About GRESB

GRESB is an investor-driven organization that is transforming the way we assess the environmental, social and governance (ESG) performance of real assets globally, including real estate portfolios, real estate debt providers and infrastructure assets. More than 250 members, of which about 60 are pension funds and their fiduciaries, use the GRESB data in their investment management and engagement process, with a clear goal to optimize the risk/return profile of their investments. GRESB has assessed more than 1,100 property companies and funds, on behalf of more than 60 institutional investors.

The global property and infrastructure sectors are at the heart of the most important and far-reaching issues of our time, including urbanization, demographic change, resource constraints, environmental impacts and emerging technologies. The design, construction and operation of assets reflects, drives and potentially mitigates the impact of all of these issues on occupants, owners, communities and society at large. We can create better places for people and communities – places that reduce environmental impacts, improve social practices, are healthier for occupants and set high standards for corporate governance. This can be done in a profitable way that makes good business sense, rewarding innovation.

For more information, visit gresb.com. Follow @GRESB on Twitter.

About the 2017 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 2017 GRESB Real Estate Assessment remains consistent with the 2016 version. Only small changes have been implemented as the result of extensive engagement with the real estate industry through GRESB Advisory Board, Benchmark Committees, and Industry Working Groups.

2017 Development highlights

- Limited number of changes, which allows pre-filling almost half of the Assessment for 2016 GRESB Real Estate participants
- Stable and streamlined reporting process with a focus on correct and complete reporting
- New GRESB Portal functionalities aimed at reducing the amount of time spent on filling out the Assessment and uploading supporting evidence
- New data quality control features
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.

Grace Period

GRESB offers first-time participants the ability to opt for their first year GRESB Real Estate Assessment results not to be disclosed 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 will still be disclosed to GRESB Investor Members. However, Investor Members will not be able to automatically request access to Grace Period participants’ results. Grace Period participants will be able to use the Scorecard and will be able to purchase a Benchmark Report to identify steps to improve their performance for next year’s Assessment. Those first-time participants wishing to participate in the Grace Period should select the option when registering to participate in the Assessment.

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.

Timeline & Process

The GRESB Real Estate Assessment opens in the GRESB Portal on April 1, 2017. The submission deadline is July 1, 2017, 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, 2017. 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;
- Fund Manager and Company 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 EUR 1,050 (exclusive of VAT). Members are able to request a complimentary Response Check as one of their membership benefits.

Guidance & Support

The 2017 Real Estate Assessment is accompanied by indicator-specific 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.
The 2017 GRESB Real Estate Assessment Reference Guide will also include:

- A summary of changes in 2017 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 2016 data;
- Details of GRESB’s validation process.

The written Reference Guide will be available during the first week of March 2017. Starting April 1, 2017, 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 2017. 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.

This year, GRESB introduces a two-tiered training approach. This allows participants to focus their time on the material that best fits their level of experience with the GRESB Real Estate Assessment. The Participant Training Program is offered from late February to mid April, aimed at property companies, fund managers, and other professionals involved in sustainability management.

**GRESB Introduction Training** addresses the fundamental ‘how to’ and ‘what’ of the GRESB Real Estate Assessment. The session delivers a high-level view of GRESB as an organization and benchmarking tool, and presents the Assessment’s scope, processes and scoring components. This training program is best suited for new participants and those who have not yet attended a previous GRESB training.

**GRESB Advanced Training** is designed for experienced GRESB participants who have attended prior GRESB trainings and have participated in the GRESB Real Estate Assessment at least once. The program addresses complex reporting and scoring components of the GRESB Real Estate Assessment including performance indicators and hands-on case studies and exercises.

Both programs are delivered via face-to-face group sessions, in select locations across all regions with GRESB participation, including Europe, North America and Asia Pacific.

In-house sessions are available upon request. Detailed information about the program is available on the GRESB website. Registrations will be open from late January.

In 2017, you can complete the data for indicators with this icon using the online GRESB asset portal or any data partner system, which supports this functionality. Find out more about GRESB’s partners on the GRESB website. Click on a partner’s logo for more information.
2017 GRESB Real Estate Assessment changes

GRESB is dedicated to continuing on the route toward investment grade data, as co-developed with PwC in 2014. In result of extensive 2016 data review, the 2017 GRESB Real Estate Assessment only introduces minor changes with the intention to simplify the complete reporting process, increase data quality and enforce compliant reporting practices.

Q13  Remove the open text box

Rationale for change: The open text box was introduced for reporting purposes in 2016. 250 words proved to be insufficient in many cases to cover all the requirements presented in the Reference Guide, resulting in incomplete or vague answers.

Impact of change: Lesser reporting burden without decreasing data quality. The indicator continues to request supporting evidence in the form of an uploaded document.

Q15.2  Remove the upload

Rationale for change: The intent of the indicator is to identify whether the entity assesses the environmental risk exposure of its assets. Consequently, any supporting evidence provided here would be anecdotal for one or more assets held within the portfolio, and would not support the answer entirely.

Impact of change: In 2016, 613 participants answered “Yes” to Q15.2 and provided supporting evidence. 554 documents were accepted (90.37%), 29 documents were partially accepted (4.73%), 30 documents were not accepted (4.89%). Not requesting supporting evidence does not have a material impact on the data quality, but will save participants significant preparation time.

Q16  Score 2p for Energy (instead of 3p), 1.5p for Water (instead of 0p), 0.5p for Waste (instead of 0p), 0.5p for Health & Well-being (instead of 0p)

Rationale for change: Water, Waste and Health & Well-being technical building assessments were elements introduced in 2016 for reporting purposes only, with intention to be scored in 2017. Technical building assessments are essential to identify potential efficiency improvements at a property.

Impact of change: The total number of points available in Q16 increases to 4.5p (up from 3p in 2016). The 1.5 additional points assigned to this indicator were transferred from Q17 (1p) and Q18 (0.5p).

