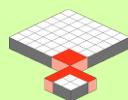



# Environmental Report 2015



政府產業署  
Government Property Agency



## 1. Message from the Government Property Administrator

Environmental protection is an integral part of the corporate functions of the Agency. It is our conviction to make contribution to environmental protection in Hong Kong. We adopt environmental policies in the construction of new Government buildings as well as in fitting-out and refurbishment projects for existing properties, and apply green housekeeping measures to properties under our management.

This report sets out our work in environmental protection in the year 2015 and the results of our efforts made. As the steward of Government properties, we continue to proactively subject all our activities to the closest environmental scrutiny.

In the development of new Government office buildings as well as re-provisioning projects, we strive to optimise development potential, adopt sustainable design to meet operational needs and implement energy-efficient measures to facilitate green management of the properties. The Trade and Industry Tower in the Kai Tak Development Area has been selected as an energy-efficiency demonstration project of public works to try out various energy-efficient designs and technologies. We will continue to adopt various forms of energy efficient features and renewable energy technologies for other new Government office building projects in the pipeline. This includes construction of the West Kowloon Government Offices development which began in 2015.

In the management of Government properties, we closely monitor energy consumption and roll out various measures to exercise economy. We also introduce various waste separation and recycling programmes and carry out carbon audit regularly for our office buildings and quarters. We will conduct Energy Audit for all our office buildings in FY2015-16 and FY2016-17.

In pursuing our environmental objectives, we rely heavily on partnership with user bureaux and departments accommodated in our buildings, our works agents, property management agents and other business collaborators, occupants of properties under our management and an increasingly environmentally conscious and responsible community. We express our deep appreciation to their support which is instrumental in our environmental protection work.



We shall continue to identify opportunities and implement measures to contribute towards the Government's target to reduce the total electricity consumption by 5% from FY2015-16 to FY2019-20.

Internally, to promote staff support of the green measures and to raise awareness on energy saving and concern for the environment, green activities will be continually arranged for their participation.

It is crucial that we should develop new momentum to go forward and to make further improvement. Community aspiration in minimising energy consumption and waste reduction, recycling and separation is ever-increasing. We are confident that, with the strong partnership we have built up with all parties concerned, we will rise to the challenge and make our contributions.

Tommy Yuen  
Government Property Administrator

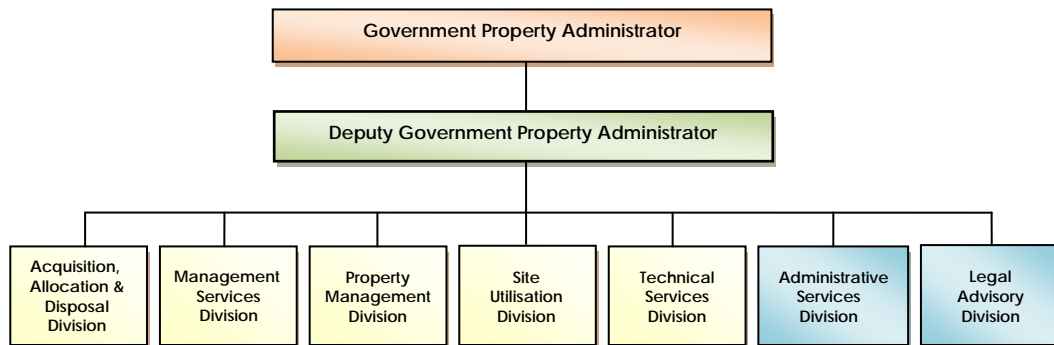
## 2. Vision and Mission

With the vision of providing suitable Government accommodation to enable efficient delivery of public services, the Agency's mission is :-

- To meet Government's need for accommodation through optimal use of the current stock of properties and development of new facilities where necessary.
- To provide quality management services for Government properties through cost-effective means available.
- To modernise Government properties to meet changing operational and statutory requirements.
- To optimise the utilisation of Government sites and properties.

### 3. Organisation and Functions

The Government Property Agency has an establishment of 213 staff and is headed by the Government Property Administrator. The Agency discharges its main functions through five operational Divisions in accordance with agreed strategic plans in striving to achieve the Agency's vision and mission. Two other Divisions provide administrative and legal advisory support respectively to the Agency.



Organisation Chart

The main functions and activities of the Agency are :-

- To construct, purchase or lease as may be necessary office premises to meet Government's accommodation needs and to ensure their proper utilisation.
- To manage Government properties under its purview.
- To optimise the use of Government, Institution or Community sites through reviewing site reservations, seeking the release of under-utilised Government sites and examining proposals for new developments.
- To vet accommodation requirements of bureaux and departments.
- To optimise the use of Government-owned premises and de-lease office accommodation as far as possible.
- To lease out surplus Government properties with commercial potential and implement new commercialisation initiatives where appropriate.
- To scrutinise deeds of mutual covenants provisions and execute assignments concerning Government accommodation in private developments.



## 4. Environmental Policies



The Agency's Environmental Policies are :-

- To contribute to environmental conservation by ensuring that sustainable designs, building materials, installations and processes are adopted in the construction of new Government joint-user office buildings (JUBs) and quarters, and in fitting-out and refurbishment projects.
- To ensure that the management of Government properties under the Agency's portfolio is carried out in an environmentally responsible manner, for example, by promoting energy-saving, separation of waste at source, food waste recycling, etc.
- To implement green office management through effective housekeeping to minimise waste and use of resources.
- To promote environmental awareness and participation among staff and visiting members of the public in the continuous improvement of environmental protection, reducing pollution and enhancing energy conservation and efficiency.

## 5. Working with Partners



The Agency has followed the latest Joint Technical Circular on Green Government Buildings issued by the Environment Bureau and Development Bureau.

