



2016 **GRESB Real Estate Assessment**

April 1, 2016

About GRESB

GRESB is an industry-driven organization committed to assessing the environmental, social, and governance (ESG) performance of real assets globally, including real estate portfolios (public, private and direct), real estate debt portfolios, and infrastructure. Almost 200 members, including 60 pension funds and their fiduciaries, use GRESB data in their investment management and engagement process, with a clear goal to optimize the risk/return profile of their investments. For more information, visit www.gresb.com.

About the 2016 GRESB Real Estate Assessment

The GRESB Real Estate Assessment collects information on the ESG performance of property companies and funds. This includes information on performance indicators, such as energy, GHG emissions, water and waste. In addition, the Assessment covers broader ESG issues, such as sustainability risk assessments, performance improvement programs, and engagement with employees, tenants, suppliers and the community. The GRESB Real Estate Assessment is aligned with international reporting frameworks such as GRI and PRI.

The 2016 GRESB Real Estate Assessment is largely consistent with the 2015 Assessment. The Assessment developments reflect industry trends in ESG in real estate, and the result of internal research as well as engagement with the real estate industry through GRESB Advisory Board, Benchmark Committees, and Industry Working Groups.

Development highlights

- A streamlined and improved reporting process, leading to a reduction in reporting effort (fewer indicators) and improved data quality (more precision in indicators, supporting guidance, and better tools);
- The number of changes has been limited to a maximum of 20% churn. All changes are derived from 2016 development topics and feedback received from stakeholders during the 2015 Assessment period;
- The 2016 GRESB Real Estate Assessment introduces “pilot” indicators/elements of indicators, prior to including these indicators in the 2017 Assessment. These indicators are for reporting purposes only;
- The GRESB Portal includes additional and further developed functionalities to support property companies and funds with an efficient and accurate submission.

The role of the GRESB benchmark

GRESB’s global benchmark uses a consistent methodology across different regions, investment vehicles and property types. The Real Estate Assessment contains approximately 50 indicators that examine a broad range of ESG topics. The indicators are designed to encompass the wide variety of property companies and funds included in the benchmark.

Based on the Assessment, GRESB provides an overall GRESB Score for each participant. It recognizes that the real estate sector and the ESG issues that the sector must consider are highly complex and that within countries, regions and property types there are significant variations in the relationship between owner and occupier, manager and investor, and in the underlying regulatory environment. Therefore, GRESB emphasizes both to participants and real estate investors that the measurement of absolute performance is only a single element of a broad range of indicators reported in the benchmark. The structure of the GRESB Real Estate Assessment, the Aspects and, indicators create the opportunity to report on specific topics using the following logic: policy/plan, actions, monitoring and reaction. The key to analyzing GRESB data is in peer group comparisons that take into account country, regional, sectoral and investment type variations.

GRESB believes in the inclusion of its ESG metrics in investment decision-making processes. Equally important is an active dialogue between investors, and companies and fund managers regarding ESG issues. GRESB updates its Investor Engagement Guide on an annual basis, and makes it available to Investor Members, to assist with this process.

Who can see my data?

Data collected through the GRESB Real Estate Assessment is only disclosed to the participants themselves and:

- In the case of non-listed property funds and companies, to those of that company or fund’s investors that are GRESB Investor Members;
- In the case of listed real estate companies, to all GRESB Investor Members that invest in listed real estate securities.

Grace Period

GRESB offers property companies and funds reporting for the first-time the option not to disclose their first year Real Estate Assessment results to their investors – a “Grace Period.” This period allows companies and funds a one-year period to familiarize themselves with the GRESB reporting and assessment process, without externally disclosing their results to GRESB’s Investor Members.

Grace Period participant names are disclosed to GRESB’s Real Estate Investor Members. However, Investor Members are not able to request access to Grace Period participants’ results. Grace Period participants can use the Scorecard and Benchmark Report to identify opportunities to improve their performance for next year’s Assessment. Those first-time participants wishing to participate in the Grace Period must select the option when registering to participate in the Assessment.

Timeline & Process

The GRESB Real Estate assessment opens in the GRESB Portal on April 1, 2016. The submission deadline is July 1, 2016, providing participants with a three-month window to complete the Assessment. This is a fixed deadline, and GRESB will not accept submissions received after this date.

GRESB validates and analyzes all participants' Assessment submissions. This process starts upon receipt of the first submission and continues until July 31, 2016. We may need to contact you during this time to clarify any outstanding issues with your response. Results are published in September and are distributed as follows:

- **Participants:** Receive a Scorecard free of charge, containing their individual GRESB scores compared to the ESG performance of their peers. On payment of a fee, participants are also able to obtain a Benchmark Report containing an in-depth analysis of their ESG performance;
- **Company and Fund Manager Members:** Receive Benchmark Reports for all of their Assessment submissions and have access to GRESB's Member Portal, which contains additional functionalities enabling property companies and fund managers to create their own portfolio analysis;
- **Investor Members:** Receive Benchmark Reports for all of their investments and have access to GRESB's Member Portal, which contains additional analysis tools enabling investors to create their own reports based on a selection of their investments.

Response Check service

A Response Check is a high-level check of a participant's GRESB Real Estate submission by the GRESB team, taking place prior to submission of a response. It minimizes the risk of errors that could adversely impact Assessment results.

The Response Check fee for non-members is €750 (exclusive of VAT). Members are able to request a complimentary Response Check as one of their membership benefits. Fund managers who submit the GRESB Real Estate Assessment for multiple entities are entitled to a maximum of three Response Checks as part of their membership benefits.

Reference Guide & Support

The 2016 Real Estate Assessment is accompanied by indicator-specific Reference Guidance that explains:

- The intent of each indicator;
- The requirements for each response;
- Explanation of any terminology used;
- References to any third-party documents;
- Basic scoring information;
- The number of points available.

Assessment Content

Entity & Reporting Characteristics	4
Management	9
Policy & Disclosure	12
Risks & Opportunities	17
Monitoring & EMS	26
Performance Indicators	27
Building Certifications	41
Stakeholder Engagement	44
New Construction & Major Renovations	52

The 2016 GRESB Real Estate Assessment Guidance materials also include:

- A summary of changes in 2016 highlighting (a) indicators that remain the same, and (b) modified indicators;
- An explanation of the structure and the questions of the New Construction & Major Renovations Aspect of the GRESB Real Estate Assessment;
- Additional examples of frequently provided valid/non-valid answers, based on 2015 data;
- Details of GRESB's validation process.

The written Guidance will be available during the first week of March 2016. Starting April 1, 2016, guidance is also available in the GRESB Portal through pop-up fields next to each indicator. The GRESB Helpdesk will open on the same date.

GRESB Training Program for property companies, fund managers, and service providers

GRESB is providing a training program for property companies, fund managers, and their advisors in Spring 2016. The GRESB Training Program offers a high-quality and content-rich educational experience addressing all aspects of ESG in real estate portfolios as covered by the GRESB Real Estate assessment. The training enables participants to assess and enhance their current performance, to more efficiently prepare their GRESB response, and to improve the quality of their submission.

The training program will take place in selected locations in Europe, North America, and Asia Pacific. In-house sessions are available upon request. Detailed information about the program is available on the [GRESB website](#).

Entity and reporting characteristics

Entity Characteristics

EC1 Entity name _____

Fund manager (organization) name (if applicable) _____

EC2 Nature of ownership:

Listed entity. Please specify ISIN _____

Year of commencement: _____

Non-listed entity

Year of first closing: _____

For non-listed entities:

Fund style classification:

Core

Value added

Opportunity

Open or closed end:

Open end

Closed end

Finite or infinite structure:

Finite structure. Specify termination date: _____

Infinite structure

EC3 The reporting period is:

Calendar year

Fiscal year. Specify the starting month _____

EC4 Is the organization a member of a real estate association?