Ask for the exact %portfolio covered

Rationale for change: The exact %portfolio covered can be used for benchmarking. The percentage calculation is necessary for reporting on the exact percentage, as well as for reporting on interval percentages. Data analysis will be more precise using exact percentages.

Impact of change: More precise data analysis.

Q17  Score 3p, instead of 4p

Rationale for change: One point from the indicator was reallocated to Q16 – Technical building assessments – to maintain the scoring balance of indicators within the section and the overall context of the Assessment.

Impact of change: The total number of points assigned to Q17 decreases to 3p (down from 4p in 2016).

Q18  Score 2.5p, instead of 3p

Rationale for change: One point was redistributed to Q16 – Technical building assessments – to maintain the scoring balance of indicators within the section and the overall context of the Assessment.

Impact of change: The total number of points assigned to Q18 decreases to 2.5p (down from 3p in 2016).

NEW  Indicator on Waste monitoring

Rationale for change: Further alignment on reporting between energy, water and GHG. This indicator is intended to identify which data collection methods are used and for which fraction of the portfolio. The nature of monitoring is an indicator of the availability of data to support the achievement of waste reduction and diversion targets.

Impact of change: The indicator will only be used for reporting purposes in 2017.
Q25.1 Clarification components introduced into the Energy Consumption table, which remains the same as in previous years

Participants are required to provide the TOTAL floor area of:
- Managed Assets (Common Areas, Tenant Spaces and/or Whole Building), and
- Indirectly Managed Assets (Whole Building)
- The total combined floor area associated with each space type for both Managed and Indirectly Managed Assets should be aligned with the floor areas of each property type reported in RC5.1.
- Floor area supplied with shared services (any energy type)

The values must be provided per property type, regardless of energy supply and energy data availability. Same as in previous years, if no energy data is collected for a property type, answer Q25.0 with “No”.

The data points requested are not scored, but are mandatory for submission of the GRESB Real Estate Assessment.

**Rationale for change:** The extra set of information is necessary to enforce more detailed data checks on the data provided in the Performance Indicator section, and to guide complete reporting for all property types. We will reconcile these numbers against the total floor area size of the portfolio per property type as provided in RC5.1.

**Impact of change:** Better data quality and more detailed data checks, with a minimum increase in the reporting burden.

Q39.1 Better alignment of answer options provided with recognized industry standards

**Rationale for change:** The BBP Best Practice Lease standard was launched in 2017 and is based on international standards and practices. The new indicator structure facilitates reporting in alignment with the updated tool.

**Impact of change:** Better alignment with industry standards, with a minimum increase in the reporting burden.

Q41.1 Expand the scope of the indicator to include all property/asset managers, internal and external

**Rationale for change:** The 2016 indicator captures information on monitoring types for external property/asset managers as part of the supply chain. It did not address internal property/asset managers, which are part of the employee body and therefore covered by other indicators.

**Impact of change:** Reduces confusion on reporting scope, and provides opportunities for differentiation between the monitoring methods on internal and external property/asset management.

**Request supporting evidence – Upload (mandatory for Validation Plus and Site Visits)**

**Rationale for change:** The scope of the indicator is extended, but the intent remains the same, i.e. monitoring property/asset manager’s compliance with the sustainability specific requirements for the entity. In order to receive points for this indicator, participants must demonstrate that their requirements apply specifically to the reported stakeholder group.

**Impact of change:** Facilitates proper validation on the extended scope of the indicator.

NC2 Remove the group of “Requirements/standards”

**Rationale for change:** The selected answer options referring to requirements and standards, including the description provided, were used for reporting purposes only and were not required to be evidenced in the upload provided.

**Impact of change:** Easier reporting without compromising data quality.

NC4 Remove the open text box

**Rationale for change:** The open text box was introduced for reporting purposes (not scored) in 2016. The indicator’s structure is already very complex and touches on the existence of a policy, disclosure of environmental and health attributes, building product specifications and requires the upload of supporting evidence. The open text box duplicates reporting.

**Impact of change:** Easier reporting without compromising data quality.

NC6 Remove the upload

**Rationale for change:** Putting together the supporting evidence for these indicators was particularly challenging for participants because they address multiple levels of information. The uploads received were very difficult to validate for this same reason. The indicators require a few levels of information, and the resulting analysis is sufficiently informative for both investors and participants.

**Impact of change:** Easier reporting without compromising data quality.
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:___________________

Legal status:
- Property company
- Real Estate Investment Trust (REIT)
- Non-listed entity
  Year of first closing:___________________

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)
  ☐ 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___________________
What was the gross asset value (GAV) of the entity at the end of the reporting period?
___________________(in millions)

Metrics are reported in:
- m²
- sq.ft.

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)

Describe the composition of the entity’s portfolio during the reporting period:

<table>
<thead>
<tr>
<th>Property type</th>
<th>% of GAV</th>
<th>Number of Assets</th>
<th>Floor Area</th>
<th>Units</th>
<th>% Indirectly Managed Assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail, High Street</td>
<td></td>
<td></td>
<td>Select type</td>
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<tr>
<td>Retail, Shopping Center</td>
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<td>Select type</td>
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<tr>
<td>Retail, Warehouse</td>
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<td>Select type</td>
<td></td>
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<tr>
<td>Office</td>
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<td>Select type</td>
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<tr>
<td>Industrial, Distribution Warehouse</td>
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<tr>
<td>Industrial, Business Parks</td>
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<td>Select type</td>
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<tr>
<td>Industrial, Manufacturing</td>
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<td>Select type</td>
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<tr>
<td>Residential, Multi-family</td>
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<td>Select type</td>
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<tr>
<td>Residential, Family Homes</td>
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<td>Select type</td>
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<tr>
<td>Senior Homes</td>
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<td>Select type</td>
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<tr>
<td>Residential, Student Housing</td>
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<tr>
<td>Hotel</td>
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<tr>
<td>Healthcare</td>
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<td>Select type</td>
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<tr>
<td>Medical Office</td>
<td></td>
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<td>Select type</td>
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<tr>
<td>Lodging, Leisure &amp; Recreation</td>
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<td>Select type</td>
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<tr>
<td>Data Centers</td>
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<td>Select type</td>
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<tr>
<td>Self-storage</td>
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<td>Select type</td>
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<tr>
<td>Parking (indoors)</td>
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<td>Select type</td>
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<tr>
<td>Other</td>
<td></td>
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<td>Select type</td>
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</tbody>
</table>

Note: The table above defines the scope of your 2017 GRESB submission and should include the total portfolio of the investible entity. If assets were purchased/sold during the reporting period, include them in the overall reporting scope defined above.