We have been working closely with our partners to implement the Environmental Policies in the following areas :-

- In the construction and refurbishment of Government premises, the Agency seeks to minimise the environmental impact in the design, construction methods and choice of materials.
- In making proper use of scarce land resources and the existing building stock, the Agency coordinates the different accommodation needs of bureaux and departments to ensure the optimum utilisation of Government sites and premises.
- In managing Government properties, the Agency continues to implement green housekeeping measures to minimise energy consumption and facilitate collection of waste for recycling as far as possible.

Our partners mainly comprise users of Government properties under the Agency's purview and agents for works, maintenance and management. The former includes bureaux and departments accommodated in JUBs and residents in Government quarters as well as non-Governmental organisations (NGOs) and private tenants in premises under our management. Our agents include Architectural Services Department (ArchSD) and Electrical and Mechanical Services Department (EMSD) as our works and maintenance agents, and Property Management Agents (PMAs).

The Agency is a member of the inter-departmental Steering Committee on the Promotion of Green Building led by the Secretary for the Environment. Apart from reviewing the relevant work of Government departments, the Committee also gauges the views of the industry and studies overseas experience. It formulates strategies to further promote green buildings and makes recommendations on relevant measures.

The Agency is also a member of the Energy Efficiency and Conservation Sub-committee under the Energy Advisory Committee, comprising members of various disciplines from the public and private sectors, contributing views and support to the green policies of Government.

## 6. Green Management Committee and Internal Environmental Audit



To coordinate and spearhead the work on environmental protection, the Agency established a Green Management Committee (GMC) in December 2003. Comprising representatives from all Divisions under the Deputy Government Property Administrator, the GMC operates as the focal point in bringing together the inputs of Divisions in tackling environmental issues covering all aspects of the Agency's functions.

The GMC continues to review environmental policies, set performance targets on green measures, review and report green management measures and arrange green training activities to enhance staff awareness. It has also organised annual Internal Environmental Audits (IEAs) to ensure compliance with the Agency's Environmental Policies and commitments.

The Agency has completed IEA 2015, concluding that all operations generally conformed to the Environmental Policies and targets set for 2015.



## 7. Environmental Initiatives

### 7.1 Sustainable Design in New and Existing Buildings

The Agency has been working together with ArchSD, EMSD and other relevant departments to ensure the implementation as far as practicable of Government's policy and initiatives by adopting sustainable design and materials in the construction of new buildings and renovation of existing buildings.

#### Sustainable Design in New Buildings

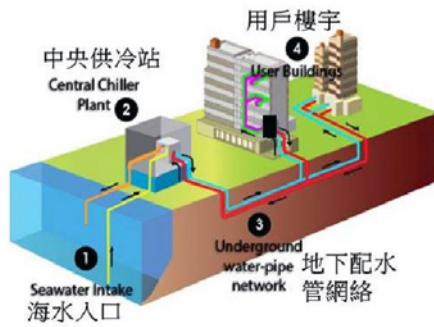
In line with the policy of sustainable development, we have stipulated explicit requirements in the Project Definition Statements of new projects which fall under the Agency's purview to ensure optimisation of site development potential, use of sustainable designs to cater for present and future needs, and adoption of energy-efficient installations to facilitate energy-saving and green management of the properties in the long run.



An example is the newly completed Trade and Industry Tower (TI Tower) which is the first Government office building in the Kai Tak Development Area (KTDA), comprising a 22-storey office building and the adjoining community hall.

In line with the concept of sustainable development of the KTDA, TI Tower has adopted various green and energy-saving design features. The key examples are as follows :-

### Kai Tak District Cooling System



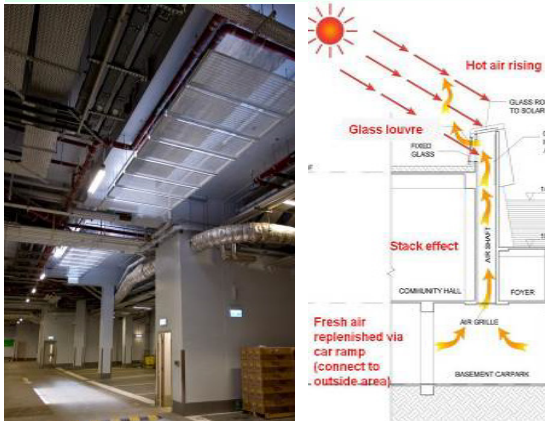
The TI Tower's air conditioning system is connected to the KTDA's energy-efficient District Cooling System as opposed to a conventional air-conditioning system which uses large chillers and heat rejection system.

### Automatic Refuse Collection System



An automatic refuse collection system on every floor automatically delivers segregated paper and general waste to a refuse collection chamber in the basement for consolidation and disposal.

### Solar Chimney



Solar chimneys are installed to provide natural ventilation for the basement carpark and community hall using convection of air heated by passive solar energy.

### Daylight Suntubes



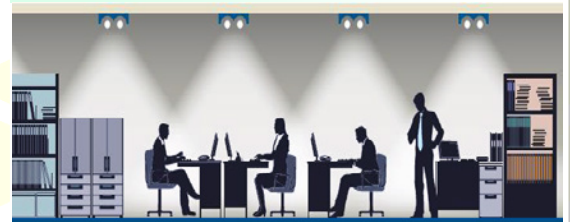
Sun pipes lined with highly reflective materials are installed to direct and reflect daylight throughout the community hall.

### Roof Garden



The roof of the TI Tower is landscaped to form a 'sky garden', with the greening ratio more than 30%.