- Yes (multiple answers possible)
 - Asian Association for Investors in Non-listed Real Estate Vehicles (ANREV)
 - Asia Pacific Real Estate Association (APREA)
 - British Property Federation (BPF)
 - European Public Real Estate Association (EPRA)
 - European Association for Investors in Non-Listed Real Estate Vehicles (INREV)
 - Vereniging van Institutionele Beleggers in Vastgoed, Nederland (IVBN)
 - National Association of Real Estate Investment Trusts (NAREIT)
 - Pension Real Estate Association (PREA)
 - Real Property Association of Canada (REALpac)
- No

Reporting Characteristics

RC1 Values are reported in:

- Australian Dollar (AUD)
- Brazilian Real (BRL)
- Canadian Dollar (CAD)
- Chinese Yuan (CNY)
- Danish Krone (DKK)
- Euro (EUR)
- Hong Kong Dollar (HKD)
- Indian Rupee (INR)
- Japanese Yen (JPY)
- Malaysian Ringgit (MYR)
- Mexican Peso (MXN)
- Pound Sterling (GBP)
- Singapore Dollar (SGD)
- South African Rand (ZAR)
- South Korean Won (KRW)
- Swedish Krona (SEK)
- Swiss Franc (CHF)
- United States Dollar (USD)
- Other _____

RC2 What was the gross asset value (GAV) of the entity at the end of the reporting period?

_____ (in millions)

RC3 Metrics are reported in:

- m²
- sq.ft.

RC4 What is the entity's core business?

- Management of standing investments only (continue with RC5.1, RC5.2, RC6)
- Management of standing investments and development of new construction and major renovation projects (continue with RC5.1, RC5.2, RC6, RC-NC1, RC-NC2, RC-NC3)
- Development of new construction and major renovation projects (continue with Developer Assessment)

RC5.1 Describe the composition of the entity's portfolio during the reporting period:

Property type	% of GAV	Number of Assets	Floor Area		Units	% Indirectly Managed Assets
			m ² /sq.ft.	Type		
Retail, High Street				Type ▼		
Retail, Shopping Center				Type ▼		
Retail, Warehouse				Type ▼		
Office				Type ▼		
Industrial, Distribution Warehouse				Type ▼		
Industrial, Business Parks				Type ▼		
Industrial, Manufacturing				Type ▼		
Residential, Multi-family				Type ▼		
Residential, Family Homes				Type ▼		
Residential, Senior Homes				Type ▼		
Residential, Student Housing				Type ▼		
Hotel				Type ▼		
Healthcare				Type ▼		
Medical Office				Type ▼		
Leisure				Type ▼		
Data Centers				Type ▼		
Self-storage				Type ▼		
Parking (indoors)				Type ▼		
Other ▼				Type ▼		

Note: The table above defines the scope of your 2016 GRESB submission and should include the total portfolio of the investible entity?

Select floor area type

- floor area
- lettable floor area

RC5.2 Provide additional context for the reporting boundaries (maximum 250 words)

RC6 Which countries are included in the entity's portfolio?

Country	% of GAV
Country ▼	
Country ▼	
Country ▼	

New Construction & Major Renovations

RC-NC1.1 Describe the composition of the entity's new construction projects during the reporting period:

Property type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV*	Number of Assets	Gross Floor Area	GAV*
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Residential, Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Leisure						
Data Centers						
Self-storage						
Parking (indoors)						
Other ▼						

**GAV either according to fair value or based on construction costs*

RC-NC1.2 Provide additional context for the reporting boundaries on new construction projects **new**
 (maximum 250 words) _____

RC-NC2.1 Describe the composition of the entity’s major renovation projects during the reporting period:

Property type	In progress at the end of reporting period			Completed during reporting period		
	Number of Assets	Gross Floor Area	GAV*	Number of Assets	Gross Floor Area	GAV*
Retail, High Street						
Retail, Shopping Center						
Retail, Warehouse						
Office						
Industrial, Distribution Warehouse						
Industrial, Business Parks						
Industrial, Manufacturing						
Residential, Multi-family						
Residential, Family Homes						
Residential, Senior Homes						
Residential, Student Housing						
Hotel						
Healthcare						
Medical Office						
Leisure						
Data Centers						
Self-storage						
Parking (indoors)						
Other ▼						

*GAV either according to fair value or based on construction costs

RC-NC2.2 Provide additional context for the reporting boundaries on major renovation projects (maximum 250 words) new

RC-NC3 Which countries are included in the entity’s portfolio of new construction and major renovation projects?

Country	% of GAV
Country ▼	
Country ▼	
Country ▼	



Sustainability Objectives

2015 Question

Q1 Does the entity have specific sustainability objectives?

1.1 & 1.2

Yes

The objectives relate to (multiple answers possible)

- General sustainability
- Environment
- Social
- Governance

The objectives are (select one)

- Fully integrated into the overall business strategy
- Partially integrated into the overall business strategy
- Not integrated into the overall business strategy

The objectives are

Publicly available

Online - hyperlink _____

Offline - separate document

UPLOAD supporting evidence

Indicate where the relevant information can be found

Communicate the objectives (maximum 250 words)

Not publicly available

UPLOAD supporting evidence

Indicate where the relevant information can be found

Communicate the objectives (maximum 250 words)

No

Q2

Does the organization have one or more persons responsible for implementing the sustainability objectives at entity level? (multiple answers possible)

2

Yes

Dedicated employee(s) for whom sustainability is the core responsibility

Provide the details for the most senior of these employees

Name _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

Employee(s) for whom sustainability is among their responsibilities

Provide the details for the most senior of these employees

Name _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

External consultant/manager

Name of the organization _____

Name of the main contact _____

Job title _____

E-mail _____

LinkedIn profile (optional) _____

Other _____

No

Sustainability Decision-Making

Q3

Does the organization have a sustainability taskforce or committee that is applicable to the entity?

3

Yes

Select the members of this taskforce or committee (multiple answers possible)

Asset managers

Property managers

Board of Directors

Senior Management Team

External consultants

Name of the organization _____

Fund/portfolio managers

Other _____

No

Note: You may be asked for additional information about the organization indicated in the Name of the organization field

Q4 Does the entity have a senior decision-maker dedicated to sustainability?

4

Yes

The individual is part of

- Board of Directors
- Senior Management Team
- Fund/portfolio managers
- Other _____
- Investment Committee

Provide the details for the most senior decision-maker on sustainability issues

Name _____
Job title _____
E-mail _____
LinkedIn profile (optional) _____

No

Q5 Does the entity have a formal process to inform the most senior decision-maker on the sustainability performance of the entity?

5

Yes

Describe the process (maximum 250 words)

No

Not applicable

Q6 Does the organization include sustainability factors in the annual performance targets of the employees responsible for this entity?

6

Yes

Select the employees to whom these factors apply (multiple answers possible)

- Acquisitions team
- All employees
- Asset managers
- Board of Directors
- Client services team
- Fund/portfolio managers
- Property managers
- Senior Management Team
- Other _____

No



Sustainability Disclosure

2015 Question

Q7.1 Does the organization disclose its sustainability performance?

7.1

Yes (multiple answers possible)

Section in Annual Report

UPLOAD supporting evidence

Indicate where the relevant information can be found

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Stand-alone sustainability report(s)

UPLOAD supporting evidence

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Integrated Report

UPLOAD supporting evidence

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

Dedicated section on corporate website

Provide applicable hyperlink _____

Select the applicable reporting level

- Entity
- Investment manager
- Group

- Section in entity reporting to investors

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____
Publication date _____

Aligned with Guideline name ▼

- Other _____

UPLOAD supporting evidence Indicate where the relevant information can be found

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with Guideline name ▼

- No

Guideline name

- ▼ ANREV (endorsed INREV Sustainability Reporting Recommendations), 2014
- APREA Sustainability Handbook, 2012
- EPRA Best Practice Recommendations in Sustainability Reporting, 2014
- GRI Sustainability Reporting Guidelines, G4
- IIRC International Integrated Reporting Framework, 2013
- INREV Sustainability Reporting Recommendations, 2012
- PRI Reporting Framework, 2016
- Other _____

Q7.2 Is the organization's sustainability disclosure reviewed by an independent third party?

7.2

Yes

Select all applicable options (multiple answers possible, selections must match answers in Q7.1)

Section in Annual Report

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Stand-alone sustainability report

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Integrated Report

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Section in entity reporting to investors

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Other

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

No

Not applicable

ESG Policies

Q8 Does the organization have a policy/policies in place, applicable to the entity level, that address(es) environmental issues? **8**

Yes

Select all environmental issues included (multiple answers possible)

- Biodiversity and habitat
- Building safety
- Climate/climate change adaptation
- Energy consumption/management
- Environmental attributes of building materials
- GHG emissions/management
- Resilience
- Waste management
- Water consumption/management
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Q9 Does the organization have a policy/policies in place, applicable to the entity level, that address(es) governance issues? (multiple answers possible) **9**

Yes

- Bribery and corruption
- Child labor
- Diversity and equal opportunity
- Executive compensation
- Forced or compulsory labor
- Labor-management relationships
- Shareholder rights
- Worker rights
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Q10 Does the organization have a stakeholder engagement policy in place that applies to the entity?

