



PLACES PEOPLE PREFER

Sustainability Brief for Acquisitions

June 2022



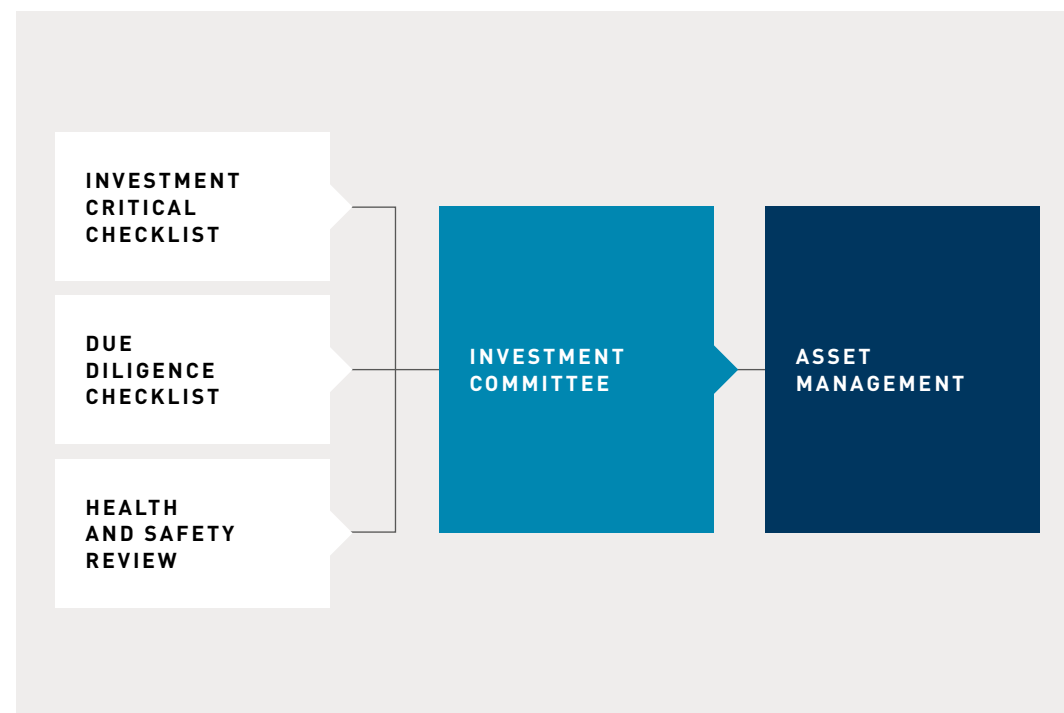
Approach

Implementation of this process is the shared responsibility of our Property, Investment and Sustainability Team.

This document sets out what we consider in environmental, community and health and safety issues when acquiring new property. It informs investment committee decisions during acquisitions and it informs our management actions after purchase.

We will:

1. Gather information by:
 - a. Completing the Investment Critical Checklist and
 - b. Appointing an external consultant (where applicable) to complete the Due Diligence Checklist and Health and Safety Review
2. Use this information to inform Investment Committee papers and decisions, identifying risks and future management actions
3. Use this information to inform Asset Management plans upon completion of purchase.



Note: The following checklist is based on the BBP Acquisitions Sustainability Toolkit and adapted by British Land.

Investment critical sustainability checklist

BIODIVERSITY AND HABITAT	
Question	Supplementary Information
Are there any biodiversity risks or constraints that could impact or limit activity at the property?	Items to be reviewed should include; whether the property is on, or adjacent to, a designated site for the protection of the natural environment; has a tree preservation order; contains or has the potential for protected species (e.g. bats in derelict buildings); contains or has potential for invasive plants to invade the site. In relation to building infrastructure, items to be reviewed should include whether there exists a green/brown roof, living wall or biophilic spaces which require special management provisions.
Does a Biodiversity Action Plan exist?	A Biodiversity Action Plan will set out the policies and measures in place, as well as the opportunities that may exist to preserve and enhance the biodiversity at the property.
Are there any opportunities to improve the biodiversity on-site?	<p>Research is increasingly highlighting the important role of on-site biodiversity in supporting occupier health, wellbeing and productivity. As a result, maintaining and enhancing on-site biodiversity is becoming an additional asset management consideration.</p> <p>Such information may exist within a Biodiversity Action Plan for the property. Opportunities often include the:</p> <ul style="list-style-type: none"> • Selection of specific fauna and flora. • Creation of ecological spaces / wildlife habitats. • Installation of green/brown roofs or walls. • Use of indoor plants.