### Tasks Lighting




Ambient lighting at an average level of 300lux is adopted for the general office to suit screen based work with additional task lights to suit the paper based work.



In addition, an education path is provided to promote energy efficiency and renewable energy technology as well as public awareness of Government's initiatives on sustainable development.

Along the education path, exhibition panels and signages are installed next to the green features which are accessible by the visitors. Guided tours were arranged by ArchSD and the Agency for Government departments and the public to introduce and promote green building design in Government buildings.



**能源**  
Energy

**自動調節運速扶手電梯**  
Service-On-Demand Escalators

**設施：**

- 當有乘客使用時，自動扶手電梯才會運行，如過了一段時間也沒有乘客，便會停下。一旦再感應到有乘客，又會馬上啟動運行。

**環境效益：**


- 節省用電

**Feature:**

- Escalators operate only when passengers are present and stop when no activity has been detected for a period of time. Once a passenger has been detected, the escalators start up back to running.

**Environmental Benefits:**

- Save electricity use





An interactive display which also forms part of the education path is located on 1/F lobby providing a virtual tour of the green features in the development, comprising the aspects of Energy, Site, Water, Indoor Environmental Quality and Material - Waste Management.

## Trade and Industry Tower Environmental Features - Map

Please select:

### Energy

- 1 District Cooling System
- 2 Solar Hot Water System
- 3 Building Integrated Photovoltaic Panel
- 4 Sun Tracking Light Pipes
- 5 Daylight Suntubes
- 6 Solar Chimney
- 7 Integrated Glass Units with Low-E Coating
- 8 Service-On-Demand Escalators
- 9 Lifts with Power Regeneration
- 10 Central Control Monitoring System (CCMS)
- 11 Anidolic Light Pipes
- 12 Sunshading Devices
- 13 Lighting Control by Occupancy Sensors and Daylight Sensors
- 14 Automatic Demand Control of fresh air supply with Carbon Dioxide Sensors
- 15 Light Emitting Capacitor (LEC) Exit Sign
- 16 Light Emitting Diode (LED) Lighting
- 17 Heat Recovery System for Condensate
- 18 Photovoltaic Panels
- 19 Task Lighting

### Site

- 20 Electric Vehicles Charging Facilities
- 21 LED Landscape Lighting
- 22 Vertical Greening
- 23 Roof Greening

