry lengths in front of containers for access

D) Define appropriate 'front of house' requirements

The occupier's design team and owner's facilities management team (where appropriate) need to collaborate to identify the quantity and specification of individual bins across the floor plates of the new office fit-out. On-floor segregation and storage facilities will need to align with the building's operational waste management plan and base-build (back-of-house) facilities.

The following responsible waste management principles should be considered when defining on-floor requirements:

- Ensure bins match base-build (back-of-house) segregation requirements;
- Ensure clear labelling and provide information to building users on the types of waste that should be disposed of within each bin;
- Provide dedicated space for bins at multiple locations across each floor plate;
- Locate bin areas away from the general desk areas to promote occupant movement;
- Locate bins for organic waste near tea points, kitchenette and kitchen/catering areas; and
- Provide suitable facilities for specialist waste, e.g. confidential, electrical, hazardous etc.

E) Embed responsible waste management in service contracts

The success of waste management arrangements is dependent on the end destination waste management facility once waste leaves the building. Whilst not within scope of a fit-out, it's important for an occupier and/or property manager to ensure responsible waste management principles are embedded within the waste management service provision.

Metering & Monitoring

Purpose: to implement an appropriate metering strategy to effectively monitor the performance of the building in operation.

1. Develop a Metering & Monitoring Strategy

A metering and monitoring strategy should be developed that outlines the occupier's requirements. Information on the existing metering and monitoring solutions within the base-build will help inform this process.

Key decisions related to:

- What parameters should be measured? This will help identify if an independent occupier system is required - e.g Building Management System, Energy Management System, a M&T etc. The owner should be informed of requirements as they may be able to support in meeting those requirements.
- What frequency should parameters be measured, and what level of accuracy is required?
- Where should meters and monitoring devices be positioned? This is particularly important for monitoring internal environmental conditions and how it relates to partitioning, different spaces use and air-flow e.g. temperature sensors, light sensors, air quality sensors.
- How will data be communicated and stored? How data is transferred from a meter to a centralised datastore can be challenging and requires careful consideration. Options will range from hard-wired to wireless solutions, each with their own associated benefits and challenges in relation to installation costs, reliability and security. With cloud-based solutions now becoming the norm, any system that interacts within additional networks both within and outside the building will require engagement with IT teams to ensure appropriate IT security is in place.
- Who will be required to access the information? i.e. internal or external individuals; technical to management roles. This will help scope out the way data should be accessed and who will have management responsibility.
- Are there opportunities to combined data streams? When creating new data streams through the installation of new meters and monitoring devices, consideration should be given to how data can be combined with other existing data streams and systems to maximise its use and value. This avoids data being housed in separate silos with limited access and functionality. For example, a single source of utility data can be used to support billing, M&E services and corporate reporting, yet so often systems are not fully integrated.
- How will data outputs be used in future report and decision making? This will help clarify how data should be reported, to whom, and the types of decision making anticipated as a result of the data. This critical step is often ill-considered resulting in data being collected, but not effectively used. This should also help determine whether an off-the-shelf reporting software can be used, or whether a bespoke platform should be developed.
- Do the required skills for delivery exist? This will help identify any necessary training needs for the facilities management team or outsourcing requirements to third party service providers.

2. Assess Base-Build Metering & Monitoring

Understanding the extent of metering, sub-metering and monitoring infrastructure within the base build, as well as how data is stored and analysed, are the first steps in establishing a strategy. The occupier's design team will need to collaborate with the owner's facilities and property management team to establish:

- The extent of main utility and sub-metering within the building and end use.

Specifically, does sub-metering exist for high consuming base build plant, by floor plate, and / or to a system level within the space e.g. heating, lighting, cooling, small power? This should be available through a metering plan for the property.

CIBSE best-practice suggests sub-metering should be provided to:

- Each tenanted area in excess of 500 m2
- Heating and cooling services to separately tenanted areas greater than 2500 m2
- Boiler or CHP installations greater than 50kW input power
- Chiller installations greater than 20kW input power
- Electric humidifiers great than 10kW input power
- Motor Control Centres providing power to fans and pumps great than 10kW

Whether a BMS for the property exists

This should ensure any solution identified by the design team will be compatible with the property's system and help reduce overall costs for the occupier.

The extent of monitoring of indoor environmental conditions.