* Reporting only

Investment critical sustainability checklist (Continued)

BUILDING SAFETY	
Question	Supplementary Information
Does the site lie in an area of high radon gas risk?	<p>Radon is a naturally occurring radioactive gas that may occur as a result of local geology. Protection against radon ingress may be required in new properties or extensions by the Building Regulations (see BR 211- 2015 BRE Radon: Guidance on protective measures for new buildings for guidance).</p> <p>For further information see www.ukradon.org and BRE.</p>
Does the property have equipment installed to monitor Indoor Environmental Quality? e.g. temperature, relative humidity, CO ₂ , VOCs, PM10, PM2.5, noise, light.	<p>With rising interest in the health & wellbeing agenda, occupiers are becoming more conscious of how the indoor environment can impact on how their employees feel, perceive, and interact with their surroundings. Occupiers are increasingly asking owners to provide evidence of performance and, as a result, owners are installing equipment to monitor internal conditions. It is therefore important for any incoming owner to understand the level of monitoring (if any) that exists, how that information has been stored and what information has previously been communicated to occupiers.</p> <p>For further information see World Green Building Council's Better Places for People campaign.</p>
Has an indoor air quality test been undertaken for the property in the past three years?	<p>Indoor air quality can influence the health, comfort and well-being of occupiers. Poor air quality has been linked to Sick Building Syndrome and reduced productivity. A recent Air Quality Test is a useful gauge to assess the adequacy of current ventilation systems and whether improvement works are required. It should be noted that a property will need to achieve a certain level of air quality if a property owner or occupier wishes to achieve a certification linked to health & wellbeing e.g. WELL Building Standard or FitWell.</p>
Do occupiers have any access to ecological/green amenity space?	<p>An amenity space for occupiers can comprise planting, or other ecological features such as a pond, together with seating and benches. Spaces can be within an internal courtyard, terracing or as part of the external landscaping. Amenity space should be attractive to occupiers. Studies have indicated that such spaces can lead to improved occupier satisfaction, health, wellbeing and productivity.</p>

Investment critical sustainability checklist (Continued)

BUILDING SAFETY	
<p>Have any green provisions been identified within any Leases or Licences for Alternations?</p>	<p>For further information into the types of green provisions that are becoming standard practice, see BBP Green Lease Toolkit.</p> <p>Whilst arguably not a 'green provision', any legal review should check for the existence of provisions that limit risks associated with Minimum Energy Efficiency Standards which may sit within the Lease or Licence for Alternations.</p>
<p>Is an Occupier/Building Management Forum in place?</p>	<p>Occupier/Building Management Forums provide a platform from which to review the environmental performance of the property and to share ideas on how to improve its operational and occupational efficiency. This may have been formalised via a Memorandum of Understanding. They provide owners with an opportunity to explain to occupiers how their property is currently performing and can help stimulate action by occupiers to reduce their own environmental impacts. For further information see the BBP Green Building Management Toolkit and BBP Green Lease Toolkit.</p>
<p>Has a post occupancy evaluation, an occupancy satisfaction and/or a health & wellbeing perception survey been carried out in the last three years?</p>	<p>A Post-Occupancy Evaluation is a process of receiving feedback on a property's operational performance in comparison to its design intent. This is normally carried out within the first 24 months of construction or a major refurbishment and can cover:</p> <ul style="list-style-type: none"> • The effectiveness of the space planning. • Aesthetic quality. • The standards of lighting, acoustic environment, ventilation, temperature and humidity. • Air-pollution and air quality. • User comfort. • Maintenance and occupancy costs. • Defects. • The balance between capital and running costs. • Environmental performance and operational energy consumption. <p>An Occupier Satisfaction Survey will provide recent feedback of occupier perceptions and their experience of using the property, as well as suggestions for improvements. Examples include the BUS Methodology and BRE Design Quality Method.</p> <p>For further information see BSRIA BG 63/2015 Building Performance Evaluation in Non-Domestic Buildings.</p>