### Water

- 24 Rainwater Harvesting System
- 25 Water Efficient Devices

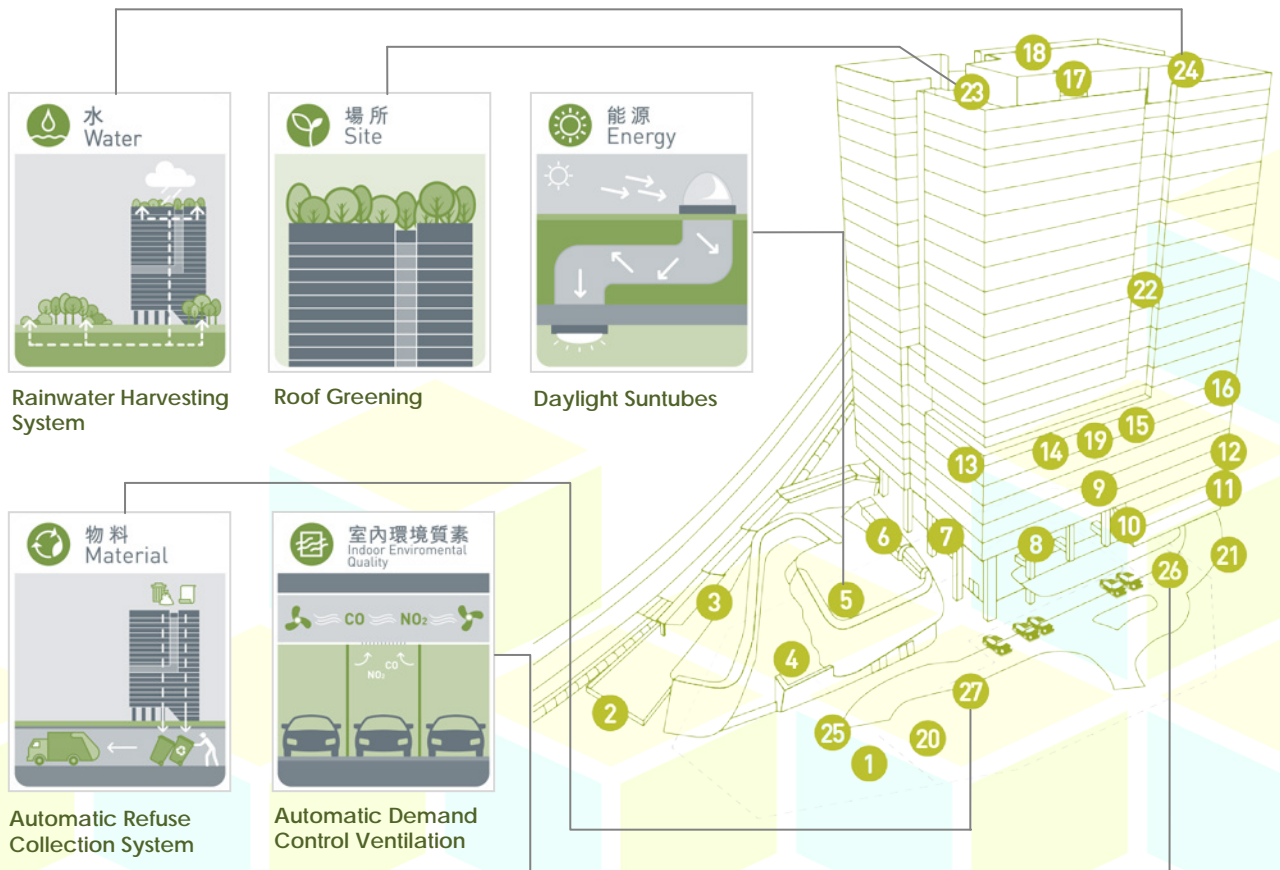
### Indoor Environmental Quality

- 26 Automatic Demand Control Carpark Ventilation

### Material - Waste Management

- 27 Automatic Refuse Collection system

The display provides more information on the features. Examples include :-





The TI Tower project has achieved the Platinum rating in the Building Environmental Assessment Method (BEAM) Plus Provisional Assessment of the Hong Kong Green Building Council. It has also been awarded with a Platinum rating in the Leadership in Energy and Environmental Design™ (LEED®) certification programme.

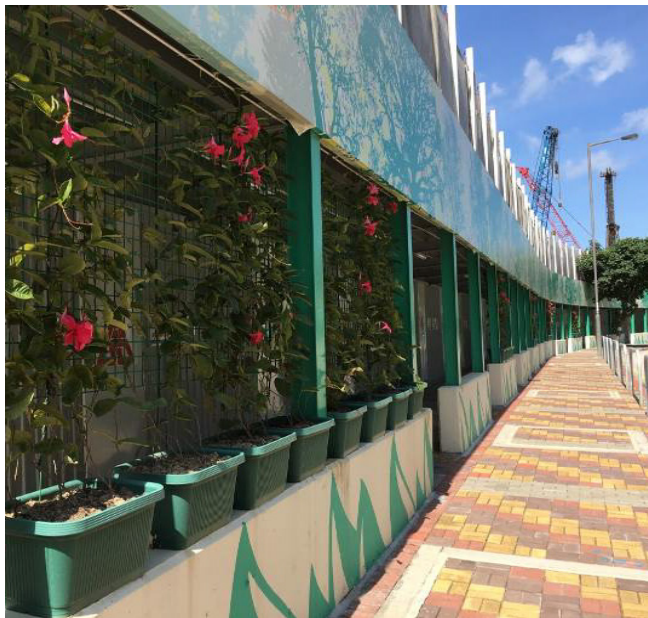


For the new Government office accommodation at Cityplaza Three which will be acquired through a property exchange, the Agency also worked with the relevant departments and stakeholders with a view to exploring the adoption of energy-saving design in the office fitting-out works. Energy conservation and environmental features in this project include occupancy sensor, LED light, individual electricity check meter and the use of environmental friendly and recycled materials.



The West Kowloon Government Offices development, the next new JUB project in the pipeline is currently under construction. The project will continue to adopt various forms of energy efficient features and renewable energy technologies, reflecting the Agency's commitment to the construction of new green buildings.

During the construction stage, various environmental and green measures have been carried out including green hoarding, sorting and recycling of construction waste, wheel washing system for construction vehicles and green housekeeping measures such as regular tidying of the site.





## Energy Saving Projects in Existing Buildings

For existing Government properties under our management, the Agency has been working closely with EMSD and ArchSD in exploring new energy saving opportunities with a view to further reducing energy consumption. Three major energy consumption areas, namely air-conditioning, luminaries, and lift operation were identified for continued and focused action.

In the 2015 Policy Address, the Chief Executive has announced the new target of 5% energy saving in the total electricity consumption of Government building from FY2015-16 to FY2019-20 under comparable operation conditions, using FY2013-14 as the baseline. In response to this target, the Agency is exploring with EMSD to identify more energy saving projects based on the energy audits.

The projects proposed by EMSD included replacement of existing plant and equipment at the end of their economic life with more energy-efficient alternatives, such as installing frequency inverters, electromagnetic descaling systems and high efficiency chillers in air-conditioning systems; replacing existing T8 fluorescent lights with T5 lights; replacing spot ceiling lights with compact fluorescent lights; replacing quartz lights in all lifts with Light Emitting Diodes (LED) type; replacing existing exit sign lighting with LEDs; installing LED lightings in the staircases.

Two major energy retrofit projects identified respectively for two separate JUBs, i.e. Ho Man Tin Government Offices and Kowloon East Government Offices, had been completed in 2015, and will help to achieve significant energy saving in the long run. Other projects including replacement of the existing chillers due for replacement in the Revenue Tower and the Cheung Sha Wan Government Offices with more energy efficient chillers will help to achieve energy saving in the coming years.



In examining the site utilisation of different development projects, the Agency continued to ensure that the proposed projects optimised the development potential of the sites and would cater for the user departments' long-term operational needs. Where the proposals involve the re-provisioning of any existing facilities, consideration will be given to the beneficial use of the existing accommodation after re-provisioning. The Agency also reminds the related departments of the need to follow guidelines of the Environmental Protection Department (EPD) in addressing environmental concerns when they draw up their development proposals.

## 7.2 Energy Efficiency



# ENERGY SAVING PLAN

For Hong Kong's Built Environment  
2015~2025+

Apart from the energy saving projects, the Agency has implemented various housekeeping measures in existing buildings to further reduce the electricity consumption.

