

	<p style="text-align: center;">PROPERTY MANAGEMENT</p> <p style="text-align: center;">GREEN ENVIRONMENTAL STANDARD</p> <p style="text-align: center;">REQUIREMENTS</p>
<p>Demonstrating commitment and raising awareness</p>	<p>ES1 Up-to-date environmental policy statement is on display.</p> <p>ES2 Employees and contractors based on-site are aware of the policy. New employees are given a copy of the policy.</p> <p>ES3 Up-to-date environmental policy statement is displayed on the /tenant's (staff) notice board or equivalent and new and existing tenants (staff) are given a copy of the policy.</p>
<p>Setting programme for improvement</p>	<p>ES4 Group objectives and targets are kept on site.</p> <p>ES5 Local % improvement targets are set for energy, water and recycling.</p> <p>ES6 A local action plan for environmental improvement or equivalent which includes responsibility, timescale and measurability and reflects group objectives.</p> <p>ES7 The local action plan is reviewed quarterly and revised annually.</p>
<p>Carbon and environmental footprinting – measuring and improving</p>	<p>ES8 Areas each electricity, gas and water meter serves are identified and recorded in the environmental management manual.</p> <p>ES9 Electricity, gas and water meters (under landlord control) are read at least monthly and analysed to identify increase or decrease in use at least quarterly.</p> <p>ES10 Monthly waste and recycling data are recorded and analysed to identify increase or decrease.</p> <p>ES11 The type and mass of refrigerant (over 5kg) under landlord's control is recorded in the environmental management manual.</p> <p>ES12 At least 70% of lighting under landlord's control is low energy 1</p> <p>ES13 At least 70% of lighting under landlord's control has timed switch off or equivalent control for lighting.</p> <p>ES14 At least two wastes are recycled (eg paper and cardboard).</p>
<p>Responsibilities</p>	<p>ES15 There is a designated person responsible for environmental issues on site.</p> <p>ES16 Staff know who this designated person is.</p>

Engaging with tenants (or staff for landlord occupied property)	<p>ES17 Environmental matters are raised at tenants' (staff) meetings or equivalent.</p>
Ensuring adequate documentation	<p>ES18 The controlled waste transfer note procedure is in place (where waste is managed)</p> <p>ES19 There is a site environmental management manual (based on the template provided or equivalent).</p> <p>ES20 There is an accessible central location¹ where environmental records are kept (this can be the site environmental management manual).</p>
Reducing environmental risk	<p>ES21 There have been no known environmental incidents or where an environmental incident has occurred, mitigating action is in place to ensure this incident does not re-occur.</p> <p>ES22 An emergency plan is in place which includes environmental incidents.</p> <p>ES23 Drainage plans are easily available. Rainwater and surface water drains to be clearly marked on plans and colour coded.</p> <p>ES24 Checklist for preparation for site legislative audit completed.</p>
Supplier engagement	<p>ES25 Key suppliers (m&e, cleaners) have been sent and have returned the supplier environmental questionnaire.</p> <p>ES26 Maintenance contractor requirements are included in the maintenance contract or equivalent.</p> <p>ES27 Cleaners have been given the environmental cleaning specification.</p>
Environmental training	<p>ES28 Person responsible for the environment has attended IEMA registered or equivalent environmental awareness training.</p>

The following may be required after the first year.

Requirement after 1st year	<p>ES28 Energy use and/or Energy Performance certificate is on display.</p> <p>ES29 90% of lighting under landlord control is low energy.</p> <p>ES30 Responsibilities are written into individual job descriptions.</p>
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¹ This can be electronic