Investment critical sustainability checklist (Continued)

CLIMATE CHANGE / ADAPTATION	
Question	Supplementary Information
Has a flood risk assessment previously been undertaken and /or is the vendor aware of any flood events which have impacted the site?	Flooding (surface water, ground water, artificial water, sewage/drain or coastal / river) can have a significant impact on the value of a property, as well as the ability to obtain insurance and let the space. A flood risk assessment will evaluate the various flood risks present at (and potentially beyond) the site, the potential impact and likelihood of occurrence, as well as suggest any appropriate mitigation measures.
Does the available information indicate a flood risk at the site that exceeds organisational standards?	The level of information required to determine how to proceed will be based on the individual risk appetite of each organisation. For further information on assessing flood risk for properties in the UK see www.gov.uk/check-flood-risk .
Are there property characteristics that may negatively affect the flexibility of use, or ability to change the future use of the property?	Properties which convert easily between different end uses can reduce leasing and sales risk, cut refurbishment costs and extend the life of the property. Items which may pose a risk include: <ul style="list-style-type: none"> • Low-storey (not ceiling) heights (<3.2m). • Irregular floor-plate shape (offices). • Frequent or obstructive internal supports. • Irregular planning grid (columns and façade). • Single floor/street access points. • Limited service risers. • Limited incoming services/energy supply. • Limited internal and external plant space. • Presence of overhead power lines or telecommunication masts.
Are there any characteristics that may have an adverse impact on performance as a result of future climate predictions? e.g. risks of overheating; localised urban heat island effect; extreme weather events; flooding etc.	Whilst relatively uncommon across the real estate industry, forward thinking property owners are now starting to assess the potential of future climate risks to their property portfolios. Such information may be useful in assessing risks associated with value retention for medium to long term-ownership. For further information see CIBSE TM52: The Limits of Thermal Comfort: Avoiding Overheating in European Buildings; CIBSE KS16: How to Manage Overheating in Buildings and RICS Climatic Risks Toolkit.

Investment critical sustainability checklist (Continued)

REGULATORY COMPLIANCE	
Question	Supplementary Information
What is the Energy Performance Certificate (EPC) rating?	<p>Energy Performance Certificates (EPCs) advise on the potential energy efficiency of a property and are required by law when a property is built, sold or let. The EPC displays a grade from A (best) to G (worst) and a numerical score and is valid for a period of 10 years.</p> <p>EPCs can be sourced via their respective national registers. See www.ndepcregister.com (for England & Wales) and www.scottishepcregister.org.uk (for Scotland).</p> <p>An EPC is used to determine whether there is a material risk in relation to The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 or The Assessment of Energy Performance of Non-Domestic Buildings (Scotland) Regulations 2016.</p>
Is there a material Minimum Energy Efficiency Standards risk in relation to The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 or The Assessment of Energy Performance of Non-Domestic Buildings (Scotland) Regulations 2016?	<p>For properties in England & Wales, Minimum Energy Efficiency Standards make it unlawful to let residential or business premises that do not reach a minimum energy efficiency standard, with that standard currently set at Energy Performance Certificate (EPC) rating "E". This applies to all new leases from 1 April 2018 and all privately rented property (existing leases) within the scope of the regulations by 1 April 2023. For properties in Scotland, from October 2016 all lease and lease renewals over 1,000m² are required to meet 2002 Building Regulations. EPC assessments post October 2016 confirm if this is the case or not. Any property not meeting these standards is required to have a Section 63 Action Plan which sets out the measures needed to be implemented within a 3.5-year timescale. Therefore, for Scottish properties, any accompanying Section 63 Action plan will be of greater relevance rather than the EPC rating.</p> <p>The internal organisational standard of an EPC rating will be dependent on the investment strategy for the property (e.g. redevelopment opportunities; length of existing leases and length of expected holding) and risk appetite of the organisation.</p> <p>For further information see The non-domestic Private Rented Property minimum standard – landlord guidance (for properties in England & Wales) and S63-001 - Improving Energy Performance and Emissions in existing Non-Domestic Buildings – a guide for owners (for properties in Scotland).</p>

