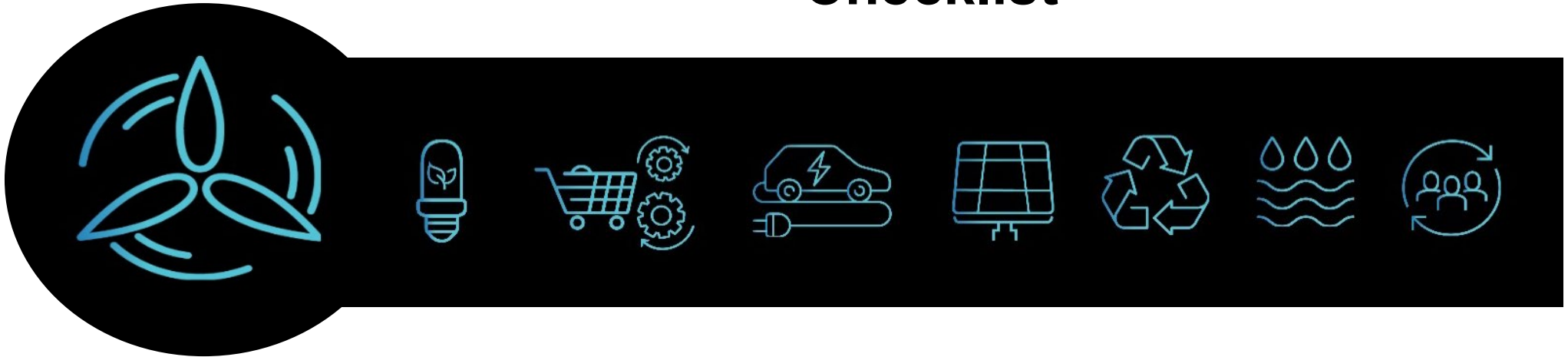


Building Management: Self-assessment Checklist



1. Use the checklist to assess your current status (tick in 'Current' column).
2. Then choose your next level of action to create your own Sustainability Action Plan (tick the relevant 'Target' column).

Statement of Best Practice	No Action	Current	Some Action	Current	Target	Moderate Action	Current	Target	High Action	Current	Target
Lighting is censored, lighting automatically turns off for areas not in use.	No automatic lighting.		System is not automatic, but employees endeavour to switch lights off when rooms are not in use.			System is automatic in smaller rooms but not for larger, communal areas.			All lighting is controlled by sensors or timers.		

Statement of Best Practice	No Action		Some Action		Moderate Action		High Action		
	Current	Target	Current	Target	Current	Target	Current	Target	
All power points are turned off at night and the business encourages employees to do so. This can be confirmed through discussions with employees.	No power points are turned off at night.		Staff are aware they should turn off the power points. However, this only occurs less than 50% of the time.		Staff are aware they should turn off the power points and are encouraged to do so. This occurs more than 50% of the time but is not enforced.		All power points are turned off, except for necessary appliances such as fridges. This is checked at the end of each day.		
All office supplies that the business sources are sustainable i.e., they can be recycled, or they are produced from sustainable or carbon neutral products.	No office supplies are sustainable.		Some office supplies are sustainable.		Most office supplies are sustainable.		90-100% of office supplies are sustainable.		
Natural lighting is utilised (in place of standard lighting) as the main lighting source during the day.	No natural lighting is utilised in place of standard lighting during the day.		Some natural light is utilised during the day.		Natural lighting is utilised during the day and some lights are dimmed or turned off.		100% of day lighting is from natural light and all other standard lights are dimmed or turned off.		

Statement of Best Practice	No Action	Some Action		Moderate Action		High Action	
		Current	Target	Current	Target	Current	Target
Windows, doors, and fans are utilised for natural ventilation and temperature regulation when appropriate.	<i>Business temperature regulation is solely reliant on HVAC systems.</i>	<i>Windows, doors, and fans are available for ventilation and temperature regulation</i> <i>OR</i> <i>Air conditioning is set to ambient temperature (23 degrees).</i>		<i>Windows, doors, and fans are sometimes utilised for natural ventilation in place of air conditioning.</i> <i>AND</i> <i>Air conditioning is set to ambient temperature (23 degrees).</i>		<i>Windows, doors, and fans are the main method of ventilation and temperature regulation.</i> <i>AND</i> <i>Air conditioning is set to ambient temperature (23 degrees).</i>	
HVAC systems have been upgraded to the highest level of efficiency.	<i>No efficiency upgrades have been made to HVAC systems.</i>	<i>Business has spoken to building management about HVAC system efficiency upgrades,</i> <i>OR</i> <i>HVAC has been upgraded in the last 10 years.</i>		<i>HVAC systems have been upgraded within the past 5 years and are checked yearly.</i>		<i>HVAC systems are operating at the highest energy efficiency and are checked yearly.</i>	