10

Yes

Select all stakeholders included (multiple answers possible)

- Asset/Property Managers (external)
- Consumers
- Community
- Employees
- Government/local authorities
- Investment partners
- Investors/shareholders
- Supply chain
- Tenants/occupiers
- Other _____

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Q11 Does the organization have an employee policy in place that applies to the employees responsible for this entity?

11

Yes

Select all issues included (multiple answers possible)

- Cyber security
- Diversity and equal opportunity
- Health, safety and well-being
- Performance and career development
- Remuneration
- Other _____

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No



Risks & Opportunities

Governance

2015 Question

Q12 Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9?
(refer to Q9 Policy & Disclosure Aspect)

13

Yes

Select all applicable options (multiple answers possible)

- Investment due diligence process
- Training related to governance risks for employees (multiple answers possible)
 - Regular follow-ups
 - When an employee joins the organization
- Other _____
- Whistle-blower mechanism

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Not applicable

Q13 Did the entity perform entity-level governance risk assessments within the last three years?

12

Yes

Select all issues included (multiple answers possible)

- Bribery and corruption
- Child labor
- Diversity and equal opportunity
- Executive compensation
- Forced or compulsory labor
- Labor-management relationships
- Shareholder rights
- Worker rights
- Other _____

Describe how the outcomes of the governance risk assessments are used in order to mitigate the selected risks process (maximum 250 words)

Provide a document which explains the governance risk assessments as well as the response to mitigate the outcomes of the assessments

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Q14 Is the organization involved in any legal cases regarding corrupt practices?

14

Yes

R

Complete the following:

Specify the number of cases in which employees were dismissed or disciplined for corruption in 2015
Number _____

Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2015
Number _____

Provide additional context for the response (maximum 250 words)

No

Environmental & Social

Q15.1 Does the entity perform environmental and/or social risk assessments as a standard part of its due diligence process for new acquisitions?

15.1

Yes

Select all issues included (multiple answers possible)

- | | |
|--|---|
| <input type="checkbox"/> Building safety and materials | <input type="checkbox"/> Natural hazards |
| <input type="checkbox"/> Climate change adaptation | <input type="checkbox"/> Regulatory |
| <input type="checkbox"/> Contamination | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Energy efficiency | <input type="checkbox"/> Socio-economic |
| <input type="checkbox"/> Energy supply | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Water efficiency |
| <input type="checkbox"/> GHG emissions | <input type="checkbox"/> Waste management |
| <input type="checkbox"/> Health, safety and wellbeing | <input type="checkbox"/> Water supply |
| <input type="checkbox"/> Indoor environmental quality | <input type="checkbox"/> Other _____ |

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

Q15.2 Has the entity performed environmental and/or social risk assessments of its standing investments during the last three years?

15.2

Yes

- | | |
|--|---|
| <input type="checkbox"/> Building safety and materials | <input type="checkbox"/> Natural hazards |
| <input type="checkbox"/> Climate change adaptation | <input type="checkbox"/> Regulatory |
| <input type="checkbox"/> Contamination | <input type="checkbox"/> Resilience |
| <input type="checkbox"/> Energy efficiency | <input type="checkbox"/> Socio-economic |
| <input type="checkbox"/> Energy supply | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Flooding | <input type="checkbox"/> Water efficiency |
| <input type="checkbox"/> GHG emissions | <input type="checkbox"/> Waste management |
| <input type="checkbox"/> Health, safety and wellbeing | <input type="checkbox"/> Water supply |
| <input type="checkbox"/> Indoor environmental quality | <input type="checkbox"/> Other _____ |

Describe how the outcomes of the sustainability risk assessments are used in order to mitigate the selected risks (maximum 250 words)

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

No

Not applicable

Has the entity performed technical building assessments during the last four years to identify efficiency opportunities within the portfolio?

Yes

Select applicable options (multiple answers possible)

Energy efficiency

In-house assessment select portfolio coverage

External assessment. Name of the organization select portfolio coverage

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Water efficiency

In-house assessment select portfolio coverage

External assessment. Name of the organization select portfolio coverage

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND
Publication date

2016 R

Waste management

In-house assessment select portfolio coverage

External assessment. Name of the organization select portfolio coverage

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND
Publication date

2016 R

Health & Well-being

In-house assessment select portfolio coverage

External assessment. Name of the organization select portfolio coverage

UPLOAD supporting evidence OR Indicate where the relevant information can be found

Document name AND
Publication date

2016 R

No

Select % portfolio covered

- > 0%, < 25%
≥ 25%, < 50%
≥ 50%, < 75%
≥ 75%, ≤ 100%

Q17 Has the entity implemented measures during the last four years to improve the energy efficiency of the portfolio?

17

Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (MWh) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study (yes/no)
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				

*Categories are included in the 2016 GRESB Real Estate Guidance

No

Not applicable

The following questions are for submission of innovation case studies

Innovation title _____

Purpose of the project (maximum 100 words) _____

Approach (maximum 250 words) _____

Results (actual and anticipated) (maximum 250 words) _____

Quote (maximum 50 words) _____

Quote is assigned to: (leave blank if you submit the quote anonymously) _____

UPLOAD Picture/Scheme

Provide hyperlink (if applicable) _____

UPLOAD Organization logo

Select the applicable categories from the list below:

- Building automation system upgrades/replacements
- Building energy management systems upgrades/replacements
- Installation of high-efficiency equipment and appliances
- Installation of on-site renewable energy
- Occupier engagement/informational technologies
- Smart grid/smart building technologies
- Systems commissioning or retro-commissioning
- Wall/roof insulation
- Window replacements
- Other _____

Select the % portfolio covered by each measure

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> > 0%, < 25% | <input type="checkbox"/> ≥ 50%, < 75% |
| <input type="checkbox"/> ≥ 25%, < 50% | <input type="checkbox"/> ≥ 75%, ≤ 100% |

Q18 Has the entity implemented measures during the last four years to improve the water efficiency of the portfolio?

18

Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m ³) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study (yes/no)
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				

*Categories are included in the 2016 GRESB Real Estate Guidance

No

Not applicable

The following questions are for submission of innovation case studies

Innovation title _____

Purpose of the project (maximum 100 words) _____

Approach (maximum 250 words) _____

Results (actual and anticipated) (maximum 250 words) _____

Quote (maximum 50 words) _____

Quote is assigned to: (leave blank if you would like to submit the quote anonymously) _____

UPLOAD Picture/Scheme _____

Indicate where the relevant information can be found

Provide hyperlink (if applicable) _____

UPLOAD Organization logo _____

Indicate where the relevant information can be found

Select the applicable categories from the list below:

- ▼ Cooling tower water management
- Drip/smart irrigation
- Drought tolerant/native landscaping
- High-efficiency/dry fixtures
- Leak detection system
- Metering of water subsystems
- On-site waste water treatment
- Reuse of storm water and/or grey water for non-potable applications
- Other _____

Select the % portfolio covered by each measure

- ▼ > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Q19 Has the entity implemented measures during the last four years to improve waste management of the portfolio?

new

Yes

2016 R

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated waste diverted (tonnes) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study (yes/no)
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				
< Select >		% portfolio covered ▼	% portfolio covered ▼				

*Categories are included in the 2016 GRESB Real Estate Guidance

No

Not applicable

The following questions are for submission of innovation case studies

Innovation title _____

Purpose of the project (maximum 100 words) _____

Approach (maximum 250 words) _____

Results (actual and anticipated) (maximum 250 words) _____

Quote (maximum 50 words) _____

Quote is assigned to: (leave blank if you submit the quote anonymously) _____

UPLOAD Picture/Scheme

Provide hyperlink (if applicable) _____

UPLOAD Organization logo

Select the % portfolio covered by each measure

- > 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Select the applicable categories from the list below:

- Composting landscape and/or food waste
 Ongoing waste performance monitoring
 Recycling program
 Waste management
 Waste stream audit
 Other _____

Q20 Has the entity received any environmental fines and/or penalties?

19

Yes

R

Specify the total number of environmental fines and penalties imposed _____

Specify the total value of these environmental fines and penalties _____

Provide additional context for the response (maximum 250 words)

No



Environmental Management Systems

2015 Question

Q21.1 Does the organization have an Environmental Management System (EMS) that applies to the entity level?