Investment critical sustainability checklist (Continued)

REGULATORY COMPLIANCE	
Where relevant, is there a Display Energy Certificate (DEC) or other operational energy certificate?	<p>Display Energy Certificates (DECs) advise on the actual energy performance of a property over a 12-month period. All public authorities are required to have a DEC for properties where they occupy a floor area over 250m² and which are frequently visited by the public.</p> <p>DECs can be sourced via their respective national registers. See www.ndepcregister.com (for England & Wales) and www.scottishepcregister.org.uk (for Scotland). For further information see Display Energy Certificates and advisory reports for public buildings.</p>
Does the property contain a Heat Network as described under the Heat Network (Metering and Billing) Regulations 2014?	<p>Under the Heat Network (Metering and Billing) Regulations 2014, property owners are required to notify the Government of the existence of Heat Networks every four years and test the viability for the installation of heat meters. Where heat meters exist, the regulations set requirements regarding the billing of occupiers for the consumption of heating, cooling and hot water. For further information see www.gov.uk/guidance/heat-networks and BBP Heat Networks Update.</p>

Investment critical sustainability checklist (Continued)

CONTAMINATED LAND	
Question	Supplementary Information
Has a land contamination assessment previously been undertaken?	Contaminated land can have a significant impact on the value of a property, as well as result in high remediation costs, increased risk of insurance cover being withdrawn and even criminal penalties for directors. A land contamination assessment (typically provided within the Phase I Environmental Report) will evaluate any associated environmental risks, liabilities and remediation costs for the site.
Does the available information indicate a contamination risk at the site that exceeds organisational standards?	The level of information required to determine how to proceed will be based on the individual risk appetite of each organisation.

ENERGY EFFICIENCY

Question	Supplementary Information
<p>Are there any material risks identified in the Building Survey Report relating to the building fabric?</p>	<p>This should highlight any concerns regarding the level of insulation, risk of overheating, acoustic comfort and presence of deleterious materials.</p> <p>For further information see BSRIA BG 35/2012 Condition Surveys and Asset Data Capture; CIBSE TM52 The Limits to Thermal Comfort and CIBSE TM59: Design methodology for the assessment of overheating.</p> <p>Whilst out of scope of this Toolkit, consideration of asbestos and other deleterious materials should also be given at this stage.</p>
<p>Are there any opportunities identified to improve the building fabric?</p>	<p>This should include opportunities to improve the envelope performance in terms of daylighting, airtightness, solar shading and insulation; as well as the potential for natural ventilation and use of thermal mass.</p>
<p>Is there any information available regarding the construction materials used in the property? e.g. material type, source, disposal options and embodied carbon.</p>	<p>This will typically only be relevant for newly developed properties. However, details regarding materials use and embodied carbon etc. may be available for any major refurbishment works.</p>
<p>Has historic energy data been provided?</p>	<p>The latest 12-24 months of energy data should be requested. This should be, as a minimum, in the form of utility bills/manual meter reads; but preferably as an output from an energy management system based on half-hourly data.</p>
<p>Does the property present a material risk to portfolio energy performance against organisational standards?</p>	<p>Firstly, historic energy data should be requested (last 12-24 months). Energy intensity can then be calculated using appropriate denominators (e.g. floor area to calculate kWh per m² per year). Intensities can then be compared to industry benchmarks (e.g. Real Estate Environmental Benchmark) and the impact on portfolio targets assessed.</p>
<p>Has the property had an energy audit undertaken in the past four years?</p>	<p>An energy audit may exist in different forms such as an ESOS audit or detailed third party investment grade audit. Specific standards include BS EN 16247 and ISO 50002.</p> <p>An audit could provide useful information regarding the:</p> <ul style="list-style-type: none"> • Main building services, lighting and control systems. • How energy is transported within the property. • Predominant areas of energy usage. • Patterns of use. • Energy supply and distribution arrangements. • Types of metering. • How performance compares to standard benchmarks. <p>Opportunities for energy and cost savings with recommendations for action.</p> <p>An Air Conditioning Inspection and EPC Recommendations Report will also suggest a number of improvement opportunities.</p> <p>For further information also see CIBSE Guide F: Energy Efficiency in Buildings.</p>

