

# TENANTS' GUIDE TO ENVIRONMENT & SUSTAINABILITY DURING FIT-OUT AND ALTERATIONS

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## **1.0 ENVIRONMENT & SUSTAINABILITY DURING FIT-OUT AND ALTERATIONS**

### **1.1 SUSTAINABILITY & ENERGY EFFICIENCY**

Your Landlord, Columbia Threadneedle, are committed to delivering Sustainable Property Management, as set out in our Real Estate Responsible Investment Strategy.

The occupier is encouraged to be fully committed, to achieving, wherever practicable, best practice in energy and environmental management when designing their fitting out works. The principle should reflect in relation to material selection, the construction works process and the end occupation strategy for their accommodation which compliments the sustainability strategy for the whole building.

Colliers are also committed to influencing occupier's fit-out design and specification prior to occupation, to reduce negative environmental impacts and attain resource efficiencies during occupation. In addition to resource efficiency the occupier's and their contractors should also enhance the quality of the indoor workplace for future employees, to support staff productivity and retention.

We will strongly encourage occupiers to formally measure and report environmental performance against RICS SKA Rating or equivalent rating system e.g. BREEAM for Offices.

You should employ a RICS SKA Assessor, or equivalent, as part of the design / alterations team and consult your employees and future work force to ensure the design meets their needs.

Throughout all stages of your fit out or alteration you should:

- Incorporate energy efficiency measures into all new and refurbished facilities through best practice in business design, the selection of plant, equipment, systems and other energy infrastructure.
- Maintain all plant and equipment under your control, and control and manage systems and energy infrastructure in such a way as to minimise energy wastage.
- Manage the specification of materials and quantities to prevent over specification. Increase resources efficiency and prevent the creation of waste by adopting the waste hierarchy; prevent, then reduce, reuse, recycle and only as a last resort dispose of unused materials/waste.
- Promote awareness of the responsibility for energy conservation and environmental impacts.

### **1.2 ENVIRONMENT & SUSTAINABILITY – SUMMARY OF RECOMMENDATIONS**

When undertaking alterations, the occupiers and their design team are encouraged to include environmental considerations in proposed alterations, such as:

- Low energy lighting fittings (including LEDs).
- Lighting controls, such as sensors or timers.
- Daylight lighting controls.
- Voltage optimisation.
- The inclusion of low energy equipment (such as refrigeration and computers).
- The inclusion of low energy plant, such as boilers and cooling equipment.

- Heat recovery for refrigeration, cooling and heating plant.
- Heating and ventilation improvements (including the low cost option of re-timing or simply shutting off).
- Specification of sustainable materials, such as timber from sustainably managed woodland, locally sourced goods, reused or recycled materials, and materials with a lower environmental impact including flooring, walls, windows, paints and insulation.
- Renewable energy sources such as Photovoltaic cells (solar 'PV' panels).
- Consider site water management strategy: Low flush or dual flush WCs or waterless urinals, flow regulators to taps and shower heads, spray or aerator taps.
- Consider air quality, natural, artificial and human centric lighting, occupant controls, views and interior layout to improve the health, wellbeing and satisfaction of occupiers.
- Consider the introduction of electric vehicle (EV) charging points and/or infrastructure to support/future proof the installation.
- Consider smart tech to enable some of the above recommendations.
- Consider local economy, procure materials and skills locally
- Provide shading/blinds to reduce overheating and glare
- Install mains fed point of use water coolers (instead of disposable water bottles)

The above is by no means a comprehensive list, however it should act as an outline of areas which the tenants have, or may consider undertaking. The following section will provide a more indepth review of Columbia Threadneedle's requirements.

### 1.3 SUSTAINABILITY & ENERGY FIT-OUT CHECKLIST

To address Columbia Threadneedle's requirements relevant to sustainability, we have developed a fit-out & alterations guide. Whilst developing the guide we have worked with various partners and looked to use the **BBP Responsible Fit-Out Toolkit**, which provides a useful checklist of things to consider, for further information please refer to the link below:

<https://www.betterbuildingspartnership.co.uk/responsible-fit-out-toolkit-offices>

This guide is to be used by occupiers, their project teams and contractors as a best practice guide to deliver responsible and commercially viable workspaces that are more productive and involve less regulatory risk.

