



2017 Assessment

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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](https://twitter.com/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.

NC 6 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

Government entity

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 _____

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

RC3 Metrics are reported in:

m2

sq.ft.

RC4 What is the entity's core business?

Management of standing investments only (continue with RC5.1, RC5.2, RC6)

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

Development of new construction and major renovation projects (continue with Developer Assessment)



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

Property type	% of GAV	Number of Assets	Floor Area		Units	% Indirectly Managed Assets
			m2/sq.ft.	Type		
Retail, High Street				Select type ▼		
Retail, Shopping Center				Select type ▼		
Retail, Warehouse				Select type ▼		
Office				Select type ▼		
Industrial, Distribution Warehouse				Select type ▼		
Industrial, Business Parks				Select type ▼		
Industrial, Manufacturing				Select type ▼		
Residential, Multi-family				Select type ▼		
Residential, Family Homes				Select type ▼		
Senior Homes				Select type ▼		
Residential, Student Housing				Select type ▼		
Hotel				Select type ▼		
Healthcare				Select type ▼		
Medical Office				Select type ▼		
Lodging, Leisure & Recreation				Select type ▼		
Data Centers				Select type ▼		
Self-storage				Select type ▼		
Parking (indoors)				Select type ▼		
Other				Select type ▼		

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?

Country	% of GAV
Select country ▼	
Select country ▼	
Select country ▼	

New Construction & Major Renovations

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

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

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

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

RC-NC2.1 Describe the composition of the entity's new construction projects during the reporting period:

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

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

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

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

Country	% of GAV
Select country ▼	
Select country ▼	
Select country ▼	



Sustainability Objectives

2016 Indicator

Q1 Does the entity have specific sustainability objectives? **1**

Yes

The objectives relate to (multiple answers possible)

- General sustainability
- Environment
- Social
- Governance

The objectives are (select one)

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

The objectives are

Publicly available

Online - hyperlink _____

Offline - separate document

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

Communicate the objectives (maximum 250 words)

Not publicly available

Upload 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) **2**

Yes

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 _____

No

Not applicable

Sustainability Decision Making

Q3 Does the organization have a sustainability taskforce or committee that is applicable to the entity? **3**

Yes

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

Asset managers

Board of Directors

External consultants

Name of the organization _____

Fund/portfolio managers

Property managers

Senior Management Team

Other _____

No

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

Q4 Does the entity have a senior decision-maker accountable for sustainability? **4**

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? **5**

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? **6**

Yes

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

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

No



Sustainability Disclosure

2016 Indicator

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

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

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

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

- Other_____

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

Select the applicable reporting level

- Entity
- Investment manager
- Group

Aligned with

- 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_____

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

Externally assured by _____ using

Stand-alone sustainability report

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Integrated Report

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Section in entity reporting to investors

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

Other _____

Externally checked by _____

Externally verified by _____ using

Externally assured by _____ using

No

Not applicable

ESG Policies

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

Yes

Select all environmental issues included (multiple answers possible)

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

Upload 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? **9**

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?

10

Yes

Select all stakeholders included (multiple answers possible)

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

Upload 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?

11

Yes

Select all issues included (multiple answers possible)

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

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

No



Risks & Opportunities

Governance

2016 Indicator

Q12 Does the organization have systems and procedures in place to facilitate effective implementation of the governance policy/policies in Q9? **12**

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? **13**

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?

14

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?

15.1

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

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

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (MWh) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼

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

References (maximum 50 words) _____

Quote (maximum 25 words) _____

Upload Visual or graphic materials

Upload Organization logo

Region

Themes

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

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

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (m ³) [optional]	Target ROI (%) [optional]	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾
Select category ▾		%	%				Y/N ▾

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 ▾

References (maximum 50 words) _____

Quote (maximum 25 words) _____

Upload Visual or graphic materials

Upload Organization logo

Region

Themes

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

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%

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

Yes

Category	Measure	% portfolio covered during the last 4 years	% whole portfolio covered	Estimated savings (tonnes) (optional)	Target ROI (%) (optional)	Describe implemented measure (measure, payback period, property type, scope, link to Q1 objectives and Q29 targets) (maximum 150 words)	Innovation Case Study
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼
Select category ▼		%	%				Y/N ▼

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

References (maximum 50 words) _____

Quote (maximum 25 words) _____

Upload Visual or graphic materials

Upload Organization logo

Region

Themes

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

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

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?