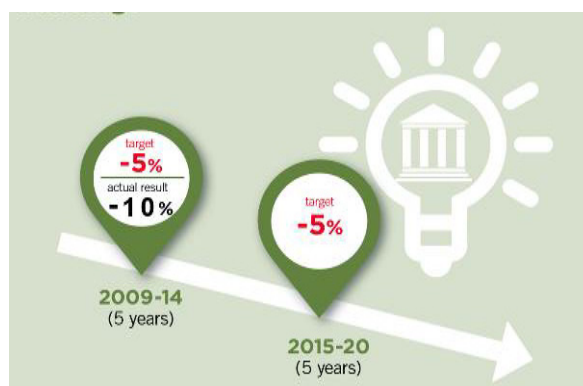
As a means to monitor electricity consumption, the Agency records monthly statistics on total power consumption of JUBs and conveys the information to the Building Management Committee (BMC) of each JUB. At BMC meetings, energy-saving is a standing item on the agenda for a regular review of the results by the BMC concerned (which is formed by the user bureaux/departments in the building); and for planning future energy-saving strategies. To achieve further improvements, the Agency has installed floor-by-floor energy monitoring meters with Local Monitoring Systems (LMS) in the relevant JUBs. With the completion of such installation, PMAs are now able to closely monitor the power consumption of individual floors. This will alert the user bureaux/departments in JUBs and the Agency to any irregularities; and enable follow-up examinations and formulation of remedial measures in collaboration with the Agency's works agents and PMAs.

Air-conditioning facilities account for a major part of the overall energy consumption in office buildings. The Agency has adopted measures to reduce energy consumption in all JUBs, including standardising the specified average room temperature of 25.5°C during the summer months and the core air-conditioning hours with a view to maintaining the workplace as a comfortably air-conditioned environment. Other measures including reducing the number of light fittings, installing motion sensor for public lighting devices, optimising the operating hours of lift services and public lighting, installing timers to switch off building services installations, etc. are continuously implemented.

Energy-saving measures implemented also include the removal of some light fittings for offices with excessive illumination levels identified; and encouragement of users to adopt good office practices, such as installing timers for electrical appliances, switching off computers when leaving the office, use of task lighting and addition of occupancy and daylight sensors etc. The Agency also performed regular checks to ensure that users and PMAs carry out energy-saving measures accordingly.



In 2009, the Government adopted a target-based green performance framework for new and existing Government buildings, with the target of 5% energy saving in the electricity consumption of Government building from FY2009-10 to FY2013-14 using the FY2007-08 as the baseline. With the completion of relevant improvement projects and implementation of electricity saving measures, the Agency has achieved approximately 10% saving during the period.



In responding to the new 5% energy saving target in next 5 years, the Agency will continue to work with EMSD to identify energy management opportunities to further reduce the electricity consumption in existing buildings.

#### Annual Electricity Consumption for JUBs

| Year                   | Total Electricity Consumption (kWh) | Electricity Consumption under comparable operating conditions * (kWh) | % Saving under Comparable Operating Conditions |
|------------------------|-------------------------------------|---|--|
| 2007/08<br>(Base Year) | 248,626,000                         | N.A.  | N.A.   |
| 2009/10                | 246,703,000                         | 245,506,000   | -1.25%   |
| 2010/11                | 240,251,000                         | 236,210,000   | -4.99%   |
| 2011/12                | 230,462,000                         | 227,990,000   | -8.30%   |
| 2012/13 **             | 233,387,000                         | 229,436,000   | -7.72%   |
| 2013/14                | 227,839,000                         | 222,909,000   | -10.34%  |
| 2014/15 ***            | 229,815,000                         | 221,931,000   | -10.74%  |

(Figures rounded to the nearest thousand)

**\* Comparable Operating Conditions**

Adjustment (normalisation) is needed for the comparison of consumption under changed operational profiles in order to reflect the actual savings on a like-for-like basis. Major factors like extension of opening hours and overtime work, additional A/C plant, office equipment etc., mean daily maximum temperature, number of working days will all be taken into consideration when carrying out the adjustment. The concept is adopted from the International Performance Measurement and Verification Protocol (IPMVP) which provides standard methods for documenting energy savings.

\*\* Slight increase in electricity consumption is recorded due to extra electricity consumption for renovation work and the increase in occupancy rate of some of the JUBs.

\*\*\* The five year energy saving cycle ended in 2013/14. Consumption for 2014/15 has been adjusted by using 2007/08 as the base year for reference purpose.

In line with Government's policy on energy-saving, the Agency encouraged tenants of our premises to follow the Government's practice in setting the air-conditioned temperature in all areas in the building and to frequently check and adjust the room temperature to avoid excessive cooling.

In some of the tenancy agreements of leased-in premises, the upper limit of air-conditioning temperature provided was previously specified by the landlord at 23.5°C. Given that the room temperature for Government accommodation is now generally maintained at 25.5°C during the summer months and to support energy-saving, the Agency now requests all new leasing or renewal cases to adopt the 25.5°C limit.



The Agency also continued to procure energy-efficient domestic electrical appliances for Government quarters under its management, such as refrigerators which comply with Energy Label Grade 1 under the Mandatory Energy Efficiency Labeling Scheme issued by EMSD.



| <b>ENERGY LABEL</b><br>能源標籤  |                   |
|--|-------------------|
| more efficient 效益較高  | Grade 1 級         |
| 1  |                   |
| 2  |                   |
| 3  |                   |
| 4  |                   |
| less efficient 效益較低  | 5                 |
| Annual Energy Consumption (kWh)(Cooling)<br>每年耗電量(千瓦小時)(製冷)<br>Based on 1200 hrs/yr operation<br>以每年使用1200小時計算 | 1106              |
| Cooling Capacity (kW) 製冷量(千瓦)  | 2.54              |
| Refrigerant 製冷劑  | R410A             |
| Room Air Conditioner 空調機<br>Brand 品牌:  | ABC<br>某某牌        |
| Model 型號:  | HK1234            |
| Reference Number / Year 參考編號 / 年份:   | U1-C080123 / 2014 |
| Information Provider 資料提供者:  | XYZ<br>某某某        |
| 機電工程署 EMSD   |                   |

### 7.3 Greenhouse Gas Reduction



The Agency, working in accordance with the Commitment 4 of the Clean Air Charter which states that Government bureaux and departments “undertake to adopt energy-efficient measures in their operations”, will continue to adopt practicable energy-efficient measures and comply with the Environmental Policies in order to contribute towards improving the air quality of the territory.

