

Carbon Performance Disclosure of Buildings Department

1. Background Information	
Bureau / Department	Buildings Department (BD)
Reporting Period From (DD/MM/YYYY) to (DD/MM/YYYY)	From 1/4/2017 to 31/3/2018
Total No. of Major Buildings¹	1
Total Floor Area² (m²)	11 994.6
Total No. of Employees³	865
Category of Building(s) (please tick the appropriate box(es))	<input type="checkbox"/> Health facilities <input checked="" type="checkbox"/> Office type buildings <input type="checkbox"/> Venues managed by disciplined services departments <input type="checkbox"/> Recreational or cultural buildings/venues/ facilities <input type="checkbox"/> Schools and educational buildings <input type="checkbox"/> Others, please specify: _____

2. Scope of Reporting		
Total Greenhouse Gas (GHG) Emissions⁴	955.7	Tonnes of CO₂-e

3. GHG Reduction Measures⁵ Implemented in the Reporting Period	
Energy saving	<p>Policies and measures have been implemented in the facilities, daily operation and awareness building to reduce energy consumption, which includes the following:-</p> <p>(i) In office:</p> <ul style="list-style-type: none"> - regularly monitoring and maintaining air-conditioning at 25.5°C; - replacement of old lighting fixtures with T5 fluorescent lamps and installation of motion sensors where applicable in BD's offices while using electrical devices and equipment with higher rating energy saving labels; and - introduction of no bottled water policy since 2016. <p>(ii) Daily operation:</p> <ul style="list-style-type: none"> - sleep mode for all computers and applicable office equipment; - time control and stand-by mode for appliances and turning off all appliances at

¹ "Major Buildings" refer to buildings with annual electricity consumption over 500 000 kilowatt hour (kWh).

² "Total Floor Area" refers to the sum of floor areas of "Major Buildings".

³ "Total No. of Employees" refer to those working in the "Major Buildings".

⁴ "Total GHG Emissions" refer to the sum of Scopes 1, 2 and 3 GHG emissions.

⁵ The categories of GHG reduction measures suggested here (e.g. energy saving, paper saving etc.) are for B&Ds' reference.

	<p>the end of the day; and</p> <ul style="list-style-type: none"> - appointment of Energy Wardens to arrange for the last-man-out to switch off lighting and devices at the end of the day and conduct walk through each quarter to identify area requiring improvement. <p>(iii) Awareness Building:</p> <ul style="list-style-type: none"> - display of “Energy Saving” stickers to encourage turning off unnecessary lights, air-conditioners and equipment when not in use; - for inter-floor traffic in office, encourage staff to use staircases instead of elevators; - to allow staff wear business casual attire in summer months to minimise the demand for air conditioning; and - continuously supported the Biz-Green Day 2017 which is an event organised by Construction Industry Council and Hong Kong Green Building Council since 2013.
Vehicles	<ul style="list-style-type: none"> - Minimising carbon emission by streamlining BD’s transportation. - Adoption of clean-energy vehicles including electric vehicles and hybrid electric vehicle in the vehicle fleet. Up to 2017, 30% of BD-owned vehicles are electrical (including hybrid electric vehicles).
Paper saving	<ul style="list-style-type: none"> - Implementation of paper saving initiatives to reduce paper consumption. For instance, e-leave application replaces traditional paper approval process and electronic devices replaces paper documents during meetings. - In future, to further reduce paper consumption and enhance our documentation process through the Electronic Document and Knowledge Management System (eDKMS).
Water saving	N/A
Recycling activities	<ul style="list-style-type: none"> - Collection bags are placed in offices for paper recycling.
Staff engagement	<ul style="list-style-type: none"> - In 2017, BD arranged a total of 40 seminars and conferences and 5 site visits in building sustainability for 581 staff.
Housekeeping measures	<ul style="list-style-type: none"> - Issuance of internal administration circular on “Green Practices and Waste Avoidance” to remind all staff to adopt green practices and waste avoidance measures. - Assignment of 58 representatives from each Section or Unit as Energy Wardens to remind staff BD’s green measures.
Others	<ul style="list-style-type: none"> - For all the works contracts administered by BD, contractors are required to comply with environmental regulatory requirements such as the proper disposal of construction and demolition wastes. - As of 2017, BD has already included 35 commonly procured products with green consideration during tendering process.

4. On-grid Renewable Energy (RE) System Installed in the Major Buildings⁶

Type(s) of System (e.g. Solar PV, Wind Turbine)	N/A	
Annual Electricity Generated by RE System	N/A	kWh
Reduction in GHG Emissions ^{7,8}	N/A	Tonnes of CO ₂ -e

⁶ B&Ds should complete this section if applicable.

⁷ Reduction in GHG emissions (Tonnes CO₂-e) = Annual electricity generated by RE system (kWh) x Territory-wide default value of emission factor for purchased electricity (i.e. 0.7 kg/kWh) ÷ 1000

For simplicity and consistency, a territory-wide default value of emission factor for purchased electricity is suggested to be adopted to assess the reduction in GHG emissions by RE technologies regardless of the locations of the infrastructure. The most updated territory-wide default value is available at https://www.climate-ready.gov.hk/education_centre.php?section=guideline_reference_links.

⁸ B&Ds should note that the reduction in GHG emissions resulting from the installation of on-grid RE systems will **NOT** be counted towards the overall carbon performance of the government buildings, as the electricity generated by the systems will be fed into the grids of the power companies and transferred out of the buildings at the same time.