20

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

2016 Indicator

Q21.1 Does the organization have an Environmental Management System (EMS) that applies to the entity level? **21.1**

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? **21.2**

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?

22

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?

23

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?

24

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



Performance Indicators

The Performance Indicators Aspect of the GRESB Real Estate Assessment collects portfolio-level performance data on energy and water consumption, GHG emissions and waste. Compared to 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.

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?

25.0

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.

Managed Assets	Floor area (m2/sq.ft)
Common Areas	
Tenant Space, Energy Purchased by Landlord	
Tenant Space, Energy Purchased by Tenant	
Whole Building	
Shared Services	
Indirectly Managed Assets	Floor area (m2/sq.ft)
Whole Building	

No



Q25.1 Energy consumption [property type]

25.1

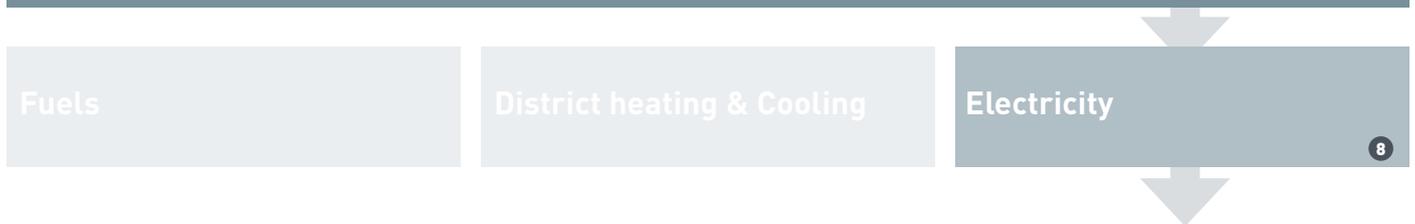
Report absolute energy consumption and like-for-like consumption for 2015 and 2016.

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

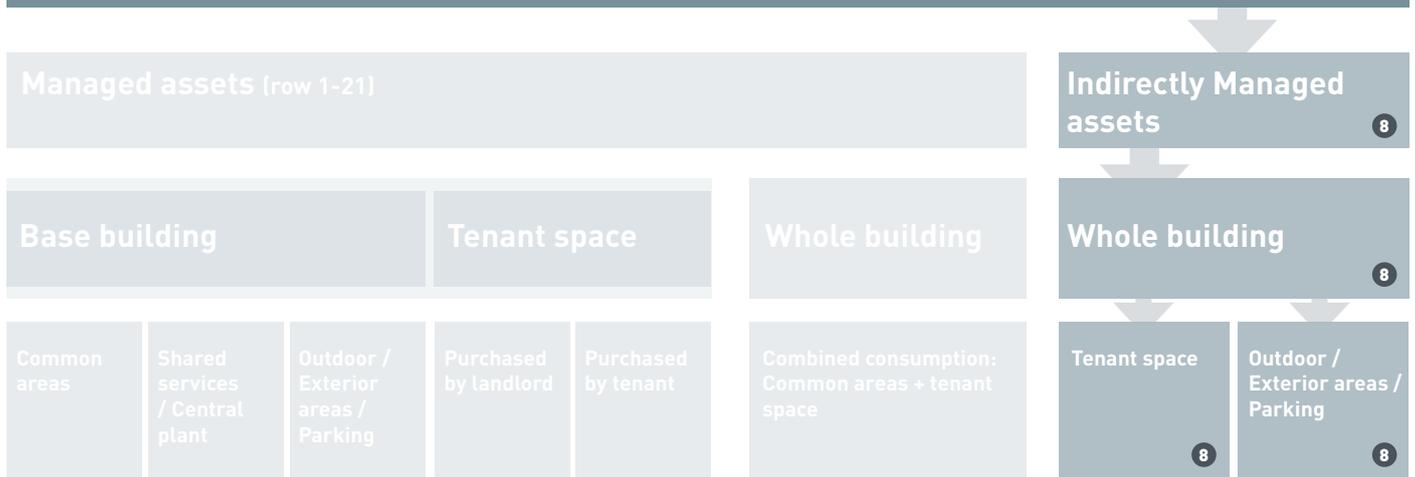
To make sure you insert data in the correct section of the table, check the definition of 'Managed assets' and 'Indirectly Managed assets.'

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 D: Maximum coverage and column C: Data coverage should be zero.



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



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.