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?

<table>
<thead>
<tr>
<th>Country</th>
<th>% of GAV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select country</td>
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<td>Select country</td>
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<td>Select country</td>
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</tr>
</tbody>
</table>

New Construction & Major Renovations

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

<table>
<thead>
<tr>
<th>Property type</th>
<th>In progress at the end of reporting period</th>
<th>Completed during reporting period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Assets</td>
<td>Gross Floor Area</td>
</tr>
<tr>
<td>Retail, High Street</td>
<td></td>
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<tr>
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<tr>
<td>Other</td>
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<td></td>
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</tbody>
</table>

*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 (maximum 250 words)
**RC-NC2.1** Describe the composition of the entity’s new construction projects during the reporting period:

<table>
<thead>
<tr>
<th>Property type</th>
<th>In progress at the end of reporting period</th>
<th>Completed during reporting period</th>
</tr>
</thead>
<tbody>
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<td>Parking (indoors)</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

*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)

______________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Country</th>
<th>% of GAV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select country</td>
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<tr>
<td>Select country</td>
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<tr>
<td>Select country</td>
<td></td>
</tr>
</tbody>
</table>

**Sustainability Objectives**

**Q1 Does the entity have specific sustainability objectives?**

- **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
    - Not publicly available
      - Indicate where in the evidence the relevant information can be found
      - Communicate the objectives (maximum 250 words)
  - Indicate where in the evidence 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)

Select the persons responsible (multiple answers possible)

- 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 consultants/manager
  
  Name of the organization ____________________
  Name of the main contact ____________________
  Job title _________________________________
  E-mail _________________________________
  LinkedIn profile (optional)____________________

- Other_____________________________________

Yes

No

Not applicable

Sustainability Decision Making

Q3  Does the organization have a sustainability taskforce or committee that is applicable to the entity?

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

- Asset managers
- Board of Directors
- External consultants
  
  Name of the organization____________________
- Fund/portfolio managers
- Property managers
- Senior Management Team
- Other___________________

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 accountable for sustainability?

Yes

The individual is part of

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

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?

Yes

Describe the process (maximum 250 words)

______________________________________________________________

No

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

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
Q7.1 Does the organization disclose its sustainability performance?  
[7.1] Yes (multiple answers possible)

- Section in Annual Report
  - **Upload** Indicate where in the evidence the relevant information can be found____
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with **Guideline name**

- Stand-alone sustainability report(s)
  - **Upload** Indicate where in the evidence the relevant information can be found____
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with **Guideline name**

- Integrated Report
  - **Upload** Indicate where in the evidence the relevant information can be found____
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
  - Aligned with **Guideline name**

- Dedicated section on corporate website
  - Provide applicable hyperlink____________________
  - Select the applicable reporting level
    - Entity
    - Investment manager
    - Group
Section in entity reporting to investors

Upload: Indicate where in the evidence the relevant information can be found.

Aligned with: Guideline name

Other:____________________

Upload: Indicate where in the evidence 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 Guidelines, 2016
- PRI Reporting Framework, 2016
- Other:____________________
Q7.2 Does the organization have an independent third party review of its sustainability disclosure?

☐ 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 [Scheme name]
  ☐ Externally assured by ______________________ using [Scheme name]

☐ Stand-alone sustainability report
  ☐ Externally checked by ______________________
  ☐ Externally verified by ______________________ using [Scheme name]
  ☐ Externally assured by ______________________ using [Scheme name]

☐ Integrated Report
  ☐ Externally checked by ______________________
  ☐ Externally verified by ______________________ using [Scheme name]
  ☐ Externally assured by ______________________ using [Scheme name]

☐ Section in entity reporting to investors
  ☐ Externally checked by ______________________
  ☐ Externally verified by ______________________ using [Scheme name]
  ☐ Externally assured by ______________________ using [Scheme name]

☐ Other ______________________
  ☐ Externally checked by ______________________
  ☐ Externally verified by ______________________ using [Scheme name]
  ☐ Externally assured by ______________________ using [Scheme name]

☐ 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?

- 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 or Document name_________________ AND Publication date_________
  - Indicate where in the evidence the relevant information can be found________

- No

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

- Yes
  - Select all governance 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____________________
  - Upload or Document name_________________ AND Publication date_________
  - Indicate where in the evidence the relevant information can be found________

- No
Q10  Does the organization have a stakeholder engagement policy in place that applies to the entity?  
- **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 or Document name____________ AND Publication date_________  
Indicate where in the evidence the relevant information can be found_________  
- **No**

Q11  Does the organization have an employee policy in place that applies to the employees responsible for this entity?  
- **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 or Document name____________ AND Publication date_________  
Indicate where in the evidence the relevant information can be found_________  
- **No**
Q12  Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9?

☐ 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
  
  ☐ Whistle-blower mechanism
  
  ☐ Other ____________________

Upload or Document name ____________ AND Publication date ____________
Indicate where in the evidence the relevant information can be found

☐ No

☐ Not applicable

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

☐ 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 ____________________

Upload or Document name ____________ AND Publication date ____________
Indicate where in the evidence the relevant information can be found

☐ No
Q14  Is the organization involved in any legal cases regarding corrupt practices?  