Investment critical sustainability checklist (Continued)

ENERGY SUPPLY	
Question	Supplementary Information
Are the landlord and/or tenant energy contracts procuring REGO/RGGO-backed electricity and gas?	
Is there any on-site low carbon/ renewable technology present at the property? e.g. photovoltaics, solar thermal, biomass boilers, combined heat and power (CHP), ground source heat pump, air source heat pump, wind turbines, fuel cells, district heating connection.	<p>On-site low carbon / renewable energy systems are becoming more common as a result of planning requirements, the desire to reduce carbon emissions and reliance to the National Grid. The existence of such systems can be advantageous for property owners, however, ownership and financial arrangements linked to government incentives can be complex. As a result, it is imperative that the incoming owner ensures all relevant details are requested from the vendor during due diligence to ensure a smooth transition of the system's ownership.</p> <p>For further information see BSRIA BG 1/2008 Illustrated Guide to Renewable Technologies as well as relevant CIBSE Guides.</p>

Investment critical sustainability checklist (Continued)

GHG EMISSIONS	
Question	Supplementary Information
Is this asset's carbon efficiency in line with the trajectory of our Net Zero Pathway?	<p>Excel model downloadable at https://www.crrem.eu/tool/</p> <p>Energy / carbon data to include both landlord and tenant areas.</p>
Are air conditioning systems and/or other systems utilising refrigerant gases subject to appropriate servicing and maintenance?	<p>Refrigerant gases known as F-gases (including R410A, R134A, R404A) are subject to directly applicable European Regulations that set out the minimum frequency for leak detection, service and maintenance. Where the property owner is responsible for systems containing F-gases, they must ensure that the system is subject to leak detection at the required interval to prevent loss of F-gases to the atmosphere.</p>
Does the property use obsolete refrigerants or refrigerants that are due to be phased out?	<p>Since 1st January 2015, it has been illegal to use R22 refrigerant to maintain or repair air conditioning systems in the UK. R22 was a very common refrigerant used in systems installed prior to 2004. If the property's air conditioning system uses R22 then the system will either need replacement or modification to use a new refrigerant before, or at the point of, system failure. It is recommended that owners take a proactive rather than reactive approach to R22 phase out with, the costs of upgrades factored in to investment appraisals. Additionally, it is recommended that owners review service charge clauses to determine possible contributions from occupiers. Other refrigerants may be phased out in the future so it is important to check the status of all refrigerants used in a property and maintenance records.</p> <p>Air Conditioning Inspection reports must identify any refrigerants in air conditioning systems, therefore, they are valuable documents in helping identify associated risks.</p>

Investment critical sustainability checklist (Continued)

SOCIO-ECONOMIC RISK	
Question	Supplementary Information
Does any occupier pose a risk, to either the purchaser's reputation or having operations with high environmental impacts?	Real estate investors are increasingly interested in the risks posed by occupiers of the companies they invest in. Either reputationally (e.g. tobacco, gambling, poor working conditions for employees/supply chain) or those where their operations have high environmental impacts (e.g. Arctic oil drilling, deforestation).
Have socio-economic studies of the local area been undertaken?	
Are there any socio-economic requirements linked to the property the purchaser should be aware of?	Such requirements will typically only be relevant when acquiring a speculative or recent development. However, it is important to be aware of any potential socio-economic requirements. For example, whether the Local Authority has specific S.106 socio-economic requirements for the development, or commitments in the development agreement to report annually on socio-economic indicators. If any conditions do exist, the property owner should request copies of any socio-economic appraisal/study that was undertaken.
Is the current landlord / occupier involved in specific projects or have they made sponsorship commitments in respect of local charities or community organisations now or in the last 5 years? Are there other voluntary arrangements?	
Has the current landlord or are current occupiers represented on local community organisations?	
Is there any local history or local context that may affect a future planning process and/or property development related to this asset?	