This should include the environmental factors being monitored, as well as the number and position of monitors within the space.

How data is captured, stored and analysed.

This will identify existing communications infrastructure that the occupier may be able to 'piggy-back' off rather than installing its own.

Whether access to information is available.

This will identify whether information can be provided by the property owner to support the occupiers metering and monitoring requirements either via period reporting or via access to 'live' data.

Whether historical data can be made available.

Such information can support any modelling work and review whether current monitoring capabilities are sufficient to meet the occupier's needs.

3. Select ECA Eligible Equipment

Where possible, the selection of metering and monitoring devices on the Energy Technology List means costs can be off-set against taxable profits via the Enhanced Capital Allowance ("ECA") scheme.

Management & Procurement

Purpose: to ensure that procurement and management of the wider supply chain is aligned to industry best practice.

1. Carbon Emissions

Consider prioritising suppliers that have set a credible Net-Zero Carbon ("NZC") target. It is suggested that the target should cover scopes 1, 2 and 3 emissions with an associated pathway to achieve this, the pathway should include:

- Annual carbon reporting.
- Energy consumption reductions.
- Renewable energy procurement.
- A move away from fossil fuel reliance.
- A target to achieve a NZC fleet by 2030.

2. Social Value

Look at purchasing goods, services and works from diverse, local, and independent businesses to support local economies and communities. Consider suppliers who promote and act on diversity, equity and inclusion within their organisation. Wherever possible, encourage the use of diverse suppliers within the supply chain.

Where possible strive to pay suppliers the Real Living Wage, and give preference to suppliers with Real Living Wage certification, or who can demonstrate that they pay the living wage.

3. Ethical Standards

Endeavour to purchase goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons. This includes safe working conditions and fair employment terms, full access to human, civil and political rights for all stakeholders, fair competition practices and anti-corruption.

4. Legal & Contractual Compliance

Ensure that all procurement complies with international and national laws and does not breach any other statutory requirements in any country or region.

Ensure that suppliers comply with all statutory and other legal requirements relating to the social and environmental impacts of their business and encourage accreditation to relevant standards.

5. When selecting a design team consider those with experience of:

- Integrating whole life principles in the design options appraisal process, e.g. Life Cycle Costing and Life Cycle Assessment.
- Experience of fit-out projects achieving required sustainability and/or environmental assessment ratings e.g. BREEAM, SKA.
- Achieving required energy efficiency standards, e.g. EPC rating.

- Designing for workplace wellbeing e.g. experience of Fitwel or WELL Building Standard.
- Designing for an active workforce.
- Designing for different ways of working (e.g. agile, collaborative, concentrated).
- Specification of low environmental impact materials and furniture.
- Designing building services systems to enhance health and wellbeing and minimise energy consumption and CO2 emissions.
- Designing water efficient systems.
- Designing for effective energy monitoring and management.
- Approach to Soft Landings, monitoring commissioning and providing aftercare support.
- Evidence of evaluation and learning from buildings fit-outs in use, e.g. via energy and water monitoring, building performance evaluation or Post Occupancy Evaluation.

6. When Appointing a Contractor Team Consider those with Experience of:

- Achieving "as built" compliance with required sustainability and/or environmental ratings.
- Achieving "as built" compliance with required energy efficiency standards, e.g. EPC rating.
- Operating under an Environmental Management System ("EMS"), i.e. ISO 14001.
- Own corporate CSR policies and targets, including adherence to Modern Slavery Act, apprenticeship and development programmes, community engagement initiatives.
- Proven implementation of responsible practices, policies and procedures for resource efficiency, waste minimisation, nuisance and pollution prevention.
- Evidence of measuring and reporting site impacts including energy; water; waste; and operative wellbeing etc.
- Working to the Considerate Constructors Scheme
- Sustainable procurement policy for their own supply chain e.g. approach to local and responsible sourcing, use of BRE Green Guide to Specification, preference for materials with low/no VOCs and high recyclable content.
- Approach to Commissioning and after care as well as implementation of the Soft Landings Framework.
- Successful application of policies and procedures to ensure quality performance and continuous improvement within own organisation and supply chain partners; e.g. training initiatives.
- Track record of bringing value to projects through ideas to enhance sustainability performance.