- Yes

  Complete the following:
  
  Specify the number of cases in which employees were dismissed or disciplined for corruption in 2016: Number____________________

  Specify the number of cases when contracts with business partners were not renewed due to violations related to corruption in 2016: 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?  

- Yes

  Select all issues included (multiple answers possible)

  □ Building safety and materials
  □ Climate change adaptation
  □ Contamination
  □ Energy efficiency
  □ Energy supply
  □ Flooding
  □ GHG emissions
  □ Health, safety and well-being
  □ Indoor environmental quality
  □ Natural hazards
  □ Regulatory
  □ Resilience
  □ Socio-economic
  □ Transportation
  □ Water efficiency
  □ Waste management
  □ Water supply
  □ Other____________________

  [Upload] Indicate where in the evidence 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?

- Yes
  
  Select all issues included (multiple answers possible)
  - Building safety and materials
  - Climate change adaptation
  - Contamination
  - Energy efficiency
  - Energy supply
  - Flooding
  - GHG emissions
  - Health, safety and well-being
  - Indoor environmental quality
  - Natural hazards
  - Regulatory
  - Resilience
  - Socio-economic
  - Transportation
  - Water efficiency
  - Waste management
  - Water supply
  - Other____________________

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

____________________________________________________________

- 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 ___% portfolio covered

☐ External assessment ___% portfolio covered

Name of the organization____________________

Upload or Document name____________ AND Publication date_________

Indicate where in the evidence the relevant information can be found________

☐ Water efficiency

☐ In-house assessment ___% portfolio covered

☐ External assessment ___% portfolio covered

Name of the organization____________________

Upload or Document name____________ AND Publication date_________

Indicate where in the evidence the relevant information can be found________

☐ Waste management

☐ In-house assessment ___% portfolio covered

☐ External assessment ___% portfolio covered

Name of the organization____________________

Upload or Document name____________ AND Publication date_________

Indicate where in the evidence the relevant information can be found________

☐ Health & Well-being

☐ In-house assessment ___% portfolio covered

☐ External assessment ___% portfolio covered

Name of the organization____________________

Upload or Document name____________ AND Publication date_________

Indicate where in the evidence the relevant information can be found________

☐ No

☐ Not applicable
Has the entity implemented measures during the last four years to improve the energy efficiency of the portfolio?

- Yes
- No
- Not applicable

<table>
<thead>
<tr>
<th>Category</th>
<th>Measure</th>
<th>% portfolio covered during the last 4 years</th>
<th>% whole portfolio covered</th>
<th>Estimated savings (MWh) (optional)</th>
<th>Target ROI (%) (optional)</th>
<th>Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)</th>
<th>Innovation Case Study</th>
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The following questions are for submission of innovation case studies

Case Study Name [5 words]______________________________

Purpose of the project [maximum 100 words]_____________________

Approach [maximum 200 words]___________________________

Implementation [maximum 100 words]_________________________

Results [maximum 100 words]_______________________________

Classify magnitude of benefits [Percentage of savings]_________

References [maximum 50 words]_______________________________

Quote [maximum 25 words]_______________________________

**Note:** See the Reference Guide for all information regarding innovation case studies
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

- > 0%, < 25%
- ≥ 25%, < 50%
- ≥ 50%, < 75%
- ≥ 75%, ≤ 100%
Q18 Has the entity implemented measures during the last four years to improve the water efficiency of the portfolio?

- Yes
- No
- Not applicable

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<th>Measure</th>
<th>% portfolio covered during the last 4 years</th>
<th>% whole portfolio covered</th>
<th>Estimated savings (m³) (optional)</th>
<th>Target ROI (%) (optional)</th>
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- Case Study Name (5 words)_____________________________________
- Purpose of the project (maximum 100 words) ______________________
- Approach (maximum 200 words)_________________________________
- Implementation (maximum 100 words) ___________________________
- Results (maximum 100 words)__________________________________
- Classify magnitude of benefits Percentage of savings ▼
- References (maximum 50 words)______________________________
- Quote (maximum 25 words) ________________________________

**Note:** See the Reference Guide for all information regarding innovation case studies
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?

- Yes

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<th>% whole portfolio covered</th>
<th>Estimated savings (tonnes) (optional)</th>
<th>Target ROI (%) (optional)</th>
<th>Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)</th>
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- No

- Not applicable

The following questions are for submission of innovation case studies

Case Study Name (5 words)_____________________________________

Purpose of the project (maximum 100 words) ______________________

Approach (maximum 200 words)_________________________________

Implementation (maximum 100 words) ___________________________

Results (maximum 100 words)______________________________

Classify magnitude of benefits Percentage of savings

References (maximum 50 words)___________________________

Quote (maximum 25 words) ___________________________

**Note:** See the Reference Guide for all information regarding innovation case studies

Upload Visual or graphic materials

Upload Organization logo

Region Select region

Themes
- Climate risk & resilience
- Community engagement
- Disclosure & assurance
- Energy and CO2
- Health and Well-being
- Management
- Renewable energy
- Supply chain
- Tenant engagement
- Waste
- Water
- Other___________
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____________________

Select the % portfolio covered by each measure

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

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

- Yes
  
  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

Q21.1 Does the organization have an Environmental Management System (EMS) that applies to the entity level?
- Yes
  Upload Indicate where in the evidence 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?
- Yes
  Aligned with: 
  Externally certified by using
  Upload Indicate where in the evidence the relevant information can be found
- No
- Not applicable
Q22 Does the organization have a data management system in place that applies to the entity level?