Investment critical sustainability checklist (Continued)

TRANSPORTATION	
Question	Supplementary Information
Are there any concerns identified relating to the access to the property and travelling within the site premises?	<p>Items for review may include the:</p> <ul style="list-style-type: none"> • Distance to public transport node and frequency of service in relation to property opening / operating hours. • Existence of designated and safe footpaths, walkways and cycle paths to access public transport and on-site facilities. • Adequate / space to include on-site cycle storage and facilities e.g. changing areas, showers, lockers and drying areas. • Adequate provision of car park spaces. • Existence of electric charge points and the financial charging arrangements.
Are there any opportunities identified to improve transport provisions to the property and within site premises?	<p>Possible opportunities could include the:</p> <ul style="list-style-type: none"> • Provision (or addition) of on-site cycle spaces. • Development of a Green Travel Plan. • Creation of designated and safe footpaths, walkways and cycle paths to access public transport and on-site facilities. • Installation of electric vehicle charging points.

Investment critical sustainability checklist (Continued)

WASTE MANAGEMENT	
Question	Supplementary Information
Has all relevant waste management arrangements been provided?	This should include the Site Waste Management Plan, waste management contract details (including contact information), Duty of Care documentation and relevant risk assessments relating to hazardous waste.
Has the property had a waste audit undertaken in the past four years?	<p>A waste audit should provide details of the:</p> <ul style="list-style-type: none"> • Breakdown of on-site waste streams and their estimated weights. • Current waste management strategy and on-site provisions. • Effectiveness of current waste management provisions and recommendations for improvements in line with the waste hierarchy and European Waste Framework Directive 2008/98/EC.
Has historic waste generation data been provided?	The latest 12-24 months of waste generation data should be requested. This should be in the form of a summary based on reported waste data and invoices from waste management service providers.
Is the property a material waste user and / or an 'inefficient' property according to organisation standards?	<p>Firstly, historic waste generation data should be requested (last 12-24 months). Performance can then be compared to industry benchmarks (e.g. Real Estate Environmental Benchmark) and the impact on portfolio targets assessed.</p> <p>Any historic waste audits, Duty of Care documentation and contextual information regarding the use and activities within the property will be useful in assessing risks.</p>
Have there been any reported breaches whereby effluent or other contaminated waste water has been released into the water course, that have been raised by or reported to the Environment Agency?	
Are Petrol interceptors present?	

Investment critical sustainability checklist (Continued)

WATER EFFICIENCY	
Question	Supplementary Information
Has the property had a water audit undertaken in the past four years?	<p>An audit could provide useful information regarding the:</p> <ul style="list-style-type: none"> • Predominant areas of water usage. • The existence of water saving devices. • Patterns of use. • Supply and distribution arrangements. • Existence of water metering. • How performance compares to standard benchmarks. • Opportunities for water and cost savings with recommendations for action.
Has a Site Drainage Plan been provided?	<p>A Site Drainage Plan is important in maintaining and achieving ISO14001. It should provide a layout of the site and details of:</p> <ul style="list-style-type: none"> • All drain locations e.g. foul drains and surface drains. • On-site effluent treatment tanks or storage. • Discharge points from the site. • Watercourses, springs and boreholes, on or near to the site. • Mains water supply and sprinkler control valves. • Location of emergency equipment like spill kits and drain covers etc.
Has historic water consumption data been provided?	<p>The latest 12-24 months of water consumption data should be requested. This should be in the form of utility bills.</p>
Is the property a material water user and / or an 'inefficient' property according to organisation standards?	<p>Firstly, historic water consumption data should be requested (last 12-24 months). Water intensity can then be calculated using appropriate denominators (e.g. floor area to calculate m³ consumption per m² per year). Intensities can then be compared to industry benchmarks (e.g. Real Estate Environmental Benchmark) and the impact on portfolio targets assessed.</p> <p>Any historic water audits and contextual information regarding the use and activities within the property will be useful in assessing risks.</p>