This will be achieved through a joined up occupier / landlord approach with a view of achieving net zero targets and the government's 2050 net zero targets.

All construction projects are to consider the **Requirements** detailed below. Occupiers should review the **Requirements** and where viable select either **Yes / No / N/A** below and incorporate into the project. The Project Manager should add further commentary regarding why certain decisions have been made as way of explanation and justification. **The Project Manager is to demonstrate where and how the Requirements have been met at the relevant stages of the project.**

The **Requirements** are not exhaustive in terms of compliance with mandatory legislation and regulation because these are not optional and must apply to all projects.

	Property Address	Demise / Floor	Sq. ft.	Completed By

No.	Requirements	Guidance	Viable (Yes/No/ N/A)	Comments
<b>1</b>	<b>Management</b>			

1.1	Demonstrate compliance with ISO:14001 Environmental Management System, preferably certified by an UKAS accredited body.	To be requested on projects >£1m. Confirmation of accreditation.		
1.2	All parties to be aware of sustainability requirements; Fit out and Alternations Guide to be part of the Project Brief and design to incorporate future flexibility where appropriate and practicable.	Sustainability incorporated into site induction and Project Brief.		
1.3	Monitor and record site related energy, water and transport impacts and report these at agreed minimum frequencies during the project.	Monitored at a minimum on a monthly basis for energy and water. All transport to site to be recorded via site logbook. Final data to be collected and recorded.		
		<a href="https://gresb.com/gresb-real-estate-assessment/">https://gresb.com/gresb-real-estate-assessment/</a>		
1.4	Designs are to incorporate recommendations from relevant design guides such as the British Council for Offices, Revo and the BRE Green Guide to Specification.	Refer to relevant design guides		
1.5	Appoint an ESG specialist to advise and report on pre and post contract project deliverables and status.	As a minimum, ESG specialist appointed where material changes are proposed for the external fabric of the building and/or central M&E plant replacement		

1.6	Agree a project specific BREEAM target, with a minimum requirement to achieve a rating of Very Good.	<a href="#">Undertake BREEAM pre-assessment where project value &gt;£400k</a>		
1.7	Agree with CTI a project specific minimum EPC target of B.	EPC Rating & Certificate		
1.8	Agree with CTI further accreditations such as:-			
1.9.1	Fitwel;	<a href="#">Fitwel</a>		
1.9.2	Well;	<a href="#">WELL Certified   International WELL Building Institute   IWBI</a>		
1.9.3	Cyclescore;	<a href="#">Home – Cycling Score</a>		
1.9.4	WiredScore;	<a href="#">Setting the global standard for technology in the built world – WiredScore</a>		
1.9.5	AirRated;	<a href="#">AirRated: The Global Indoor Air Quality Certification</a>		
1.9.6	Other relevant and current accreditations TBC.			
1.10	Name individuals responsible for management of sustainability programmes, including a suitably qualified BREEAM Sustainability Champion.	Named persons		
1.11	Manage (keeping to a minimum), monitor and report quantum (kg/CO2/m2) of embodied carbon at agreed minimum frequencies during the project.	Consider on projects >£1m Reported kg/CO2/m2		
		<a href="https://www.leti.london/ecp">https://www.leti.london/ecp</a>		