Climate change has become a major challenge to the international community. With reference to internationally recognised guidelines, EPD and EMSD have produced their own guidelines for carbon audit of buildings in Hong Kong. The guidelines assist users and managers of buildings to improve the awareness of greenhouse gas emissions and to actively participate in combating climate change. The Agency supports the initiative and has nominated office buildings under its management to participate in the annual audit.

In 2014/15, carbon audits were carried out in the existing 46 JUBs and 57 quarters developments. During the year, 13 JUBs and 24 quarters recorded a decrease in Green House Gas (GHG) emission, while 33 JUBs and 33 quarters showed a mild increase in GHG. The increases were mainly due to increase in electricity consumption arisen from additional electrical installations (mainly server rooms and their resultant 24-hour A/C supply), extended A/C, renovation works, and higher occupancy rates.

To improve future carbon audit results, we will continue to launch various programmes for Floor-to-Floor Source Separation of Waste, Collection of other waste recyclable items such as bottles, clothes, rechargeable batteries, etc and explore further energy-saving measures in conjunction with our works agents and PMAs in all JUBs and quarters.

## 7.4 Indoor Air Quality

In response to EPD's launch of the 2008 Hong Kong Awards for Environmental Excellence Scheme, the Agency actively participated in the competition on the Sectoral Awards in the Public Sector and NGOs group. The Agency made arrangements for the buildings under its management to obtain Indoor Air Quality certification annually, and was acknowledged as one of the Top 10 organisations with highest participation rate in 2015.

All JUBs suitable for such monitoring achieved "Good" Class for Indoor Air Quality in 2015.





## 7.5 Waste Reduction and Management

In line with the setting up of the Food Wise Hong Kong Steering Committee to formulate and oversee the implementation strategies of the Food Wise Hong Kong Campaign to reduce food waste to be disposed of at landfills, the Agency and its PMAs signed up as Food Wise Partners under the Food Wise Hong Kong Campaign. We are committed to implementing measures for reducing food waste, and supporting the Food Wise Hong Kong Campaign and similar initiatives to encourage behavioural and cultural changes that engender respects for our precious food and natural resources in the management of our properties.

We also display at our properties posters for promoting the best practices and behavioural changes to reduce food waste, and to enhance the awareness and acceptance of food waste reduction best practices.



The "Keep Clean 2015 @ Hong Kong : Our Home" campaign was launched in 2015 to reinforce sustained and concerted efforts on the part of the Government and the community to keep Hong Kong clean.

The Agency fully supported the Campaign and had taken a series of actions, for instance :-

- Stepping up cleansing services in the common areas of JUBs and Government quarters.
- Installing additional hand sanitiser in JUBs and Government quarters.
- Displaying promotional posters/relevant notices of the Campaign at conspicuous locations in the main lift lobbies of JUBs and Government quarters.



全城清潔2015@家是香港  
Keep Clean 2015@ Hong Kong: Our Home



The Agency has also initiated a food waste recycling pilot scheme since 2013 in some Government quarters. The idea of converting food waste to useable fertiliser via a composting process is an initiative to support green living. We have worked closely with EPD to achieve desirable results in the scheme. In order to promote residents' awareness of proper management of food waste and their participation in the food waste recycling scheme, our PMAs concerned organise from time to time promotional and educational activities in those Government quarters.

Where feasible and practicable, the Agency would implement appropriate measures to further promote and extend the food waste recycling scheme to more Government quarters.



**西九龍紀律部隊宿舍  
廚餘回收先導計劃**

**歡迎住戶到管理處索取  
由廚餘處理機製成的有機肥料/土壤改良劑**

請根據以下由有關部門建議的使用方式和用量混合後，才用作施肥：

- 與泥土混合後用作施肥
- 10 公升泥土與 1 公升堆肥混合後才用作施肥
- 泥土不宜在沙灘、柏油、化學沙池或其他有害物質
- 請勿用於幼苗及未成熟的植物

\*各區戶數數目詳見圖表

Waste reduction and recycling programmes are implemented by PMAs in the JUBs and quarters.

The Agency records data on the quantities of recyclable wastes collected under each category and reports them to EPD on a monthly basis. There is a general decrease in the waste collected in 2015, which is mainly due to lesser waste paper collected from Government quarters.





By incorporating suitable provisions in the property management contracts, the Agency implements environmental awareness programmes and green campaigns through PMAs in JUBs and quarters under the Agency's management.

In 2015, our PMAs organised various environmental awareness activities, which included collection of used clothes, recyclable batteries, used red packets, empty candy biscuit boxes, moon cake tins, electrical and electronic equipment, spent mercury containing lamps and food waste; and donation of surplus canned food. The Agency received reports on such activities at its monthly meetings with PMAs.



Other environmental measures have also been carried out by the PMAs, including promotion of the use of environmentally friendly supplies (e.g. provision of degradable plastic rubbish bags to residents for use in Government quarters) in the management of Government buildings.

The following awards were received by the Agency and PMAs in 2015:

“Appreciation in Old Clothing Recycling” by The Salvation Army was awarded to Police College Police Married Quarters, Kwai Fuk Court, Kwai Yung Court, Lai King DSQ, Sheung Shui DSQ, Sheung Shui PMQ, Tsing Yi PMQ, Tuen Mun Wu Hong Police Quarters, West Kowloon DSQ, Yuen Long PMQ.