Investment critical sustainability checklist (Continued)

WATER SUPPLY	
Question	Supplementary Information
Is any on-site water sourcing or harvesting activity in place at present at the property? e.g. rainwater harvesting, borehole water, greywater recycling...	
What level of baseline water stress is this site currently exposed to?	<p>To source this rating:</p> <ol style="list-style-type: none"> 1) Go to the WRI Water Risk Atlas (www.wri.org/applications/aqueduct/water-risk-atlas) 2) Select 'Water Stress' from "Physical Risk Quantity" (should be using the 'Baseline' tab by default) 3) Click ""enter address"" button 4) Enter either the street address, Lat/Long coordinates, or GPS coordinates 5) The water stress level will be listed on the resulting table.

Investment critical sustainability checklist (Continued)

PROPERTY MANAGEMENT	
Question	Supplementary Information
Is the property certified under any third-party sustainability rating systems? e.g. BREEAM, LEED, SKA, WELL Buildings Standard	<p>Such information is useful for marketing to potential new occupiers, reporting in ESG surveys and supporting valuations for onward sale. The supplementary information included within certification assessments is also useful for the 100-Day Review to understand how systems were designed and intended to be used.</p> <p>Property owners should note that the rating methodology evolves over time and that historic ratings may not reflect the same performance under the most recent rating methodology.</p>
Is the property included within the scope of a certified Energy and/or Environmental Management System (EMS) system? e.g. ISO 14001, ISO 50001, OHSAS 18001.	<p>An EMS formally defines the procedures and processes for an organisation to follow when setting, managing and implementing environmental objectives.</p> <p>Depending on the prior arrangements at the property the new owner will need to consider whether it is possible to continue any existing arrangements or not, whether the property should be integrated within any existing portfolio wide EMS, and who will be responsible for implementing and managing that process.</p> <p>Properties certified under ISO 50001 are also beneficial to property owners as it provides a compliance route to the Energy Savings Opportunity Scheme (ESOS).</p>
Are there any material risks identified within the M&E report?	<p>This should review existing ventilation, heating, cooling, lighting and control systems and highlight risks regarding the responsibilities for maintenance; the existence of obsolete equipment, equipment sizing, the level of supply, adequacy of capacity and level of controls. An existing Building Log Book, Air Conditioning Inspection Report and Building Information Model will all provide useful information in preparing the M&E report.</p>
Are there any opportunities to improve the building services? e.g. lightings system, HVAC, controls, BMS, water efficiency.	<p>Items reviewed should cover the potential for fuel switching (e.g. from electric or oil based heating to gas), on-site energy generation, upgrades to central plant, local air conditioning/mechanical ventilation systems, lighting systems, controls, local hot water generation systems, BMS systems and opportunities for improved metering. For further information see CIBSE Guide F: Energy Efficiency in Buildings and Society of Light and Lighting Guides.</p>
Has the property been designed to allow for the removal and replacement of ME&P assets without the need for structural alterations and if so are there plans of the routes and methodologies available?	

Investment critical sustainability checklist (Continued)

