

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 1/4/2018 to 31/3/2019
Total No. of Major Buildings ¹	2
Total Floor Area ² (m ²)	16974.6
Total No. of Employees ³	1275
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)Emissions ⁴	999.69	Tonnes of CO ₂ -e

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.

3. GHG Reduction Measures⁵ Implemented in the Reporting Period

<p>Energy saving</p>	<p>Policies and measures have been implemented to achieve energy saving by increasing energy efficiency, minimising energy wastage and loss, and building awareness, which include:</p> <p>(i) Increase energy efficiency:</p> <ul style="list-style-type: none"> - monitor air-conditioning systems regularly; - maintain air-conditioning at 25.5°C; - replace old lighting fixtures with T5 fluorescent lamps; - install motion sensors where applicable; - adopt multi-zone lighting control; and - choose electrical devices and equipment with higher rating energy saving labels. <p>(ii) Minimise Energy Wastage and Loss:</p> <ul style="list-style-type: none"> - set idling computers and applicable office equipment in sleep mode; - set time control and stand-by-mode for appliances; - switch off unnecessary appliances after work; and - appoint 58 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 quarterly. <p>(iii) Build Awareness:</p> <ul style="list-style-type: none"> - display “Energy Saving” stickers to remind staff to turn off unnecessary lights, air-conditioners and equipment when not in use; - encourage using staircases instead of elevators for inter-floor traffic within offices; - allow staff to wear business casual attire in summer to minimize the demand for air-conditioning; and - support Biz-Green Day 2018 organised by Hong Kong Institute of Construction and HKGBC to encourage dressing light to conserve energy consumption of air-conditioning.
<p>Vehicles</p>	<ul style="list-style-type: none"> - Minimising carbon emission by encouraging staff to practice low-carbon commute by choosing public transport over private transport. - Completely phased out pre-euro IV diesel vehicles and introduced clean-energy vehicles including electric vehicles (EV) and hybrid electric vehicles in the vehicle fleet. Up to 2018, 24% of BD-owned vehicles were electrical (including hybrid electric vehicles).
<p>Paper saving</p>	<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 documentation process through the Electronic Document and Knowledge Management System (eDKMS). - A new electronic submission system - Electronic Submission Hub is under development for receiving and processing applications, building plans, and other

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

	documents submitted electronically by the public, registered building professionals, and registered contractors.
Water saving	N/A
Recycling activities	- Labelled bags were placed in our offices to collect waste paper for recycling through our waste contractors.
Staff engagement	- In 2018, BD arranged a total of 67 seminars and conferences and 11 site visits on building sustainability for 1 248 staff.
Housekeeping measures	- Issuance of internal administration circular on “Green Practices and Waste Avoidance” to remind all staff to adopt green practices and waste avoidance measures. - Appoint 58 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 quarterly.
Others	- 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 at the end of 2018, BD had already included 37 commonly procured products with green considerations during tendering.

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 CO_{2-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.