The Agency also worked to promote the reduction of wastes generated from office renovation.

In vacating Government's leased-in premises, the Agency has taken the initiative to encourage landlords to retain our existing fittings or fixtures as far as possible. The Agency would negotiate with the landlord to repossess the property in its "as-is" condition and do away with the reinstatement requirement such that the future tenant can make use of our existing fittings and decoration for a number of office de-leasing cases and help to reduce waste that could be generated in the process.

For leased-out surplus quarters, the Agency has adopted a flexible approach in requiring outgoing tenants to fulfill their reinstatement obligations. For fittings or fixtures which are still in good condition and useful to incoming tenants, the Agency will waive the tenant's reinstatement obligation. Apart from reducing construction waste, the arrangement also improves the marketability of the quarters for future leasing. Separately, the Agency has also disposed of surplus quarters in "as-is" condition. For the 122 lettings of surplus non-departmental quarters concluded and renewed from Apr 2015 to March 2016, the Agency has disposed of them on an "as-is" basis in order to achieve the objective of environmental protection.

In new leasing cases, the Agency liaises with the works agents and landlords to examine the possibility of retaining existing fittings or fixtures for use.



In scrutinising the fitting-out of Government offices, departments are advised to adopt an open-plan setting as far as possible and internal partitioning should be kept to the minimum to provide the greatest flexibility in the use of space and to minimise fitting-out or reinstatement works. The Agency also stipulated the inclusion of environmental friendly features in the tender specifications of Government Logistics Department (GLD) for partition screens and workstation panels:

- Wooden panels used in making partition screens and workstation panels should meet the low formaldehyde content/emission requirement of Class E1.
- All work stations feature energy-saving fluorescent tubes (T5 type) as task lights.
- Workstations are provided with power points with separate "On/Off" switches to facilitate saving of power when they are not in use.

## 7.6 Water Consumption Management

To help create a healthy environment for water consumption and maintain water quality for buildings managed by the Agency, we have worked closely with ArchSD to implement proper periodical maintenance and housekeeping measures to the water supply system.

Water saving devices such as dual water cisterns and self-closing water tap were installed in the toilets of some JUBs including the Agency's own office. Besides, posters and notices were placed in prominent places in JUBs and Government quarters to encourage water saving.



The Agency has coordinated with WSD to install flow controllers to the water taps of typical toilets whenever feasible in the Wan Chai Government Offices. The work, targeted for completion in early 2016 will further reduce water consumption.

## 7.7 Other Green Initiatives

### (i) Electrical Vehicle Charging Facilities

To assist in promoting Government policy for a wider use of electric vehicles (EV) to help improve roadside air quality, reduce greenhouse gas emission and promote development of environmental industries, 150 standard EV chargers has since 2012 been installed in Government public car parks under the management of the Agency.

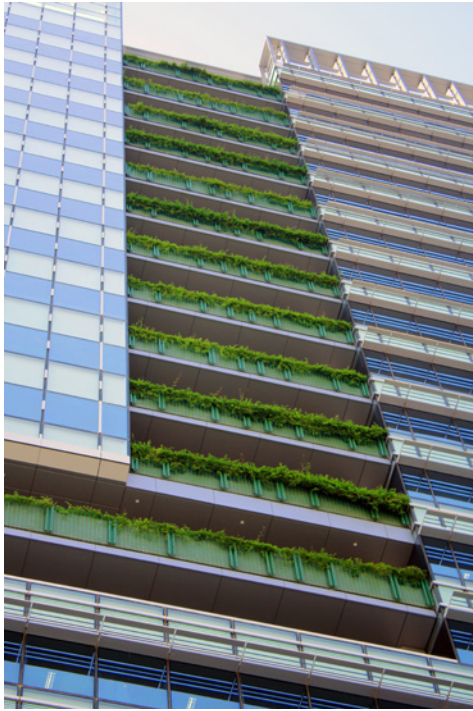
To encourage EV drivers to use these charging facilities, special arrangements have also been made with the car park operators running our commercial car parks to reserve parking spaces fitted with charging facilities for priority use by EV drivers. To draw EV driver's attention to the charging facilities, notices are placed in conspicuous locations of these car parks. The Agency will continue to liaise with relevant departments and bureaux to increase related EV charging facilities to complement Government's energy-saving policy.





## (ii) Tree Management and Greening

For new building projects, we will provide landscaping at appropriate areas. For example, in the new Trade and Industry Tower, landscaping is provided at ground floor, the covered elevated walkway and the main roof, with vertical greening at the building facades. The overall greening ratio has achieved over 40% of the site area, which complies with and is higher than the 30% greening ratio for the KTDA as required by DEVB.



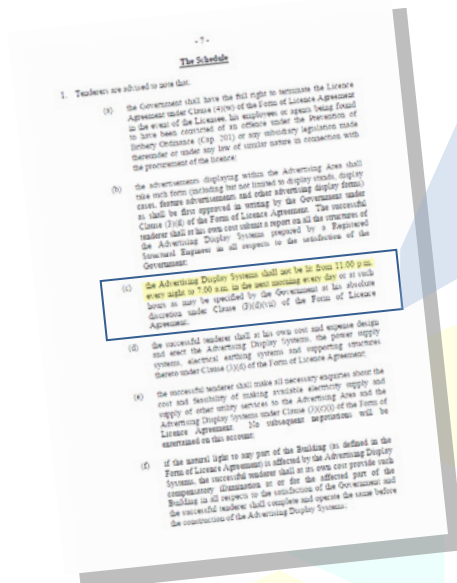
In order to promote greening, tree care and public participation in associated activities organised by Government, the Agency and its PMAs have joined The Green Partner Charter under the “Be Our Greening Partner” Campaign to help foster love and care for the green environment and trees; enhance public knowledge of tree management; and build and sustain a beautiful and greener environment in the properties managed by the Agency.