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)

- Energy consumption _____________ % of portfolio covered
- GHG emissions/management __________% of portfolio covered
- Health and well-being _____________ % of portfolio covered
- Indoor environmental quality __________% of portfolio covered
- Resilience _________________ % of portfolio covered
- Waste streams/management __________% of portfolio covered
- Water _________________________% of portfolio covered
- Other __________________________ % of portfolio covered

Upload Indicate where in the evidence the relevant information can be found____

No
Monitoring Consumption

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

☐ Yes

Percentage of whole portfolio covered by floor area ____%

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_______________

Percentage of the whole portfolio covered by floor area ____%

☐ No

☐ Not applicable

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

☐ Yes

Percentage of whole portfolio covered by floor area ____%

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
Does the entity monitor the waste production of the portfolio? (optional)

☐ Yes

Percentage of whole portfolio covered by floor area _____%

Type of monitoring (multiple answers possible)

☐ Internal tracking

Percentage of the whole portfolio covered by floor area: _____%

☐ Provided by haulers

Percentage of the whole portfolio covered by floor area: _____%

☐ Provided by the tenant

Percentage of the whole portfolio covered by floor area: _____%

☐ Other________________

Percentage of the whole portfolio covered by floor area: _____%

Explain (a) the calculation methodology for percentage of whole portfolio covered, and (b) limitations and assumptions made in the calculation (maximum 250 words)

_____________________________________________________

☐ No

☐ Not applicable
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 2016, 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 2015 and 2016, and in line with the current reporting practices of many GRESB participants, GRESB includes intensities in the 2017 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. 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 previous years, this indicator is asked per performance indicator (energy, GHG, water and waste) at portfolio level, not per property type.
Energy Consumption Data

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?

- **Yes**
  
  Please provide the TOTAL floor area of your portfolio for this property type, regardless of energy supply and energy data availability and complete Q25.1 - Q25.3 for this property type.

<table>
<thead>
<tr>
<th>Managed Assets</th>
<th>Floor area (m²/sq.ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Areas</td>
<td></td>
</tr>
<tr>
<td>Tenant Space, Energy Purchased by Landlord</td>
<td></td>
</tr>
<tr>
<td>Tenant Space, Energy Purchased by Tenant</td>
<td></td>
</tr>
<tr>
<td>Whole Building</td>
<td></td>
</tr>
<tr>
<td>Shared Services</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirectly Managed Assets</th>
<th>Floor area (m²/sq.ft)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Building</td>
<td></td>
</tr>
</tbody>
</table>

- **No**

**Q25.1** Energy consumption [property type]


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.’

Determine which energy sources are used at the assets in the portfolio

In case no consumption data is available, floor area should still be completed in column B: Maximum coverage and column C: Data coverage should be zero.

<table>
<thead>
<tr>
<th>Fuels</th>
<th>District heating &amp; Cooling</th>
<th>Electricity</th>
</tr>
</thead>
</table>

Does the organization have assets in the portfolio that are Managed and/or Indirectly Managed?

Managed assets (row 1-21)

- Base building
- Tenant space
- Whole building

Indirectly Managed assets

- Whole building

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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 break-down 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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed Assets</td>
<td>Absolute Consumption</td>
<td>Like-for-Like Consumption</td>
<td>2015</td>
<td>2016</td>
<td>2015</td>
<td>2016</td>
<td>Like-for-Like Change (%)</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Base Building</td>
<td>Common Areas</td>
<td>Fuels</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>District Heating &amp; Cooling</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Electricity</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Shared Services/ Central Plant</td>
<td>Fuels</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>District Heating &amp; Cooling</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Electricity</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Outdoor/ Exterior Areas/ Parking</td>
<td>Fuels</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Electricity</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Total energy consumption of Base Building (rows 1-8)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>10</td>
<td>Tenant Space</td>
<td>Purchased by landlord</td>
<td>Fuels</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>District Heating &amp; Cooling</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Electricity</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Purchased by tenant</td>
<td>Fuels</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>District Heating &amp; Cooling</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Electricity</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Total energy consumption of Tenant Areas (rows 10-15)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>17</td>
<td>Whole Building</td>
<td>Combined consumption common areas + tenant space</td>
<td>Fuels</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>District Heating &amp; Cooling</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Electricity</td>
<td>Type ↓</td>
<td>calculated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Total energy consumption of Whole Building (rows 17-19)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
<tr>
<td>21</td>
<td>Total energy consumption of Managed Assets (rows 9 + 16 + 20)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
</tr>
</tbody>
</table>
### Indirectly Managed Assets

<table>
<thead>
<tr>
<th></th>
<th>Absolute Consumption</th>
<th>Like-for-Like Consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumption (MWh)</td>
<td>Consumption (MWh)</td>
<td>Data coverage (m²/sq.ft.)</td>
</tr>
<tr>
<td>Fuels</td>
<td></td>
<td>Type</td>
</tr>
<tr>
<td>District Heating &amp; Cooling</td>
<td></td>
<td>Type</td>
</tr>
<tr>
<td>Electricity</td>
<td></td>
<td>Type</td>
</tr>
<tr>
<td>Fuels</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Electricity</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Total energy consumption of Indirectly Managed Assets (rows 22-26)</td>
<td>calculated</td>
<td>calculated</td>
</tr>
<tr>
<td>Total energy consumption of Whole Portfolio (rows 21 + 27)</td>
<td>calculated</td>
<td>calculated</td>
</tr>
</tbody>
</table>

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?**

- Yes
  - 2015:____%
  - 2016:____%

- No

**Select floor area type**

- ‼ floor area
- ‼ lettable floor area
- ‼ units
Q25.2 Energy intensity rates [property type]

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

☐ Yes

Complete the table below

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional baseline year (include year)</td>
<td>2014</td>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>Energy use intensity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of portfolio covered</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]

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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>2016</td>
</tr>
<tr>
<td>On-site renewable energy (generated and consumed on-site)</td>
<td>MWh</td>
</tr>
<tr>
<td>Off-site renewable energy (generated off-site or purchased from third party)</td>
<td>MWh</td>
</tr>
<tr>
<td>On-site renewable energy (generated on-site and exported)</td>
<td>MWh</td>
</tr>
<tr>
<td>Total renewable energy calculated</td>
<td>calculated</td>
</tr>
<tr>
<td>Percentage renewable energy</td>
<td>%</td>
</tr>
</tbody>
</table>

☐ No
Q25.4 Review, verification and assurance of energy data

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

- Yes
  - Externally checked by ____________________
  - Externally verified by  ____________________ using [Select standard]
  - Externally assured by  ____________________ using [Select standard]

Upload  Indicate where in the evidence the relevant information can be found____

- No
- Not applicable

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?  