PROPERTY MANAGEMENT	
Question	Supplementary Information
Where an air conditioning system has a combined cooling capacity greater than 12kW, has the latest Air Conditioning Inspection report and associated recommendations been supplied?	<p>Air Conditioning Inspections are a legal requirement under the Energy Performance of Buildings Directive (EPBD). All air conditioning systems with a combined cooling capacity greater than 12kW are required to have a valid Air Conditioning Inspection report and a certificate in place. Recertification is required every five years. CIBSE TM44: Inspection of Air Conditioning Systems offers a detailed methodology for the delivery of Air Conditioning Inspections, to wholly satisfy the requirements of the EPBD.</p> <p>Air Conditioning Inspection reports can be sourced via www.ndepcregister.com (for England & Wales).</p>
Does a Building Information Model (BIM) for the property exist?	<p>A Building Information Model (BIM) is a digital model of a property in which information about a project is stored. It is a very useful tool for the property owner as it provides a detailed account of all aspects of the building design, including the location of all the plant, the services, the materials used in construction, energy use and carbon performance. It provides a detailed account of how the building was designed to be operated, which is not only useful for buildings management, but also to ensure occupier comfort. It also helps reduce costs of identifying and rectifying issues, as well as any future improvements by acting as a baseline to model scenarios. BIM models are only likely to be available for recent large developments.</p>
Have details of the metering arrangements been provided?	<p>This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, MPAN and MPRN numbers, details of what they serve, whether they are MID approved and any photos to aid their location and reference. If the property management team is changing, this information will be helpful to the incoming team. If this information does not exist, the new property owner will need to consider appointing an engineering company to develop a Metering Plan so that the energy usage of the property can be efficiently managed by the property management team.</p>
Do sub-meters exist for occupier recharging?	<p>This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, MPAN and MPRN numbers, details of what they serve, whether they are MID approved and any photos of meters to aid their location and reference.</p>
Do sub-meters exist for major plant?	<p>This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, MPAN and MPRN numbers, details of what they serve, whether they are MID approved and any photos of meters to aid their location and reference.</p>

Investment critical sustainability checklist (Continued)

PROPERTY MANAGEMENT	
Question	Supplementary Information
Is metering data being automatically collected?	Automatic Meter Reading (AMR) meters provide the ability to read consumption automatically and at high frequency (typically half-hourly). Half-hourly data from such meters are transmitted over a communications network to a data collector or aggregator (often a utility company). The data can then be passed on to the building management team or property owner for analysis within their own aM&T system. For further information see the BBP Better Metering Toolkit.
Have the Meter Operator (MOP) Contracts been provided?	A Meter Operator Contract is a legal requirement for all half hourly electricity supplied meters over 100kW demand (and best practice for <100kW demand). The contract covers the supply of the meter, maintenance and the necessary telecommunications for sending consumption half-hourly data to the electricity supplier. It is important to know who the meter operator is to ensure half-hourly data is sent to the designated energy supplier to support accurate billing and energy management.
Have the utility supply arrangements been provided?	<p>The requested information should include the name and contact details of the vendor representative who deals with energy supplies relating to the property and confirm that the purchaser may make contact in order to obtain information about the services supplied.</p> <p>This should cover the configuration in which the owner and/or occupier(s) purchase utilities for the property, relevant supply contracts and tariff details, and meter start reads for new ownership etc.</p>
Has information on the apportionment of occupier service charge and billing arrangements been provided for utilities, waste and on-site sustainability initiatives?	This should include calculation methodology and administration fees for the last 12 months.
Has all required property management information been provided?	<p>Required property management information may include, but is not limited to:</p> <ul style="list-style-type: none"> • PPM Schedules. • Asset registers. • Building Logbook. • BMS log-in details. • Occupier handbook. • Occupier engagement programmes. • Local community engagement details. <p>Such information is important as part of the 100-Day Review to ensure adequate property management processes are in place.</p> <p>For further information see CIBSE Guide M: Maintenance Engineering & Management.</p>

Investment critical sustainability checklist (Continued)

PROPERTY MANAGEMENT	
Question	Supplementary Information
Is there a Building Log Book?	<p>Building Regulations Approved Document L2A(2) requires information to be provided about the fixed building services and their maintenance requirements. Therefore, properties constructed after 2002 should have a Building Log Book that includes details of installed building services plant and controls, their method of operation and maintenance, and other details that enable energy consumption to be monitored and controlled.</p> <p>For further information see CIBSE TM31 Building Logbook Toolkit.</p>
Does the property have a Building Management System (BMS) in place?	A BMS is a computer based central control system which is installed to manage the operation of building services e.g. heating, cooling, ventilation, hot water and lighting; and in some cases, the integration with the building envelope through control of shading devices and windows. A building with a well-managed BMS should provide occupiers with a high level of comfort.
Are gas or fuel oils stored on site (eg diesel for generators or petrol for vehicles)?	
Has information in relation to any environmental matter been requested by current or past Insurers in relation to cover provided or to be provided?	
Have any policy restrictions been imposed in relation to any environmental matters either with the current or previous insurer?	

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