			A	B	C	D	E	F	G	H
			Absolute Consumption					Like-for-Like Consumption		
			2015	2016			2015	2016		
Managed Assets			Consumption (MWh)	Consumption (MWh)	Data coverage (m ² /sq.ft.)	Maximum coverage (m ² /sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like Change (%)
1	Base Building	Common Areas	Fuels				Type ▼			calculated
2			District Heating & Cooling				Type ▼			calculated
3			Electricity				Type ▼			calculated
4		Shared Services/ Central Plant	Fuels				Type ▼			calculated
5			District Heating & Cooling				Type ▼			calculated
6			Electricity				Type ▼			calculated
7		Outdoor/ Exterior Areas/ Parking	Fuels		N/A	N/A	N/A			calculated
8			Electricity		N/A	N/A	N/A			calculated
9	Total energy consumption of Base Building (rows 1-8)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
10	Tenant Space	Purchased by landlord	Fuels				Type ▼			calculated
11			District Heating & Cooling				Type ▼			calculated
12			Electricity				Type ▼			calculated
13		Purchased by tenant	Fuels				Type ▼			calculated
14			District Heating & Cooling				Type ▼			calculated
15			Electricity				Type ▼			calculated
16	Total energy consumption of Tenant Areas (rows 10-15)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
17	Whole Building	Combined consumption common areas + tenant space	Fuels				Type ▼			calculated
18			District Heating & Cooling				Type ▼			calculated
19			Electricity				Type ▼			calculated
20	Total energy consumption of Whole Building (rows 17-19)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
21	Total energy consumption of Managed Assets (rows 9 + 16 + 20)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

			A	B	C	D	E	F	G	H
			Absolute Consumption					Like-for-Like Consumption		
			2015	2016			2015	2016		
Indirectly Managed Assets			Consumption (MWh)	Consumption (MWh)	Data coverage (m ² /sq.ft.)	Maximum coverage (m ² /sq.ft.)	Floor Area Type	Consumption (MWh)	Consumption (MWh)	Like-for-Like Change (%)
22	Whole Building	Fuels					Type ▼			calculated
23		District Heating & Cooling					Type ▼			calculated
24		Electricity					Type ▼			calculated
25	Outdoor/ Exterior Areas/ Parking	Fuels			N/A	N/A	N/A			calculated
26		Electricity			N/A	N/A	N/A			calculated
27	Total energy consumption of Indirectly Managed Assets (rows 22-26)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated
28	Total energy consumption of Whole Portfolio (rows 21 + 27)		calculated	calculated	N/A	N/A	N/A	calculated	calculated	calculated

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

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

Yes

2015: ____%

2016: ____%

No

Select floor area type

▼ floor area

▼ lettable floor area

▼ units

Q25.2 Energy intensity rates [property type]

25.2

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

Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
Energy use intensity				
% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

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

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

No

Q25.3 Renewable energy generated [property type]

25.3

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

Yes

Report absolute renewable energy generation and consumption.

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

	A	B
	2015	2016
On-site renewable energy (generated and consumed on-site)	MWh	MWh
Off-site renewable energy (generated off-site or purchased from third party)	MWh	MWh
On-site renewable energy (generated on-site and exported)	MWh	MWh
Total renewable energy	calculated	calculated
Percentage renewable energy	%	%

No

Q25.4 Review, verification and assurance of energy data

25.4

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?

26.0

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



Q26.1 GHG emissions [property type]

26.1

Report absolute values and like-for-like consumption for 2015 and 2016.

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

	A	B	C	D	E	F	G	H
		Absolute Consumption				Like-for-Like Consumption		
	2015	2016				2015	2016	
	Emissions (tonnes)	Emissions (tonnes)	Data coverage (m ² /sq.ft.)	Maximum Potential Coverage (m ² /sq.ft.)	Floor Area Type	Emissions (tonnes)	Emissions (tonnes)	Like-for-Like Change (%)
1	Scope 1				Type ▼			calculated
2	Scope 2				Type ▼			calculated
3	Scope 3 (optional)				Type ▼			calculated
	2015	2016				2015	2016	
	Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)				Metric tonnes equivalent (tonnes)	Metric tonnes equivalent (tonnes)	Like-for-Like Change (%)
4	GHG Offsets purchased		N/A	N/A	N/A			calculated
5	Net GHG Emissions after offsets		N/A	N/A	N/A			calculated

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)

Select floor area type

- ▼ floor area
- ▼ lettable floor area
- ▼ units

Q26.2 GHG intensity rates [property type]

26.2

Does the entity report GHG emissions intensities?

Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
GHG emissions intensity				
% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

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

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

No

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

26.3

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

- Yes
 - Externally checked by _____
 - Externally verified by _____ using
 - Externally assured by _____ using
- No
- Not applicable

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

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?

27.0

- Yes
 - Complete Q27.1 - Q27.3 for this property type
- No



Q27.1 Water consumption [property type]

27.1

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.

		A	B	C	D	E	F	G	H
		Absolute Consumption				Like-for-Like Consumption			
		2015	2016			2015	2016		
Managed Assets		Consumption (m ³)	Consumption (m ³)	Data coverage (m ² /sq.ft.)	Maximum Potential Coverage (m ² /sq.ft.)	Floor Area Type	Consumption (m ³)	Consumption (m ³)	Like-for-Like Change (%)
1	Base Building	Common Areas				Type ▾			calculated
2		Shared Services/Central Plant				Type ▾			calculated
3		Outdoor/Exterior Areas/Parking				Type ▾			calculated
4	Total water usage Base Building (rows 1 - 3)		calculated	calculated	N/A	N/A	N/A	calculated	calculated
5	Tenant Space	Purchased by landlord				Type ▾			calculated
6		Purchased by tenant				Type ▾			calculated
7	Total water usage Tenant Areas (rows 5 - 7)				N/A	N/A	N/A		calculated
8	Whole Building	Combined consumption common areas + tenant space				Type ▾			calculated
9	Total water usage Whole Building (row 8)				N/A	N/A	N/A		calculated
10	Total water usage Managed Assets (rows 4+7+9)				N/A	N/A	N/A		calculated
Indirectly Managed Assets									
11	Whole Building	Tenant space				Type ▾			calculated
12		Outdoor/Exterior areas/Parking				Type ▾			calculated
13	Total water usage Indirectly Managed Assets (rows 11-12)				N/A	N/A	N/A		calculated
14	Total water usage Whole Portfolio (rows 10 + 13)				N/A	N/A	N/A		calculated

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

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

Yes

2015: ____%

2016: ____%

No

Select floor area type

▾ floor area

▾ lettable floor area

▾ units

Q27.2 Water intensity rates [property type]

27.2

Does the entity report water use intensities?

Yes

Complete the table below

	A	B	C	D
	Optional base-line year (include year)	2014	2015	2016
Water use intensity				
% of portfolio covered				

Select the elements for which intensities are normalized in your calculations

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

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

No

Q27.3 Water reuse and recycling [property type]

27.3

Does the entity collect reuse, recycling and consumption data?

Yes

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

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

	A	B
	Absolute measurement	
	2015	2016
On-site water reuse (greywater, blackwater)	m ³	m ³
On-site capture (rainwater, fog, condensate)	m ³	m ³
On-site extraction (groundwater)	m ³	m ³
Total reused and recycled water	calculated	calculated
Percentage reused and recycled water	%	%

No

Q27.4 Review, verification and assurance of water data

27.4

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

- Yes
 - Externally checked by _____
 - Externally verified by _____ using
 - Externally assured by _____ using
- 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?

28.0

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



Q28.1 Waste management [property type]

28.1

Report absolute values for 2015 and 2016.

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

		A	B
		Absolute measurement	
		2015 Weight (tonnes)	2016 Weight (tonnes)
1	Managed Assets	Total weight of hazardous waste in metric tonnes	
2		Total weight of non-hazardous waste in metric tonnes	
3		% Managed portfolio covered	
4	Indirectly Managed	Total weight of hazardous waste in metric tonnes	
5		Total weight of non-hazardous waste in metric tonnes	
6		% Indirectly Managed portfolio covered	

		A	B
Proportion of waste by disposal route (% of total by weight)		2015	2016
7	Whole Portfolio [property type]	Landfill	
8		Incineration	
9		Diverted (total)	
10		Diverted - waste to energy (optional)	
11		Diverted - recycling (optional)	
12		Diverted - other (optional)	
13		Other	

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

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

- Yes
 - Externally checked by _____
 - Externally verified by _____ 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

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

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%



Building Certifications

Green Building Certificates

2016 Indicator

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?

30.1

Yes

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

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

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?

30.2

Yes

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

Scheme name/sub-scheme name	% portfolio covered by floor area baseline year (optional in 2017)	% portfolio covered by floor area 2015 (optional in 2017)	% portfolio covered by floor area 2016	Number of certified assets 2016
Scheme / sub-scheme ▼				
Scheme / sub-scheme ▼				
Scheme / sub-scheme ▼				

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?