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

Q26.1 GHG emissions [property type]


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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Absolute Consumption</td>
<td>Like-for-Like Consumption</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emissions (tonnes)</td>
<td>Emissions (tonnes)</td>
<td>Data coverage [m²/sq.ft.]</td>
<td>Maximum Potential Coverage [m²/sq.ft.]</td>
<td>Floor Area Type</td>
<td>Emissions (tonnes)</td>
<td>Emissions (tonnes)</td>
<td>Like-for-Like Change (%)</td>
</tr>
<tr>
<td>1</td>
<td>Scope 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>calculated</td>
</tr>
<tr>
<td>2</td>
<td>Scope 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>calculated</td>
</tr>
<tr>
<td>3</td>
<td>Scope 3 (optional)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>calculated</td>
</tr>
<tr>
<td>4</td>
<td>GHG Offsets purchased</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>calculated</td>
</tr>
<tr>
<td>5</td>
<td>Net GHG Emissions after offsets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>calculated</td>
</tr>
</tbody>
</table>

Row 39 and 40 will not be scored in 2017

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)
Q26.2  GHG intensity rates [property type]

Does the entity report GHG emissions intensities?

- Yes

Complete the table below

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>GHG emissions intensity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of portfolio covered</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

- [ ] Yes
  - Externally checked by____________________
  - Externally verified by ________________ using [Select standard]
  - Externally assured by ________________ using [Select standard]

[Upload] Indicate where in the evidence 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?  

- [ ] Yes
  - Complete Q27.1 - Q27.3 for this property type

- [ ] No

Q27.1  Water consumption [property type]

Report absolute water consumption and like-for-like consumption in 2015 and 2016.

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 break-down 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.

<table>
<thead>
<tr>
<th>Managed Assets</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Managed Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Base Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Common Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Shared Services/Central Plant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Outdoor/Exterior Areas/Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total water usage Base Building (rows 1-3)</td>
<td>calculated</td>
<td>calculated</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
</tr>
<tr>
<td>6</td>
<td>Tenant Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Purchased by landlord</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Purchased by tenant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Total water usage Tenant Areas (rows 5-7)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
<td>calculated</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Whole Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Combined consumption common areas + tenant space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Total water usage Whole Building (row 8)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
<td>calculated</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Total water usage Managed Assets (rows 4+7+9)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
<td>calculated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirectly Managed Assets</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Whole Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Tenant space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Outdoor/Exterior areas/Parking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Total water usage Indirectly Managed Assets (rows 11-12)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
<td>calculated</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Total water usage Whole Portfolio (rows 10 + 13)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>calculated</td>
<td>calculated</td>
<td>calculated</td>
<td></td>
</tr>
</tbody>
</table>

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?

- Yes
  - 2015: ____%
  - 2016: ____%
- No

Select floor area type
- floor area
- lettable floor area
- units
Q27.2 Water intensity rates [property type]

Does the entity report water use intensities?

- Yes
  
  Complete the table below

<table>
<thead>
<tr>
<th>Optional baseline year (include year)</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water use intensity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% of portfolio covered</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]

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.

<table>
<thead>
<tr>
<th>Absolute measurement</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-site water reuse (greywater, blackwater)</td>
<td>m³</td>
<td>m³</td>
</tr>
<tr>
<td>On-site capture (rainwater, fog, condensate)</td>
<td>m³</td>
<td>m³</td>
</tr>
<tr>
<td>On-site extraction (groundwater)</td>
<td>m³</td>
<td>m³</td>
</tr>
<tr>
<td>Total reused and recycled water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percentage reused and recycled water</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

- No
Q27.4  Review, verification and assurance of water data  

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

- Yes
  - Externally checked by ____________________
  - Externally verified by ____________________ using [Select standard]
  - Externally assured by ____________________ using [Select standard]

- Upload: Indicate where in the evidence 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]


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

<table>
<thead>
<tr>
<th>Managed Assets</th>
<th>2015 Weight (tonnes)</th>
<th>2016 Weight (tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total weight of hazardous waste in metric tonnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total weight of non-hazardous waste in metric tonnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Managed portfolio covered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indirectly Managed</th>
<th>2015 Weight (tonnes)</th>
<th>2016 Weight (tonnes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total weight of hazardous waste in metric tonnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total weight of non-hazardous waste in metric tonnes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Indirectly Managed portfolio covered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proportion of waste by disposal route (% of total by weight)</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Portfolio [property type]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landfill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incineration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diverted (total)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diverted - waste to energy (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diverted - recycling (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diverted - other (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explain (a) assumptions made in reporting, (b) limitations in the ability to collect data, and (c) exclusions from portfolio (maximum 250 words)
Q28.2  Review, verification and assurance of waste data

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

- Yes
  - Externally checked by ____________________
  - Externally verified by ____________________ using [Select standard ▼]
  - Externally assured by ____________________ using [Select standard ▼]

Upload: Indicate where in the evidence the relevant information can be found____

- No
- Not applicable

Targets

Q29  Has the entity set long term reduction targets?