20.1

Yes

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Q21.2 Is the Environmental Management System (EMS) in Q21.1 aligned with a standard or certified by an independent third party?

20.2

Yes

Aligned with: _____

Externally certified by _____ using _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

Data Management Systems

Q22 Does the organization have a data management system in place that applies to the entity level?

21.1

Yes

Select one of the following

Developed internally

Bespoke (custom) internal system developed by a third party
Name of the organization _____

External system
Name of the system _____
Name of the organization _____

Select the performance indicators included (multiple answers possible) - *portfolio coverage is optional in 2016*

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Energy consumption | select portfolio coverage ▼ |
| <input type="checkbox"/> GHG emissions/management | select portfolio coverage ▼ |
| <input type="checkbox"/> Health and wellbeing | select portfolio coverage ▼ |
| <input type="checkbox"/> Indoor environmental quality | select portfolio coverage ▼ |
| <input type="checkbox"/> Resilience | select portfolio coverage ▼ |
| <input type="checkbox"/> Waste streams/management | select portfolio coverage ▼ |
| <input type="checkbox"/> Water | select portfolio coverage ▼ |
| <input type="checkbox"/> Other _____ | select portfolio coverage ▼ |

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Select the % portfolio covered by each aspect

- | | |
|---------------|---------------|
| ▼ ≥ 0%, < 25% | ≥ 50%, < 75% |
| ≥ 25%, < 50% | ≥ 75%, ≤ 100% |

Monitoring Consumption

Q23 Does the entity monitor the energy consumption of the portfolio?

22

Yes

Percentage of whole portfolio covered by floor area _____%

R

Type of monitoring (multiple answers possible)

Automatic meter readings. Percentage of the whole portfolio covered by floor area: _____%

Based on invoices. Percentage of the whole portfolio covered by floor area _____%

Manual-visual readings. Percentage of the whole portfolio covered by floor area _____%

Provided by the tenant. Percentage of the whole portfolio covered by floor area _____%

Other. Please specify _____. Percentage of the whole portfolio covered by floor area _____%

No

Not applicable

Q24 Does the entity monitor the water consumption of the portfolio?

23

Yes

Percentage of whole portfolio covered by floor area _____%

R

Type of monitoring (multiple answers possible)

Automatic meter readings. Percentage of the whole portfolio covered by floor area _____%

Based on invoices. Percentage of the whole portfolio covered by floor area _____%

Manual-visual readings. Percentage of the whole portfolio covered by floor area _____%

Provided by the tenant. Percentage of the whole portfolio covered by floor area _____%

Other. Please specify _____. Percentage of the whole portfolio covered by floor area _____%

No

Not applicable



Performance Indicators

The Performance Indicators Aspect of the GRESB Real Estate Assessment collects portfolio-level performance data on energy and water consumption, GHG emissions and waste. Compared to 2015, no significant changes have been made to the indicators in this Aspect or to the structure of the tables.

Note that:

- **Not all fields in the performance data tables are compulsory.** The tables are designed to assist participants with mapping current data coverage and identify possible opportunities to increase data coverage;
- **Data coverage:** Data coverage is calculated by GRESB based on floor area (columns C: Data Coverage and column D: Maximum Coverage). You are able to select floor area type (column E) per row. Units can only be selected for Tenant Space;
- **Energy and water consumption data:**
 - For Managed assets data can be submitted for either (a) Whole Building (see rows 17-19 for Energy Consumption) or (b) the combination of Base Building (rows 1-8 for Energy Consumption) and Tenant Space (rows 10-15 for Energy Consumption);
 - For Indirectly Managed assets data can be submitted at Whole Building level only (rows 22-26 for Energy Consumption);
- **GHG emissions:**
 - Direct and indirect emissions can be submitted for Scope 1 and 2 regardless of whether the asset is Managed or Indirectly Managed;
 - Data submission for Scope 3 is optional;
- **Waste:**
 - Data should be submitted separately for Managed and Indirectly Managed assets;
- **Intensities:** As in 2014 and 2015, and in line with the current reporting practices of many GRESB participants, GRESB includes intensities in the 2016 GRESB Real Estate Assessment; Participants can calculate intensities using their own methodology, which should be explained in the open text box included in the question. In 2016, participants are also required to report the normalization factors applied to the intensity calculation and must explain how intensities metrics are used in the entity's operations;
- **Review, verification and assurance of data:** As in 2014 and 2015, this indicator is asked per performance indicator (energy, GHG, water and waste) at portfolio level, not per property type.

Energy Consumption Data

2015 Question

Q25.0, Q25.1, Q25.2 and Q25.3 are completed per property type

Q25.0 Does the entity collect energy consumption data for this property type?

24.0

Yes

Complete Q25.1 - Q25.3 for this property type

No

Q25.1 Energy consumption [property type]

24.1

Report absolute energy consumption and like-for-like consumption for 2014 and 2015.

All assets in the whole portfolio for this property type should be included.

To make sure you insert data in the correct section of the table, check the definition of Managed assets and 'Indirectly Managed assets.'

To make sure you insert data in the correct section of the table, check the definition of 'Managed assets' and 'Indirectly Managed assets'. Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space. Additionally, if consumption cannot be separated between Common Areas and Shared Services/Central Plant, provide both in Shared Services/Central Plant.

			A	B	C	D	E	F	G	H
Managed Assets			2014	Absolute Consumption			Like-for-Like Consumption			
			Consumption (MWh)	Consumption (MWh)	Data coverage (m ² /sq.ft.)	Maximum coverage (m ² /sq.ft.)	Floor Area Type	2014 Consumption (MWh)	2015 Consumption (MWh)	Like-for-Like Change (%)
Base Building	Common Areas	Fuels					Type ▼			calculated
		District Heating & Cooling					Type ▼			calculated
		Electricity					Type ▼			calculated
	Shared Services / Central Plant	Fuels					Type ▼			calculated
		District Heating & Cooling					Type ▼			calculated
		Electricity					Type ▼			calculated
	Outdoor / Exterior Areas / Parking	Fuels			N/A	N/A	N/A			calculated
		Electricity			N/A	N/A	N/A			calculated
Total energy consumption of Base Building (rows 1-8)			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
Tenant Space	Purchased by landlord	Fuels					Type ▼			calculated
		District Heating & Cooling					Type ▼			calculated
		Electricity					Type ▼			calculated
	Purchased by tenant	Fuels					Type ▼			calculated
		District Heating & Cooling					Type ▼			calculated
		Electricity					Type ▼			calculated
Total energy consumption of Tenant Areas (rows 10-15)			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
Whole Building	Combined consumption common areas + tenant space	Fuels					Type ▼			calculated
		District Heating & Cooling					Type ▼			calculated
		Electricity					Type ▼			calculated
Total energy consumption of Whole Building (rows 17-19)			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
Total energy consumption of Managed Assets (rows 9 + 16 + 20)			calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

			A	B	C	D	E	F	G	H	
Indirectly Managed Assets			Absolute Consumption					Like-for-Like Consumption			
			2014 Consumption (MWh)	2015 Consumption (MWh)	2015 Data coverage (m ² /sq.ft.)	2015 Maximum coverage (m ² /sq.ft.)	Floor Area Type	2014 Consumption (MWh)	2015 Consumption (MWh)	Like-for-Like Change (%)	
22	Whole Building	Tenant space	Fuels					Type			calculated
23		District Heating & Cooling					Type			calculated	
24		Electricity					Type			calculated	
25	Outdoor / Exterior Areas / Parking	Fuels			N/A	N/A	N/A				calculated
26		Electricity			N/A	N/A	N/A				calculated
27	Total energy consumption of Indirectly Managed Assets (rows 22-26)		calculated	calculated	N/A	N/A	N/A		calculated	calculated	calculated
28	Total energy consumption of Whole Portfolio (rows 21 + 27)		calculated	calculated	N/A	N/A	N/A		calculated	calculated	calculated

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from like-for-like portfolio (maximum 250 words)

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type?

2016 R

Yes

2014: _____ %

2015: _____ %

No

Select floor area type

- floor area
- lettable floor area
- units

Q25.2 Energy intensity rates [property type]

24.2

Does the entity report energy use intensities in the whole portfolio for this property type?