31

Yes

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

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

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

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

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

Score	Coverage 2015 (%) (coverage for each score category)	Coverage 2016 (%) (coverage for each score category)
0 - 2.5 stars		
3 - 3.5 stars		
4 - 4.5 stars		
5 - 6 stars		

ENERGY STAR

Year	% portfolio covered*	Floor area weighted score
2015		
2016		

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

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

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

Country	Coverage (%) (coverage within the country)	Number of rated assets	Floor area weighted score*	
			2015	2016
Country ▾				
Country ▾				

*full flexibility to describe performance

No

Not applicable



Employees

2016 Indicator

Q32 Does the organization have systems and procedures in place to facilitate effective implementation of the employee policy/policies in Q11? **32**

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? **33**

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 _____

No

Q34.1

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

34.1

Yes

The survey is undertaken (multiple answers possible)

Internally

Percentage of employees covered _____%

Survey response rate _____%

By an independent third party

Percentage of employees covered _____%

Name of the organization _____

Survey response rate _____%

Upload 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?

34.2

Yes

Select all applicable options (multiple answers possible)

Development of action plan

Feedback sessions with Senior Management Team

Feedback sessions with separate teams/departments

Focus groups

Other _____

No

Not applicable

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

35.1

Yes

Select all applicable options (multiple answers possible)

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

Physical and/or mental health checks _____% of employees

Work station and/or workplace checks _____% of employees

Other _____% of employees

No

Not applicable

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

35.2

Yes

Select all applicable options (multiple answers possible)

Absentee rate _____

Lost day rate _____

Other metrics _____

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

No

Tenants/Occupiers

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

36

Yes

Select all approaches to engaging tenants (multiple answers possible)

- Building/asset communication
- Provide tenants with feedback on energy/water consumption and waste
- Social media/online platform
- Tenant engagement meetings
- Tenant events focused on increasing sustainability awareness
- Tenant sustainability guide
- Tenant sustainability training
- 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?

37.1

Yes

The survey is undertaken (multiple answers possible)

- Internally
Percentage of tenants covered _____%
Survey response rate _____%
- By an independent third party
Percentage of tenants covered _____%
Name of the organization _____
Survey response rate _____%

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

No

Not applicable

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

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

Yes

Select all topics included (multiple answers possible)

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

No

Select the % portfolio covered by each measure

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

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?

39.2

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?

40

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?

41.1

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 _____

Upload or Document name _____ AND Publication date _____

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

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?

41.2

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?

42.1

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?

42.2

Yes

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

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

No

Not applicable



New Construction & Major Renovations

Sustainability Requirements

2016 Indicator

NC1

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

NC1

Yes

Elements addressed in the strategy (multiple answers possible)

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

Communication of the strategy

Publicly available

Online - hyperlink _____

Offline - separate document

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

Communicate the strategy (maximum 250 words)

Not publicly available

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

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?

NC4

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 buildings 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

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%

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

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme <input type="text"/>			
Scheme <input type="text"/>			

Projects completed during the reporting period

Scheme name/ sub-scheme name	Level of certification	% portfolio covered by floor area	Number of certified projects
Scheme <input type="text"/>			
Scheme <input type="text"/>			

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?

NC6

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?

NC7.1

Yes

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

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Biofuels | Percentage of all projects _____% |
| <input type="checkbox"/> Geothermal | Percentage of all projects _____% |
| <input type="checkbox"/> Hydro | Percentage of all projects _____% |
| <input type="checkbox"/> Solar/photovoltaic | Percentage of all projects _____% |
| <input type="checkbox"/> Wind | Percentage of all projects _____% |
| <input type="checkbox"/> 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?

NC7.2

Yes

Applicable net-zero standard:

Description of the entity's definition of "net-zero energy" (max 150 words)

Description of the applicable reference code of standard (max 150 words)

Other _____

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?

NC8

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?

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 _____

No

Supply Chain

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

NC10.1

Yes

Select all topics included (multiple answers possible)

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

Percentage of projects covered _____%

Upload 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?

NC10.2

Yes

Select all applicable options (multiple answers possible)

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

No

Not applicable

Health, Safety and Well-being

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

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 _____

No

Not applicable

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

NC12.1

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?

NC12.2

Yes

Select all applicable options (multiple answers possible)

Injury rate _____

Explain the injury rate calculation method (maximum 250 words)

Fatalities _____

Near misses _____

No

Community Impact and Engagement

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? **NC13**

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? **NC14**

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
- ▼ RevR6 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 3410N 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