The Agency has been working with ArchSD to explore the feasibility of providing landscaping and green roof in existing JUBs and quarters. Inspection and maintenance of existing trees under the Agency's management are carried out by the PMAs in accordance with relevant guidelines on a regular basis.

### (iii) Light Out Requirement for External Advertising Signs

Through the incorporation of special provisions in tenancy agreements, the Agency has implemented the light out requirement for external advertising signs from 11p.m. to 7 a.m. The move is in line with Government's objective to promote energy saving and reduce the environmental problems arising from external lighting, including light nuisance and energy wastage.



- (c) the Advertising Display Systems shall not be lit from 11:00 p.m. every night to 7:00 a.m. in the next morning every day or at such hours as may be specified by the Government at his absolute discretion under Clause (3)(d)(vii) of the Form of Licence Agreement;



## 7.8 Green Housekeeping and Activities

According to the latest Joint Technical Circular on Green Government Buildings, Green Managers and Energy Wardens are to be appointed by bureaux and departments to help implement the programme of green housekeeping. The Agency has assigned a Green Manager and an Energy Warden, introduced measures for increasing staff awareness and involvement in environmental issues, publicised our commitment to protect the environment and formulated related action plans and recorded our concerned achievements.

The Agency continues to re-circulate notices on environmental policies and green activities as well as circulars on housekeeping measures and energy conservation to all staff periodically through the intranet to remind them of proper green housekeeping measures.

In paper consumption, electronic mailing has been widely used by the Agency for communication and information dissemination within the office and with outside parties to minimise the use of paper. The Agency has continued to use 100% recycled paper, adopt double-sided printing and collect waste paper for recycling, thereby maintaining a similar level of paper consumption in 2015 as compared with that in the preceding year. However, room for further significant reduction in coming years may be limited as we have already reduced paper consumption for several years and have initiated practically all necessary measures for paper reduction.

In the replacement of computer equipment, GLD now supplies new computer equipment with energy-saving features through bulk purchase contracts. New network printers with double-sided printing functions have replaced old ones. This practice has been in place for all newly acquired printers since 2007. Recycled toner cartridges are used for all computer printers.

As a user department in Revenue Tower, the Agency participates fully in EPD's programme of Source Separation of Commercial and Industrial Waste. The Agency has instructed the PMA concerned to collect separately recyclable waste paper, plastics and metals.





## Green Activity

The Agency arranged with ArchSD to conduct a site visit to the completed Trade and Industry Tower.

During the visit, ArchSD introduced to our staff the latest energy saving technologies and green features adopted in this new Government office. The activity was well attended and received by the Agency's staff. It is the intention of the Agency to arrange more of such visits in future together with other activities to raise staff awareness on the concern for the environment.



The Agency also joined the community planting in TI Tower organized by ArchSD for the local community to promote environmental awareness of the public.



## 8. Environmental Targets for 2016 onwards

The Agency will continue to implement the following measures to promote environmental protection in the coming years:

- In collaboration with works agents, incorporate sustainability and energy-saving features in the design and construction of new Government office buildings and renovation projects; and facilitate implementation of renewable energy and energy-saving projects.
- Seek advice from ArchSD and EMSD to carry out planning and feasibility studies on the use of state-of-the-art energy-efficient designs and technologies for existing buildings.
- Carry out energy audit and re-audit in JUBs, and implement action plans for further energy-saving measures in conjunction with works agents and PMAs.
- Monitor electricity consumption and issue statistics to BMCs of JUBs each month to enhance the monitoring of energy consumption levels and facilitate the implementation of energy-saving measures.
- Maintain the average indoor air-conditioning temperature of JUBs at 25.5°C in summer and rationalise the operating hours of chillers in JUBs as far as possible.
- Maintain a minimum acceptable illumination level in common areas of JUBs outside office hours.
- Reduce the number of lifts and escalators in operation in JUBs during off-peak hours to a minimum without interrupting the normal service level.
- Continue to procure energy-efficient domestic electrical appliances meeting Energy Label Grade 1 under EMSD's Energy Efficiency Labeling Scheme.
- Carry out carbon audit on JUBs.
- Implement waste separation and recycling programmes in all JUBs and quarters and compile monthly records on waste quantities for effective performance monitoring.
- Carry out technical feasibility for installation of food waste composter in quarters not covered in the pilot scheme and explore other means to handle food waste in quarters efficiently.
- Continue to liaise with relevant departments and bureaux to increase related EV charging facilities in car parks under the Agency's management.
- Implement greening in the Agency's properties where practicable.
- Continue to impose condition in tenancy agreements of external advertising signs requiring operators to switch off lighting installations from 11p.m. to 7a.m.
- Conduct at least two environmental awareness activities annually in each quarters building.
- Continue to support and participate in environmental award schemes.
- Carry out annual internal environmental audit and review the findings to identify necessary improvements.
- Conduct environmental awareness activities annually for staff in the Agency.
- Keep up green housekeeping measures and encourage staff to adopt best practices for energy saving.



## 9. Comments and Suggestions

We welcome comments and suggestions regarding the report and environmental initiatives of the Agency.

Please contact the Agency by phone through Mr. Jonathan Chan, Secretary of the Green Management Committee (telephone number 2594 7756) or Ms. Leonie Wong, Deputy Departmental Secretary (Administration) (telephone number 2594 7605) or by sending e-mail to [enquiry@gpa.gov.hk](mailto:enquiry@gpa.gov.hk).