Yes

Complete the table below

		A	B	C	D
		Optional base-line year (include year)	2013	2014	2015
29	Energy use intensity				
30	% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Building age
- Degree days
- Footfall
- Occupancy rate
- Operational hours
- Weather conditions
- Other _____
- None of the above

Explain (a) the energy use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

No

Q25.3 Renewable energy generated [property type]

24.3

Does the entity collect renewable energy consumption and generation data in the whole portfolio for this property type?

Yes

Report absolute renewable energy generation and consumption.

All assets in the whole portfolio for this property type should be included.

		A	B
		Absolute measurement	
		2014	2015
31	On-site renewable energy (generated and consumed on-site)	MWh	MWh
32	Off-site renewable energy (generated off-site or purchased from third party)	MWh	MWh
33	On-site renewable energy (generated on-site and exported)	MWh	MWh
34	Total renewable energy	calculated	calculated
35	Percentage renewable energy	%	%

No

Q25.4 Review, verification and assurance of energy data

24.4

Has the entity's energy consumption data reported above been reviewed by an independent third party?

- Yes
 - Externally checked by _____
 - Externally verified by _____ Select standard ▼
 - Externally assured by _____ Select standard ▼
- No
- Not applicable

UPLOAD supporting evidence

Indicate where the relevant information can be found

GHG Emissions Data

Q26.0, Q26.1 and Q26.2 are completed per property type

Q26.0 Does the entity collect GHG emissions data for this property type?

25.0

- Yes
Complete Q26.1 - Q26.2 for this property type
- No

Q26.1 GHG emissions [property type]

25.1

Report absolute GHG emissions and like-for-like emissions in 2014 and 2015. All assets in the portfolio for this property type should be included.

	A	B	C	D	E	F	G	H
	Absolute GHG emissions					Like-for-Like GHG Emissions		
	2014	2015				2014	2015	
	Emissions (tonnes)	Emissions (tonnes)	Data coverage (m ² /sq.ft.)	Maximum coverage (m ² /sq.ft.)	Floor Area Type	Emissions (tonnes)	Emissions (tonnes)	Like-for-Like Change (%)
36	Scope 1				Type ▼			calculated
37	Scope 2				Type ▼			calculated
38	Scope 3 (optional)				Type ▼			calculated
	2014	2015				2014	2015	
	Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)				Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)	Like-for-Like Change (%)
39	GHG Offsets purchased							calculated
40	Net GHG Emissions after offsets		N/A	N/A	N/A			calculated
			N/A	N/A	N/A			

Row 39 and 40 will not be scored in 2016

Explain (a) the GHG emissions calculation standard/methodology/protocol, (b) used emission factors, (c) level of uncertainty in data accuracy, (d) exclusions from like-for-like portfolio, and (e) Scope 3 emissions, (f) source and characteristics of GHG emissions offsets (maximum 250 words)

Select floor area type

- floor area
- lettable floor area
- units

Q26.2 GHG intensity rates [property type]

25.2

Does the entity report GHG emissions intensities?

- Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2013	2014	2015
41	GHG emissions intensity			
42	% of portfolio covered			

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Building age
- Degree days
- Footfall
- Occupancy rate
- Operational hours
- Weather conditions
- Other _____
- None of the above

Explain (a) the GHG emissions intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

- No

Q26.3 Review, verification and assurance of GHG emissions data

25.3

Has the entity's GHG emissions data reported above been reviewed by an independent third party?

- Yes

- Externally checked by _____
- Externally verified by _____ Select standard ▼
- Externally assured by _____ Select standard ▼

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

- No
- Not applicable

Water Consumption Data

Q27.0, Q27.1, Q27.2 and Q27.3 are completed per property type

Q27.0 Does the entity collect water consumption data for this property type? **26.0**

Yes

Complete Q27.1 - Q27.3 for this property type

No

Q27.1 Water consumption [property type] **26.1**

Report absolute water consumption and like-for-like consumption in 2014 and 2015.
All assets in the whole portfolio for this property type should be included.

To make sure you insert data in the correct section of the table, check the definition of 'Managed Assets' and 'Indirectly Managed Assets'. Only use Whole Building if no breakdown of data is possible between Base Building and Tenant Space.

Additionally, if consumption cannot be separated between Common Areas and Shared Services/Central Plant, provide both in Shared Services/Central Plant.

		A	B	C	D	E	F	G	H	
		Absolute Water Consumption					Like-for-Like			
		2014	2015				2014	2015		
		Usage (m ³)	Usage (m ³)	Data coverage (m ² /sq.ft.)	Maximum coverage (m ² /sq.ft.)	Floor Type	Usage (m ³)	Usage (m ³)	Like-for-Like Change (%)	
43	Managed Assets Base Building	Common Areas				Type ▼			calculated	
44		Shared Services/ Central Plant				Type ▼			calculated	
45		Outdoor/ Exterior areas/ Parking			N/A	N/A	Type ▼			calculated
46	Total water usage Base Building (rows 43-45)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
47	Tenant Space	Purchased by Landlord				Type ▼			calculated	
48		Purchased by Tenant				Type ▼			calculated	
49	Total water usage Tenant Areas (rows 47-48)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
50	Whole Building	Combined consumption common areas + tenant space				Type ▼			calculated	
51	Total water usage Whole Building (row 50)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
52	Total water usage Managed Assets (rows 46+49+51)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
		Indirectly Managed Assets								
53	Whole Building	Tenant space				Type ▼			calculated	
54		Outdoor/Exterior areas/Parking			N/A	N/A	Type ▼			calculated
55	Total water usage Indirectly Managed Assets (rows 53-54)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
56	Total water usage Whole Portfolio (rows 52 + 55)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from like-for-like portfolio (maximum 250 words)

Does the entity report the average annual vacancy rate in the like-for-like portfolio for this property type?

2016 R

Yes

2014: _____%

2015: _____%

No

Select floor area type

- floor area
- lettable floor area
- units

Q27.2 Water intensity rates [property type]

26.2

Does the entity report water use intensities?

- Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2013	2014	2015
57	Water use intensity			
58	% of portfolio covered			

Select the elements for which intensities are normalized in your calculations

- Air conditioning and/or natural ventilation
- Building age
- Degree days
- Footfall
- Occupancy rate
- Operational hours
- Weather conditions
- Other _____
- None of the above

Explain (a) the water use intensity calculation method, (b) assumptions made in the calculation, and (c) how intensities are used by the entity in its operations (maximum 250 words)

- No

Q27.3 Water reuse and recycling [property type]

new

Does the entity collect reuse, recycling and consumption data?

- Yes

Report absolute water reuse, recycling and on-site capture data

All assets in the whole portfolio for this property type should be included

		A	B
		Absolute measurement	
		2014	2015
59	On-site water reuse (greywater, blackwater)	m ³	m ³
60	On-site capture (rainwater, fog, condensate)	m ³	m ³
61	On-site extraction (groundwater)	m ³	m ³
62	Total reused and recycled water	calculated	calculated
63	Percentage reused and recycled water	%	%

2016 R

- No

Has the entity’s water consumption data reported above been reviewed by an independent third party?

- Yes
 - Externally checked by _____
 - Externally verified by _____ Select standard ▼
 - Externally assured by _____ Select standard ▼
- UPLOAD** supporting evidence Indicate where the relevant information can be found
- No
- Not applicable

Waste Management Data

Q28.0 and Q28.1 are completed per property type

Q28.0 Does the entity collect waste data for this property type?

- Yes
Complete Q28.1 for this property type
- No

Q28.1 Waste management [property type]

Report absolute waste data.

All assets in the whole portfolio for this property type should be included.

		A	B
		Absolute measurement	
		2014 Weight (tonnes)	2015 Weight (tonnes)
65	Managed Assets	Total weight of hazardous waste in metric tonnes	
66		Total weight of non-hazardous waste in metric tonnes	
67		% Managed portfolio covered	
68	Indirectly Managed	Total weight of hazardous waste in metric tonnes	
69		Total weight of non-hazardous waste in metric tonnes	
70		% Indirectly Managed portfolio covered	
Proportion of waste by disposal route (% of total by weight)		2014	2015
71	Landfill		
72	Incineration		
73	Diverted (total)		
74	Diverted - waste to energy (optional)		
75	Diverted - recycling (optional)		
76	Diverted - other (optional)		
77	Other		

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from portfolio (maximum 250 words)

Has the entity’s waste management data reported above been reviewed by an independent third party?

- Yes
 - Externally checked by _____
 - Externally verified by _____ Select standard ▼
 - Externally assured by _____ Select standard ▼
- No
- Not applicable

UPLOAD supporting evidence Indicate where the relevant information can be found

Targets

Q29 Has the entity set long term reduction targets?