## 2 Health and Wellbeing

2.1	Design and construction to be considered, controlled and monitored for public, operatives and occupier's safety.	<a href="#">Consider Considerate Constructors Scheme on projects &gt;£1m</a> <a href="#">Considerate Constructors Scheme – CCS</a>		
2.2	Consider air quality, natural, artificial and human centric lighting, occupant controls, views and interior layout to improve the health, wellbeing and satisfaction of occupiers.	Design proposals; ESG specialist		
2.3	Consider the use of natural ventilation and other forms of passive internal fresh air environments.	Design proposals; ESG specialist		
2.4	Provide noise attenuation measures as required to equipment and specify appropriate levels of ambient noise.	Design proposals; acoustician		
2.5	Consider the design and specification of 'hygienic' materials and ongoing operating and maintenance methods including hygienic/no-touch access and lift controls including door mechanisms.	Design proposals; ESG specialist		
2.6	Develop Indoor Air Quality Plans to ensure quality of environment for future occupiers.	Design proposals; air quality plan to be developed		
2.7	An assessment of additional energy use must also be considered when considering and designing additional air quality measures.	Design proposals; ESG specialist; M&E specialism		

### 3 Energy

3.1	Energy intensity targets to be defined on fund by fund basis. Project Manager to agree with CTI fund targets which are then to be defined in design documents.	CTI Fund Target to be advised by Asset Manager. Consider thermal modelling		
3.2	Remove requirement for gas powered plant/equipment.	Design proposals		
3.3	Consider the use of energy efficient measures within lighting, air conditioning, space heating, water heating, ventilation and occupant controls and utilise passive energy. Automatic metering and/or smart tech to be installed.	Design proposals/M&E specialism		
3.4	Consider the introduction of passive solar design.	Design proposals/M&E specialism		
3.5	Consider the use of renewable energy sources including: solar thermal heating, photovoltaic, ground and air source heating and cooling.	Design proposals; ESG specialist; M&E specialism		
3.6	Design for improved amounts of natural daylight to reduce energy consumption.	Design proposals; ESG specialist; M&E specialism		
3.7	Consider the introduction of electric vehicle (EV) charging points and/or infrastructure to support/future proof the installation.	Design proposals; ESG specialist; M&E specialism		



## 4 Transport

4.1	Prepare a Green Travel Plan for the building.	Travel Consultant appointed for projects where there is a planning requirement or recommendation resulting from ESG Advisory role.		
4.2	Provide showers, changing and storage facilities for cyclists and runners as well as covered, secure and lit cycle storage for use by the buildings occupiers.	Design proposals		
4.3	Consider potential changes to make access easier and safer to public transport facilities.	Design proposals; travel plan		

## 5 Water

5.1	Produce a site water management strategy and report against consumption/usage at agreed minimum frequencies during the project.	Monitored at a minimum on a monthly basis and recorded and reported at progress meetings.		
5.2	Design and install water efficiency measures such as proximity sensors, spray taps, low flush or dual flush toilet cisterns, waterless urinals and specify water efficient appliances.	Design proposals; ESG specialist; M&E specialism		
5.3	Design to include water meters in the building design with Automated Meter Reading (AMR) capability.	Design proposals; ESG specialist; M&E specialism		
5.4	Water efficient plant controls including automatic shut off systems such as PIRs to be provided.	Design proposals; ESG specialist; M&E specialism		
5.5	Water consumption monitors and water leak detection devices linked with Building Management Systems to be provided.	Design proposals; ESG specialist; M&E specialism		
5.6	Utilise rainwater harvesting and grey water recycling in the design.	Design proposals; ESG specialist; M&E specialism		

5.7	Utilise soft landscaping and attenuation tanks to minimise additional load to the underground drainage system and mitigate flood risk.	Design proposals; ESG specialist; M&E specialism		
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## 6 Materials

6.1	Specification / installation to favour materials with low environmental impact, including those that disclose environmental impacts.	Design proposals/ ESG specialist		
6.2	Specification / installation to favour materials with low impact on human health, including those that disclose potential health hazards.	Design proposals/ ESG specialist		
6.3	Design and construction to favour materials with low Volatile Organic Compounds (VOCs).	Design proposals/ ESG specialist		
6.4	Design and construction to include materials that contain high recycled content, are reclaimed and/or are readily reused/recycled.	Design proposals/ ESG specialist		
6.5	Specify materials that are easy to clean or require infrequent cleaning.	Consultation with Property Manager at design stages		
6.6	Consider the use of pre-fabricated building components.	Design proposals/ ESG specialist		
6.7	Utilise robust detailing that is easy to construct and subsequently easy to adapt or remove.	Design proposals/ ESG specialist		
6.8	Materials are to be specified that can be repaired/restored to extend their service life.	Design proposals/ ESG specialist		
6.9	Where relevant provide chain of custody certificates and sustainability credentials to demonstrate that materials have been sourced responsibly and locally if possible. All directly procured timber to be sourced with full FSC certification or agreed equivalent e.g. PEFC.	Monitored at a minimum on a monthly basis and recorded and reported at progress meetings.		