- Yes

Complete the table below

<table>
<thead>
<tr>
<th>Target type</th>
<th>Long-term target</th>
<th>Baseline year</th>
<th>End year</th>
<th>2016 target</th>
<th>Portfolio coverage</th>
<th>Are these targets communicated externally?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy consumption</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>GHG emissions</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Water consumption</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Waste diverted from landfill</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
<tr>
<td>Other</td>
<td>Type ▼</td>
<td></td>
<td></td>
<td></td>
<td>Select ▼</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

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

- No

Select target type

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

Select the % portfolio covered

▼ > 0%, < 25%
▼ ≥ 25%, < 50%
▼ ≥ 50%, < 75%
▼ ≥ 75%, ≤ 100%
Green Building Certificates

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?

- Yes

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

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified assets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- No

- Not applicable

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

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

- Yes

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

<table>
<thead>
<tr>
<th>Scheme name/sub-scheme name</th>
<th>% portfolio covered by floor area</th>
<th>% portfolio covered by floor area 2015 (optional in 2017)</th>
<th>% portfolio covered by floor area 2016</th>
<th>Number of certified assets 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme / sub-scheme</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- No

- Not applicable

Note: A list of certification schemes will be provided in the Reference Guide. If you select “create a new certification”, then you will be asked for additional information about the scheme (see Appendix).
### Energy Ratings

**Q31** Does the entity’s portfolio include standing investments that obtained an energy rating?

- 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

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2015</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Score</th>
<th>Coverage 2015 (%) (coverage for each score category)</th>
<th>Coverage 2016 (%) (coverage for each score category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 2.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 3.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 - 4.5 stars</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 - 6 stars</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ENERGY STAR

<table>
<thead>
<tr>
<th>Year</th>
<th>% portfolio covered*</th>
<th>Floor area weighted score</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2015</td>
</tr>
</tbody>
</table>

- Other (specify)________: ____% of portfolio covered by floor area

<table>
<thead>
<tr>
<th>Country</th>
<th>Coverage (%) (coverage within the country)</th>
<th>Number of rated assets</th>
<th>Floor area weighted score*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>2015</td>
</tr>
</tbody>
</table>

*full flexibility to describe performance

- No

- Not applicable
Q32 Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11?  
- 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] or Document name____________ AND Publication date_________
   Indicate where in the evidence the relevant information can be found________

- No

Q33 Does the organization provide regular trainings for the employees responsible for the entity?  
- Yes
  - Percentage of employees who received professional training in 2016 _____%
  - Percentage of employees who received sustainability-specific training in 2016 _____%

  Sustainability-specific training focuses on the following elements [multiple answers possible]

  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 ____________________

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

- 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] or Document name____________ AND Publication date_________
    
    Indicate where in the evidence the relevant information can be found________

- 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?

- 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?

- 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?

- 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?  
☐ Yes

Select all approaches to engaging tenants (multiple answers possible)

☐ Building/asset communication  Percentage portfolio covered
☐ Provide tenants with feedback on energy/water consumption and waste  Percentage portfolio covered
☐ Social media/online platform  Percentage portfolio covered
☐ Tenant engagement meetings  Percentage portfolio covered
☐ Tenant events focused on increasing sustainability awareness  Percentage portfolio covered
☐ Tenant sustainability guide  Percentage portfolio covered
☐ Tenant sustainability training  Percentage portfolio covered
☐ Other ________________

☐ No

Select the % portfolio covered by each measure

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

Q37.1 Has the entity undertaken tenant satisfaction surveys during the last three years?  
☐ 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 or Document name____________ AND Publication date_________
Indicate where in the evidence the relevant information can be found_________

☐ 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?

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

Q38 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
- Tenant fit-out guides
- Minimum fit-out standards are prescribed
- Procurement assistance for tenants
- Other___________________

Select the % portfolio covered by each measure

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

No
Q39.1 Does the entity include sustainability-specific requirements in its standard lease contracts?

☐ Yes

Select all topics included (multiple answers possible)

Cooperation and works:
- Environmental initiatives
- Enabling upgrade works
- Sustainability management collaboration
- Premises design for performance
- Managing waste from works
- Social initiatives
- Other ____________

Management and consumption:
- Energy management
- Water management
- Waste management
- Indoor environmental quality management
- Sustainable procurement
- Sustainable utilities
- Sustainable transport
- Sustainable cleaning
- Other ____________

Reporting and standards:
- Information sharing
- Performance rating
- Design/development rating
- Performance standards
- Metering
- Comfort
- Other ____________

Upload or Document name ____________ AND Publication date ____________

Indicate where in the evidence the relevant information can be found ____________

☐ No
Q39.2  Does the entity monitor compliance with the sustainability-specific requirements in its lease contracts?

- Yes
  
  Describe the process (maximum 250 words)

- No

- Not applicable

Supply Chain

Q40  Does the entity include sustainability-specific requirements in the procurement processes applicable at the entity level?

- Yes
  
  Select the external 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 or Document name____________ AND Publication date_________
  
  Indicate where in the evidence the relevant information can be found________

- No

- Not applicable
Q41.1 Does the organization monitor property/asset managers’ compliance with the sustainability-specific requirements in place for this entity?  

- Yes
  - The organization monitors compliance of:
    - Internal property/asset managers
    - External property/asset managers
    - Both internal and external property/asset managers
  - 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
- Not applicable

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?  

- Yes
  - Select all methods used (multiple answers possible)
    - Checks performed by an 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?

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 well-being program
- Research and network activities
- Resilience, including assistance or support in case of disaster
- Supporting charities and community groups
- Sustainability education program
- 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?

Yes

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

- Housing affordability
- Impact on crime levels
- Livability score
- Local income generated
- Local residents’ well-being
- Walkability score
- Other________________

No

Not applicable
New Construction & Major Renovations

Sustainability Requirements

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

- 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

Communicate the strategy (maximum 250 words)

__________

No
Does the entity have sustainable site selection criteria in place for new construction and major renovation projects?

- 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

Upload or Document name AND Publication date

Indicate where in the evidence the relevant information can be found

- 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

[Upload] Indicate where in the evidence the relevant information can be found____

- [ ] 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?