- Yes

	Target type	Long-term target	Baseline year	End year	2015 target	Portfolio coverage	Are these targets communicated externally?
78	Energy consumption	Type ▼				Select ▼	Y/N
79	GHG emissions	Type ▼				Select ▼	Y/N
80	Water consumption	Type ▼				Select ▼	Y/N
81	Waste diverted from landfill	Type ▼				Select ▼	Y/N
82	Other	Type ▼				Select ▼	Y/N

Clarify if and how these targets relate to the objectives reported in Q1 (maximum 250 words)

- No

Select the % portfolio covered

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Select target type

- Absolute
- Like-for-like
- Intensity-based



Building Certifications

Green Building Certificates

2015 Question

This section is completed per property type.

Q30.1 Does the entity’s portfolio include standing investments that obtained a green building certificate at the time of design and/or construction? 29.1

- Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified for this property type (multiple answers possible)

Scheme name/sub-scheme name	% portfolio covered by floor area	Number of certified assets
Scheme / sub-scheme ▼		
Scheme / sub-scheme ▼		
Scheme / sub-scheme ▼		

Note: A list of provisionally validated certification schemes is provided in Reference Guide. If you select “other”, you will be asked to complete the validation questions for the scheme (see Appendix).

- No
- Not applicable

Q30.2 Does the entity’s portfolio include standing investments that obtained an operational green building certificate? 29.2

- Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified for this property type (multiple answers possible)

Scheme name/sub-scheme name	% portfolio covered by floor area baseline year <small>(optional in 2016)</small>	% portfolio covered by floor area 2014 <small>(optional in 2016)</small>	% portfolio covered by floor area 2015	Number of certified assets 2015
Scheme / sub-scheme ▼				
Scheme / sub-scheme ▼				
Scheme / sub-scheme ▼				

Note: A list of provisionally validated certification schemes is provided in the Reference Guide. If you select “other”, you will be asked to complete the validation questions for the scheme (see Appendix).

- No
- Not applicable

Energy Ratings

Q31 Does the entity's portfolio include standing investments that obtained an energy rating? 30

- Yes

Specify the energy efficiency rating scheme used and the percentage of the portfolio rated for this property type (multiple answers possible)

- EU EPC (Energy Performance Certificate): for _____% of the portfolio based on floor area

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2014	2015
Country ▼				
Country ▼				
Country ▼				

*full flexibility to describe performance – e.g. levels A-G; colors; numbers

- NABERS Energy: _____% of portfolio covered by floor area, floor area weighted score _____

Score	Coverage 2014 (%) (coverage for each score category)	Coverage 2015 (%) (coverage for each score category)
0 - 2.5 stars		
3 - 3.5 stars		
4 - 4.5 stars		
5 - 6 stars		

- ENERGY STAR

Year	% portfolio covered*	Floor area weighted score
2014		
2015		

- Government energy efficiency benchmarking: _____% of portfolio by floor area, floor area weighted score: _____

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2014	2015
Country ▼				
Country ▼				
Country ▼				

*full flexibility to describe performance

Other (specify) _____: _____% of portfolio covered by floor area

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2014	2015
Country ▼				
Country ▼				
Country ▼				

**full flexibility to describe performance*

- No
- Not applicable



Employees

2015 Question

Q32 Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11?

new

Yes

Select all applicable options (multiple answers possible)

- Annual performance and career review
- Anonymous web forum/hotlines
- Availability of a compliance officer
- Regular updates/training
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Q33 Do the employees responsible for the entity receive regular training?

33

Yes

- Percentage of employees who received professional training in 2015 _____%
- Percentage of employees who received sustainability-specific training in 2015 _____%

Sustainability-specific training focuses on the following elements (multiple answers possible)

2016 R

Training topics on environmental issues

- Contamination
- Greenhouse gas emissions
- Energy
- Natural hazards
- Regulatory standards
- Supply chain environmental impacts
- Waste
- Water
- Other _____

Training on social issues

- Community health, safety and well-being
- Community social and economic impacts
- Customer/tenant health, safety and well-being
- Supply chain health, safety and well-being
- Workplace health, safety and well-being
- Other _____

No

Q34.1 Has the organization undertaken an employee satisfaction survey during the last three years?

34.1

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of employees covered _____%

Survey response rate _____%

By an independent third party

Percentage of employees covered _____%

Name of the organization _____

Survey response rate _____%

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Q34.2 Does the organization have a program in place to improve its employee satisfaction based on the outcomes of the survey referred to in Q34.1?

34.2

Yes

Select all applicable options (multiple answers possible)

Development of action plan

Feedback sessions with Senior Management Team

Feedback sessions with separate teams/departments

Focus groups

Other _____

No

Not applicable

Q35.1 Has the organization undertaken employee health and safety checks during the last three years?

35.1

Yes

Select all applicable options (multiple answers possible)

Employee surveys on health and well-being _____% of employees

Physical and/or mental health checks _____% of employees

Work station and/or workplace checks _____% of employees

Other _____% of employees

No

Not applicable

Q35.2 Does the organization monitor employee health and safety indicators?

35.2

Yes

Select all applicable options (multiple answers possible)

Absentee rate _____

Lost day rate _____

Other metrics _____

Explain the employee occupational health and safety indicators calculation method (maximum 250 words)

No

Tenants/Occupiers

Q36 Does the entity have a tenant engagement program in place that includes sustainability-specific issues?

36

Yes

Select all issues included (multiple answers possible)

Building/asset communication Percentage of portfolio covered ▼

Provide tenants with feedback on energy/water consumption and waste Percentage of portfolio covered ▼

Social media/online platform Percentage of portfolio covered ▼

Tenant engagement meetings Percentage of portfolio covered ▼

Tenant events focused on increasing sustainability awareness Percentage of portfolio covered ▼

Tenant sustainability guide Percentage of portfolio covered ▼

Tenant sustainability training Percentage of portfolio covered ▼

Other _____ Percentage of portfolio covered ▼

No

Select the % portfolio covered

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Q37.1 Has the entity undertaken tenant satisfaction surveys during the last three years?

37.1

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of tenants covered _____%

Survey response rate _____%

By an independent third party

Percentage of tenants covered _____%

Name of the organization _____

Survey response rate _____%

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____

Publication date _____

No

Not applicable

Q37.2 Does the entity have a program in place to improve tenant satisfaction based on the outcomes of the survey referred to in Q37.1?

37.2

Yes

Select all applicable options (multiple answers possible)

Development of an asset-specific action plan

Feedback sessions with asset/property managers

Feedback sessions with individual tenants

Other _____

Describe the tenant satisfaction improvement program (maximum 250 words)

No

Not applicable

Does the entity have a fit-out and refurbishment program in place for tenants that includes sustainability-specific issues?

Yes

Select all topics included (multiple answers possible)

- Fit-out and refurbishment assistance for meeting the minimum fit-out standards Percentage of portfolio covered ▼
- Tenant fit-out guides Percentage of portfolio covered ▼
- Minimum fit-out standards are prescribed Percentage of portfolio covered ▼
- Procurement assistance for tenants Percentage of portfolio covered ▼
- Other _____ Percentage of portfolio covered ▼

No

Not applicable

Select the % portfolio covered

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%

Does the entity include sustainability-specific requirements in its standard lease contracts?