## 7 Waste

7.1	Identify and record the amount and type of waste created on site and removed off site. Segregate non-hazardous and hazardous waste and provide waste recovery, collection and segregation system. Target of non-hazardous waste to be diverted from landfill to meet BREEAM Requirements. Report against this at agreed minimum frequencies during the project.	Monitored at a minimum on a monthly basis and recorded and reported at progress meetings.		
		<a href="#">BREEAM non-domestic manual – Wst 01 Construction waste management</a>		
7.2	Target the maximum amount of recycled building material and minimise packaging and/or the use of bio-degradable packaging for easier disposal and reduced waste. Report against this at agreed minimum frequencies during the project.	Monitored at a minimum on a monthly basis and recorded and reported at progress meetings.		
7.3	Consider where materials, furniture and fittings could be reused and/or given to charity. To be agreed with CTI before implementing.	Consultation with CTI at design stage		

## 8 Ecology and Biodiversity

8.1	Carry out an ecological assessment of the site to identify any protected / endangered species and arrange mitigation measures to minimise damage to the existing environment and disruption to wildlife.	Ecologist appointed where changes proposed to existing environment		
8.2	Design to consider low maintenance landscaping regime, indigenous plant species and avoid the specification of water intensive plant species.	Design proposals; ecologist		
8.3	During design consider the introduction of in-built habitats, e.g. green roofs and green walls, where appropriate.	Design proposals; ecologist		
8.4	During design consider the use of bird or bat nesting boxes.	Design proposals; ecologist		
8.5	Prepare a biodiversity action plan to minimise the loss of site ecology with the aim of increasing biodiversity by a minimum of 10%.	Design proposals; ecologist		

## 9 Pollution Control

9.1	The design and construction methodology is to minimise project impact on air pollution, water pollution, ground pollution, air quality pollution and noise pollution.	Sustainability incorporated into site induction and project brief.		
9.2	Control on site storage, have spillage procedures in place and ensure staff are adequately trained.	Monitored at a minimum on a monthly basis and recorded and reported at progress meetings.		
9.3	Evaluate projected operational carbon emissions as part of design	Monitor during progress meetings.		

## 10 Technology/Smart Building Automation

10.1	The design should incorporate greater connectivity and resilience for the building as a whole.	Consider WiredScore credentials, or similar		
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10.3	The design is to consider the introduction of technology/smart building automation to collect data, react to occupational and seasonal trends and manage buildings efficiently to assist with net zero ambitions, maintenance monitoring and remote problem solving.	Appoint Tech/Smart Building operator		
10.4	Smart Building Tech considerations to include, but not limited to:-			
10.4.1	Energy, water and waste monitoring and resilience.	Appoint Tech/Smart Building operator		
10.4.2	Operation of running plant analysis and driving efficiencies.	Appoint Tech/Smart Building operator		
10.4.3	Data collection for net zero target and improved tenant engagement.	Appoint Tech/Smart Building operator		
10.4.4	Air quality sensors, monitoring and management.	Appoint Tech/Smart Building operator		
10.4.5	Maintenance monitoring and remote problem solving.	Appoint Tech/Smart Building operator		
10.4.6	Access control inc. lifts.	Appoint Tech/Smart Building operator		
10.4.7	Occupancy tracking.	Appoint Tech/Smart Building operator		
10.4.8	Booking systems and availability.	Appoint Tech/Smart Building operator		



## 1.4 CONTACTS

For further information or guidance please contact the following people:

### **Property Manager**

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