- **Yes**
  - Select all issues addressed (multiple answers possible)
    - Formal adoption of a policy on health attributes of building materials.
    - Formal adoption of a policy on the environmental attributes and performance of building materials.
    - Requirement for information (disclosure) about the environmental and/or health attributes of building materials (multiple answers possible)
      - Health and environmental information
      - Environmental Product Declarations
      - Health Product Declarations
      - Other types of health and environmental information
    - Material characteristics specification, including (multiple answers possible)
      - Preference for materials that disclose environmental impacts
      - Preference for 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
      - Locally extracted or recovered materials
      - Rapidly renewable materials, low embodied carbon materials, and recycled content materials
      - Materials that can easily be recycled
      - Third-party certified wood-based materials and products
        - Types of third-party certification used:
      - Low-emitting materials
      - Other
      - Upload
        - Indicate where in the evidence the relevant information can be found
  - **No**
  - **Not applicable**
NC5.1 Does the entity use green building standards?  

- 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
  
  Percentage portfolio covered ▼

  Green building rating systems: include all that apply ____________

  □ The entity requires projects to achieve certification with a green building rating system
  
  Percentage portfolio covered ▼

  Green building rating systems: include all that apply ____________

  □ The entity requires projects to achieve a specific level of certification
  
  Percentage portfolio covered ▼

  Level of certification: include all that apply ____________

  Levels adopted as a standard by the entity ____________

- No

- Not applicable

Select the % portfolio covered by each measure

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

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

- 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

<table>
<thead>
<tr>
<th>Scheme name/ sub-scheme name</th>
<th>Level of certification</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>▼</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td>▼</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  Projects completed during the reporting period

<table>
<thead>
<tr>
<th>Scheme name/ sub-scheme name</th>
<th>Level of certification</th>
<th>% portfolio covered by floor area</th>
<th>Number of certified projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme</td>
<td>▼</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme</td>
<td>▼</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- No

- Not applicable

Note: A list of certification schemes will be provided in the Reference Guide. If you select “create a new certification”, then you will be asked for additional information about the scheme (see Appendix).
Energy Efficiency

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

Yes

- Requirements for planning and design include (multiple answers possible)
  - Integrative design process
  - 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_____________

No
NC7.1  Does the entity incorporate on-site renewable energy in the design of new construction and major renovation projects?

- 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 ____%

- 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?

- 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 _____________
    - Percentage of projects covered ____%

  Upload Indicate where in the evidence 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?  
☐ 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 __________

[Upload] Indicate where in the evidence the relevant information can be found____

☐ No

☐ Not applicable
Does the entity promote efficient on-site solid waste management during the construction phase of its new construction and major renovation projects?

O 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 ____________

Upload Indicate where in the evidence the relevant information can be found

O No
Supply Chain

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

☐ 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 Indicate where in the evidence 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?

☐ 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 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__________________

Upload  Indicate where in the evidence the relevant information can be found____

NC11 No

NC11 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?

- Yes
  - The entity promotes on-site health and safety through (multiple answers possible)
    - Communicating safety information
    - Continuously improving safety performance
    - Demonstrating safety leadership
    - Entrenching safety practices
    - Managing safety risks
    - Promoting design for safety
    - Other__________________

- No

- Not applicable

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

- 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

**NC13** 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?

- **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____________________

- **No**

**NC14** 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?

- **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 Indicate where in the evidence the relevant information can be found____

- **No**
Appendix

1: Green Building Certificates - Validation Questions

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

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)
2: Assurance and Verification Schemes

Select scheme from list below:

- AA1000 Assurance Standard
- Advanced technologies promotion Subsidy Scheme with Emission reduction Target (ASSET)
- Airport Carbon Accreditation (ACA) des Airports Council International Europe
- Alberta Specified Gas Emitters Regulation
- ASAE 3000
- Attestation Standards established by the American Institute of Certified Public Accountants/AICPA (AT101)
- Australia National Greenhouse and Energy Regulations
- California Mandatory Greenhouse Gas Reporting Regulation (NGER Act) [also known as Californian Air Resources Board regulations]
- Canadian Institute of Chartered Accountants (CICA) Handbook: Assurance Section 5025
- Carbon Trust Standard
- Certified Emissions Measurement and Reduction Scheme (CEMARS)
- Chicago Climate Exchange verification standard
- Compagnie Nationale des Commissaires aux Comptes (CNCC)
- Corporate GHG Verification Guidelines from ERT
- DNV Verisustain Protocol/ Verification Protocol for Sustainability Reporting
- ERM GHG Performance Data Assurance Methodology
- IDW AsS 821: IDW Assurance Standard: Generally Accepted Assurance Principles for the Audit or Review of Reports on Sustainability Issues
- ISAE 3000
- ISAE 3410, Assurance Engagements on Greenhouse Gas Statements
- ISO 14064-3
- JVETS (Japanese Voluntary Emissions Trading Scheme) Guideline for verification
- Korean GHG and Energy Target Management System
- NMX-SAA-14064-3-IMNC: Instituto Mexicano de Normalización y Certificación A.C
- RevRö Procedure for assurance of sustainability report from Far, the Swedish auditors professional body
- Saitama Prefecture Target-Setting Emissions Trading Program
- SGS Sustainability Report Assurance
- Spanish Institute of Registered Auditors (ICJCE)
- Standard 341ON Assurance engagements relating to sustainability reports of the Royal Netherlands Institute of Registered Accountants
- State of Israel Ministry of Environmental Protection, VERIFICATION OF GREENHOUSE GAS EMISSIONS AND EMISSIONS REDUCTION IN ISRAEL GUIDANCE DOCUMENT FOR CONDUCTING VERIFICATIONS, Process A
- The climate Registry General Verification Protocol (also known as California Climate Action Registry [CCAR])
- Tokyo Emissions Trading Scheme
- Verification under the EU Emissions Trading Scheme (EU ETS) Directive and EU ETS related national implementation laws