Yes

Select all topics included (multiple answers possible)

- Access to the premises to monitor compliance with best practice lease clauses
- Ability for the landlord to prioritize sustainability requirements over minimizing costs of improvement and adjustments
- Cooperation on procurement of sustainable goods and services
- Cost-recovery clause for energy-efficiency-related capital improvements
- Energy efficiency and/or environmentally responsible specifications for tenant works
- Information sharing relevant to support green building certificates
- Legal obligations regarding the correctness of landlord/tenant information required for mandatory energy rating schemes
- Obligations to do nothing to adversely affect the environmental performance of the building
- Operational performance standards for the building
- Shared consumption targets/goals in place
- Sharing of utility data
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
 Publication date _____

No

Not applicable

Q39.2 Does the entity monitor compliance with the sustainability-specific requirements in its lease contracts? new

Yes

2016 R

Describe the process (maximum 250 words)

No

Not applicable

Supply Chain

Q40 Does the organization include sustainability-specific requirements in its procurement process applicable at the entity level? 40

Yes

Select the parties to whom the requirements apply (multiple answers possible)

- External contractors
- External property/asset managers
- External service providers
- External suppliers
- Other _____

Select all topics included (multiple answers possible)

- Business ethics
- Environmental process standards
- Environmental product standards
- Human rights
- Human health-based product standards
- Occupational health and safety
- Sustainability-specific requirements for sub-contractors
- Other _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Not applicable

Q41.1 Does the organization monitor external property/asset managers' compliance with the sustainability-specific requirements in place for this entity? **41.1**

Yes

Select all methods used (multiple answers possible)

Checks performed by independent third party. Name of the organization _____

Property/asset manager sustainability training

Property/asset manager self-assessments

Regular meetings and/or checks performed by the organization's employees

Require external property/asset managers' alignment with a professional standard _____

Other _____

No

No, all property/asset management is undertaken internally

Q41.2 Does the organization monitor other direct external suppliers' and/or service providers' compliance with the sustainability-specific requirements in place for this entity? **41.2**

Yes

Select all methods used (multiple answers possible)

Checks performed by independent third party. Name of the organization _____

Regular meetings and/or checks performed by the organization's employees

Regular meetings and/or checks performed by external property/asset managers

Require supplier/service providers' alignment with a professional standard _____

Supplier/service provider sustainability training

Supplier/service provider self-assessments

Other _____

No

Not applicable

Community

Q42.1 Does the entity have a community engagement program in place that includes sustainability-specific issues?

42.1 & 42.3

Yes

Select all topics included (multiple answers possible)

- Effective communication and process to address community concerns
- Enhancement programs for public spaces
- Employment creation in local communities
- Health and wellbeing program
- Research and network activities
- Resilience, including assistance or support in case of disaster
- Supporting charities and community groups
- Sustainability education program
- Sustainability enhancement programs for public spaces
- Other _____

Describe the community engagement program and the monitoring process (maximum 250 words)

No

Q42.2 Does the entity monitor its impact on the community?

42.2

Yes

Select the areas of impact that are monitored (multiple answers possible)

- Housing affordability
- Impact on crime levels
- Livability score
- Local income generated
- Local resident's well-being
- Walkability score
- Other _____

No

Not Applicable



Sustainability Requirements

2015 Question

NC1 Does the entity have a sustainability strategy in place for new construction and major renovation projects?

NC1

Yes

Elements addressed in the strategy (multiple answers possible)

- Biodiversity and habitat
- Climate/climate change adaptation
- Energy consumption/management
- Environmental attributes of building materials
- GHG emissions/management
- Human health, safety and well-being
- Location and transportation
- Resilience
- Supply chain
- Water consumption/management
- Waste management
- Other _____

Communication of the strategy

Publicly available

Online - hyperlink _____

Offline - separate document

Indicate where the relevant information can be found

UPLOAD supporting evidence

Communicate the strategy (maximum 250 words)

Not publicly available

Indicate where the relevant information can be found

UPLOAD supporting evidence

Communicate the strategy (maximum 250 words)

No

NC2 Does the entity have sustainable site selection criteria in place for new construction and major renovation projects?

NC2

Yes

Select all criteria included (multiple answers possible)

- Connect to multi-modal transit networks
- Locate projects within existing developed areas
- Protect, restore, and conserve aquatic ecosystems
- Protect, restore, and conserve farmland
- Protect, restore, and conserve floodplain functions
- Protect, restore, and conserve habitats for threatened and endangered species
- Redevelop brownfield sites
- Other _____

The entity's sustainable site selection criteria are aligned with

- Third-party guidelines, specify _____
- Third-party rating system(s), specify scheme(s)/sub-scheme(s) _____
- Other _____
- Not aligned

The entity's sustainable site selection criteria are required to

2016 R

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence OR

Indicate where the relevant information can be found

Document name AND _____
Publication date _____

No

Not applicable

Does the entity have sustainable site design/development requirements for new construction and major renovation projects?

Yes

Select all applicable options (multiple answers possible)

- Manage waste by diverting construction and demolition materials from disposal
- Manage waste by diverting reusable vegetation, rocks, and soil from disposal
- Protect air quality during construction
- Protect surface water and aquatic ecosystems by controlling and retaining construction pollutants
- Protect and restore habitat and soils disturbed during construction and/or during previous development
- Other _____

The entity's sustainable site design/development criteria are aligned with

- Third-party guidelines, specify _____
- Third-party rating system(s), specify scheme(s)/sub-scheme(s) _____
- Other _____
- Not aligned

The entity's sustainable site design/development criteria are required to

2016 R

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)

- Meet above-code standards for all projects. Describe the standards (maximum 150 words)

- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

<p><i>Indicate where the relevant information can be found</i></p> <p>_____</p>

No

Materials and Certifications

NC4 Does the entity require that the environmental and health attributes of building materials be considered for new construction and major renovation projects?

NC5

Yes

Select all issues addressed (multiple answers possible)

- Formal adoption of a policy regarding health attributes and performance of building materials.
- Formal adoption of a policy regarding the environmental attributes and performance of buildings materials.
- Requirement for information (disclosure) about building product environmental and health attributes, including requirements for (multiple answers possible)
 - Health and environmental information
 - Environmental Product Declarations
 - Health Product Declarations
 - Other types of health and environmental information _____
- Building product specification, including (multiple answers possible)
 - Preferential specification and purchasing of materials that disclose environmental impacts
 - Preferential specification and purchasing of materials that disclose potential health hazards
 - "Red list" of prohibited materials or ingredients that should not be used on the basis of their human and/or environmental impacts
 - Specification of locally extracted or recovered materials
 - Specification and purchasing of rapidly renewable materials, low embodied carbon materials, and recycled content materials
 - Specification and purchasing materials that can easily be recycled
 - Specification and purchasing of third-party certified wood-based materials and products
 - Types of third-party certification used: _____
 - Specification and purchasing of low-emitting materials
 - Other _____

Compliance with specifications

Describe practices and processes to ensure consistency and compliance with specification requirements and preferences (maximum 250 words)

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

NC5.1 Does the entity use green building standards?

new

Yes

Select all applicable options (multiple answers possible)

The entity requires projects to align with requirements of a third-party green building rating system but does not require certification

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Green building rating systems: include all that apply _____

The entity requires projects to achieve certification with a green building rating system

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Green building rating systems: include all that apply _____

The entity requires projects to achieve a specific level of certification

Select % portfolio covered

> 0%, < 25% ≥ 50%, < 75%
 ≥ 25%, < 50% ≥ 75%, ≤ 100%

Level of certification: include all applicable rating systems _____
Levels adopted as a standard by the entity _____

No

Not applicable

NC5.2 Does the entity's projects include new construction and major renovation projects that obtained a green building certificate?

NC6

- Yes

Specify the certification scheme(s) used and the percentage of the portfolio certified (multiple answers possible)

Projects in progress at the end of reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme ▼			
Scheme ▼			
Scheme ▼			

Projects completed during the reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme ▼			
Scheme ▼			
Scheme ▼			

Note: A list of certification schemes will be provided in the Reference Guide. If you select "other", then you will be asked for additional information about the scheme (see Appendix).

- No
- Not applicable

Energy Efficiency

NC6 Does the entity have minimum energy efficiency requirements for new construction and major renovation projects?

NC7

- Yes
 - Requirements for planning and design include
 - Integrative design process
 - Requirement to exceed relevant energy codes or standards
 - Other _____
 - Common energy efficiency measures include (multiple answers possible)
 - Air conditioning
 - Commissioning
 - Energy modeling
 - Lighting
 - Occupant controls
 - Space heating
 - Ventilation
 - Water heating
 - Other _____
 - Operational energy efficiency monitoring (multiple answers possible)
 - Energy use analytics
 - Post-construction energy monitoring for on average _____ years
 - Sub-meter
 - Other _____

The entity's energy efficiency measures are required to

2016 R

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)

- Meet above-code standards for all projects. Describe the standards (maximum 150 words)

- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

NC7.1 Does the entity incorporate on-site renewable energy in the design of new construction and major renovation projects?

NC8.1

Yes

Projects designed to generate on-site renewable energy (multiple answers possible)

- Biofuels Percentage of all projects _____%
- Geothermal Percentage of all projects _____%
- Hydro Percentage of all projects _____%
- Solar/photovoltaic Percentage of all projects _____%
- Wind Percentage of all projects _____%
- Other _____ Percentage of all projects _____%

Average design target for the fraction of total energy demand met with on-site renewable energy _____%

2016 R

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Not applicable

NC7.2 Are the entity’s new construction and major renovation projects designed to meet net-zero energy codes and/or standards?