Transport & Travel

Purpose: to provide the necessary facilities and infrastructure to support low carbon transport to and from the site.

1. Build Facilities for Active Commuters

Having sufficient, well-designed facilities is key to encouraging and supporting active commuting. Access, quality, size, security and comfort are all important issues in designing and managing suitable storage and changing facilities. The opportunities and restrictions in single-let and multi-let buildings will vary.

Good practice design measures include:

- Well-signposted safe access routes to and around the building.
- Providing cycle parking in a secure and sheltered location: 1 space per 10 staff or 1 space per100 m of floor area (BREEAM & SKA); spaces for 5% of the total regular building occupants (WELL).
- Providing showering facilities: 1 shower per 10 cycle spaces (BREEAM); 1 shower per 100 building users (Ska & WELL).
- Providing secure locker facilities designed to store relevant equipment e.g. helmets and clothes: 1 locker per cycle storage space (BREEAM); One per five building occupiers (WELL).
- Providing dedicated drying facilities for wet clothing.
- Providing charging facilities for electric bikes and scooters.

2. Continue Employee Engagement During Operation

Whilst not within scope of the fit-out design, it is important that a continued staff engagement programme is put in place to ensure benefits are maintained. In multi-let buildings this may be in conjunction with the property management team.

Activities may include:

- Information campaigns to ensure that staff are aware of their travel options, any on-site and local facilities, and that they understand the benefits to them of a better commute.
- Encouraging car sharing, use of electric vehicles, and cycling through incentives such as Cycle to Work scheme.
- Partnering with cycling confidence and bike maintenance providers to run sessions in the workplace.
- Continued periodic travel surveys to monitor patterns, identify any modal shifts and gather feedback to inform future design, maintenance and management approach.

3. Provide Facilities for Electric Vehicles

Install on-site charging facilities to promote the use of low carbon transport to and from the site. Speed of charger, provider, location, number of chargers and operation of chargers should all be considered on a site-by-site basis to ensure the installation is appropriate to the specific use case.

It is recommended that when installing chargers that consideration is given to the anticipated future growth in demand for EV charging facilities, and that the infrastructure installed is capable of additional chargers when there is demand for them.

Appendix

Waste Management Principles

Cardboard, Paper & Glass

- Cardboard, paper and glass should be source separated on-site and managed for recycling. Consideration should be given to on-site bailing of regular large volumes of cardboard to reduce costs.
- Where on-site segregation is not technically, environmentally and economically practicable, then cardboard and paper should be included in a Dry Mixed Recycling collection. Glass should always be separate.

Plastics

- Plastic should be source separated on-site and managed for recycling.
- Where on-site segregation is not technically, environmentally and economically practicable, then Plastics should be included in a Dry Mixed Recycling collection.
- Plastics come in many different varieties. Plastic bottles are always recyclable, many other types of plastic are not. Agree a clear specification with the waste management contractor.

Dry Mixed Recycling

- All mixed recycling should be taken to a materials recycling facility ("MRF").
- The process efficiency performance of the MRF should be recorded and reported each month as part of monthly reporting returns to facilitate waste data verification and accurate reporting of waste management performance.
- The fate of any reject material arising from the MRF should be reported as to whether it is subject to (in order of preference): Incineration (with energy recovery); incineration (without energy recovery); or landfill disposal.

Food Waste

- Food waste should be segregated on-site and be disposed of on-site (via composting or aerobic digestion) or sent off-site for processing via an anaerobic digestion facility.

Residual Waste

- Residual waste should be managed in such a manner to maximise energy recovery and landfill shall only be utilised as a last resort.
- A waste audit of the residual waste stream should be undertaken at least annually (and quarterly for larger site contracts) to identify additional waste segregation opportunities.
- Other Wastes
- Electrical waste, batteries and fluorescent lamps must be diverted from general waste via re-use or specified recycling and recovery processes as required by legislation governing the management of hazardous waste. End destinations should be recorded to ensure a clear audit trail.
- Sundry metals, wood and furniture arisings should be estimated and where appropriate arrangements made for their separate re-use or recycling. End destinations should be recorded to ensure a clear audit trail.
- The fate of any reject material arising from any other sorting and / or recycling processes should be reported as to whether this is subject to (in order of preference): Incineration (with energy recovery); incineration (without energy recovery); or landfill disposal.

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