NC8.2

Yes

Applicable net-zero standard:

- Description of the entity’s definition of “net-zero energy” (max 150 words)
- Description of the applicable reference code of standard (max 150 words)
- Other _____

2016 R

2016 R

Percentage of projects covered _____%

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Water Conservation and Waste Management

NC8 Does the entity promote water conservation in its new construction and major renovation projects?

NC10

Yes

The entity promotes water conservation through (multiple answers possible)

Requirements for planning and design include (multiple answers possible)

- Development and implementation of a commissioning plan
- Integrative design for water conservation
- Requirements for indoor water efficiency
- Requirements for outdoor water efficiency
- Requirements for process water efficiency
- Requirements for water supply
- Other_____

Common water efficiency measures include (multiple answers possible)

- Commissioning of water systems
- Drip/smart irrigation
- Drought tolerant/low-water landscaping
- High-efficiency/dry fixtures
- Leak detection system
- Occupant sensors
- On-site wastewater treatment
- Re-use of stormwater and grey water for non-potable applications
- Other_____

Operational water efficiency monitoring (multiple answers possible)

- Post-construction water monitoring for on average _____ years
- Sub-meter
- Water use analytics
- Other_____

The entity's water efficiency measures are required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)

- Meet above-code standards for all projects. Describe the standards (maximum 150 words)

- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD

supporting evidence

<i>Indicate where the relevant information can be found</i>

- No
- Not applicable

NC9

Does the entity promote efficient on-site solid waste management during the construction phase of its new construction and major renovation projects?

NC11

- Yes

The entity promotes efficient solid waste management through (multiple answers possible)

- Management and construction practices (multiple answers possible)
 - Construction waste signage
 - Education of employees/contractors on waste management
 - Incentives for contractors for recovering, reusing and recycling building materials
 - Targets for waste stream recovery, reuse and recycling
 - Waste management plans
 - Waste separation facilities
 - Other _____
- On-site waste monitoring (multiple answers possible)
 - Hazardous waste monitoring
 - Non-hazardous waste monitoring
 - Other _____

The entity's solid waste management approach is required to

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

Supply Chain

NC10.1 Does the entity have environmental and social requirements in place for its contractors?

NC12.1

- Yes

Select all topics included (multiple answers possible)

- Business ethics
- Community engagement
- Environmental process standards
- Environmental product standards
- Fundamental human rights
- Human health-based product standards
- On-site health and safety
- Sustainability-specific requirements for sub-contractors
- Other _____

Percentage of projects covered _____ %

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

NC10.2 Does the organization monitor its contractors' compliance with its sustainability-specific requirements in place for this entity?

NC12.2

Yes

Select all applicable options (multiple answers possible)

- Contractors provide update reports on environmental and social aspects during construction
- External audits by third party. Percentage of projects audited during the reporting period _____% by _____
- Internal audits. Percentage of projects audited during the reporting period _____%
- Weekly/monthly (on-site) meetings and/or ad hoc site visits. Percentage of projects visited during the reporting period _____%
- Other _____

No

Not Applicable

Health, Safety and Well-being

NC11 Does the entity promote occupant health and well-being in its new construction and major renovation projects?

NC9

Yes

The entity addresses health and well-being in the design of its product through (multiple answers possible):

- Requirements for planning and design, including (multiple answers possible)
 - Health Impact Assessment
 - Integrated planning process
 - Other planning process _____
- Common occupant health and well-being measures, including (multiple answers possible)
 - Access to spaces for active and passive recreation
 - Active design features
 - Commissioning
 - Daylight
 - Indoor air quality monitoring
 - Indoor air quality source control
 - Natural ventilation
 - Occupant controls
 - Provisions for active transport
 - Other _____

- Provisions to verify health and well-being performance include (multiple answers possible)
 - Occupant education
 - Post-construction health and well-being monitoring for on average _____ years (e.g., occupant comfort and satisfaction)
 - Other _____

The entity's occupant health, safety, and well-being measures are required to

2016 R

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words) _____
- Meet above-code standards for all projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence Indicate where the relevant information can be found

- No
- Not applicable

NC12.1 Does the entity promote on-site health and safety during the construction phase of its new construction and major renovation projects?

new

- Yes

The entity promotes on-site health and safety through (multiple answers possible)

- Communicate safety information
- Continuously improve safety performance
- Demonstrate safety leadership
- Entrench safety practices
- Manage safety risks
- Promote design for safety
- Other _____

The entity's on-site health and safety measures are required to

2016 R

- Meet local requirements
- Meet above-code standards for some projects. Describe the standards (maximum 150 words)

- Meet above-code standards for all projects. Describe the standards (maximum 150 words)

- Meet national or global leadership standards for some projects. Describe the standards (maximum 150 words) _____
- Meet national or global leadership standards for all projects. Describe the standards (maximum 150 words) _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No
- Not applicable

NC12.2 Does the organization monitor health and safety indicators at construction sites?

NC13.2

- Yes

Select all applicable options (multiple answers possible)

- Injury rate _____ Explain the injury rate calculation method (maximum 250 words)

- Fatalities _____
- Near misses _____

- No

Community Impact and Engagement

NC 13 Does the entity assess the potential socio-economic impact of its new construction and major renovation projects on the community as part of planning and pre-construction?

NC 14

- Yes

Select the areas of impact that are assessed (multiple answers possible)

- Housing affordability
- Impact on crime levels
- Livability score
- Local income generated
- Local residents' well-being
- Walkability score
- Other _____

UPLOAD supporting evidence

Indicate where the relevant information can be found

- No

NC 14 Does the entity have a systematic process to monitor the impact of new construction and major renovation projects on the local community during different stages of the project?

NC4.1 & NC4.2

Yes

The entity's process includes (multiple answers possible)

- Analysis and interpretation of monitoring data
- Development and implementation of a communication plan
- Development and implementation of a community monitoring plan
- Development and implementation of a risk mitigation plan
- Identification of nuisance and/or disruption risks
- Identification of stakeholders and impacted groups
- Management practices to ensure accountability for performance goals and issues identified during community monitoring
- Other _____

Describe the monitoring process (maximum 250 words)

UPLOAD supporting evidence

Indicate where the relevant information can be found

No

Appendix: Green Building Certificates - Validation Questions

THE FOLLOWING QUESTIONS ARE FOR VALIDATION PURPOSES; MANDATORY BUT NOT SCORED

If other, confirm:

A. Certification scheme

- a. Certification scheme name _____
- b. Certification sub-scheme name _____
- c. Certification body name _____

B. Country where certification was granted _____

C. Is the certification an in-house or external scheme?

- a. In-house certification scheme
- b. External scheme

D. Verification of compliance with scheme requirements is based on:

- a. Third-party document review
- b. Third-party on-site assessment
- c. Both document and on-site assessment performed by a third party
- d. No third-party document review or on-site assessment required

(NB: If you use an in-house scheme, GRESB will ask for an upload to provide additional information on the scheme. If no third-party document review or on-site assessment required, GRESB will ask for an upload to provide specific information on the assessment method)

E. Does the scheme have a public list of certified projects online?

- Yes
Provide hyperlink _____

- No

F. Is the scheme required by a national or regional government agency?

- Yes
Specify name of agency _____

- No

G. Is the scheme used by a national or regional government agency?

- Yes
Specify name of agency _____

- No

H. Does the certification require:

- a. Performance-based design goals for energy efficiency and/or GHG emissions reduction
- b. Operational performance data for energy efficiency and/or GHG emissions reduction
- c. Both design and operational goals and data collection
- d. None

I. Select the topics included in the scheme assessment: (multiple answers possible)

- a. Location (e.g., brownfield redevelopment, density, walkability)
- b. Transportation (e.g., access to public transport)
- c. Site design (including stormwater management, heat island reduction, etc.)
- d. Energy efficiency
- e. Greenhouse gas emissions
- f. Indoor water conservation

- g. Outdoor water conservation
- h. Waste management (including waste diversion, recycling)
- i. Indoor environmental quality
- j. Operations/management
- k. Materials selection
- l. Biodiversity and habitat conservation
- m. Public health and wellness
- n. Social equity
- o. Resilience

J. Use the text box below to provide any additional information about the scheme (maximum 250 words) _____