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 1/4/2020 to 31/3/2021
Total No. of Major Buildings[1]	1
Total Floor Area[2] (m^2)	4,980
Total No. of Employees[3]	378
Category of Building(s) **(please tick the appropriate box(es))**	☐ Health facilities ☑ Office type buildings ☐ Venues managed by disciplined services departments ☐ Recreational or cultural buildings/venues/ facilities ☐ Schools and educational buildings ☐ Others, please specify: _____

2. Scope of Reporting		
Total Greenhouse Gas (GHG)Emissions[4]	491.31	**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 Measures[5] Implemented in the Reporting Period	
Energy saving	Adopting energy-efficient measures in our operations, which include: (i) Increase Energy Efficiency: - Maintained air-conditioning at 25.5˚C; - Adopted multi-zone lighting control; - Choose to use electrical devices and equipment with higher rating energy saving labels; - Maintained installation of motion sensors for controlling the switch on/off of the lighting; and - Energy retrofits such as using T5 fluorescent tubes were implemented. (ii) Minimise Energy Wastage and Loss: - Set time control and stand-by-mode for appliances; and - Appoint 61 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. (iii) Build Awareness: - Display "Energy Saving" stickers to remind staff to turn off unnecessary appliances when not in use; and - Encourage using staircases instead of elevators for inter-floor traffic within offices. (iv) Promotes Energy Conservation - To ensure our ventilation and air conditioning systems function properly with high efficiency, regular cleaning and preventive maintenance works and repairs are scheduled.
Vehicles	Adopting a multi-faceted approach to minimise fuel consumption, which include: - Encouraging online communication; - Planning business trips; and - Replacing traditional vehicles with electric vehicles (EVs).
Paper saving	Taking advantage of the information technology to move towards a paperless office by introducing computerised management systems and encouraging communication within the workplace and with our stakeholders and public via electronic means, which include: **<u>On Public Front</u>**

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

	(i) To disseminate information to the public via the BD's website and other electronic means: - The BD's website continued to provide information on the functions and services of the Department; - Legal/Validated Signboards Database was established in Government's GeoInfo Map for identification of legal or validated signboards; - Launched a new Chatbot - "Ah Build" to answer general enquiries from the public about the Mandatory Building Inspection Scheme (MBIS) and Mandatory Window Inspection Scheme MWIS; and - BD continued to send notifications to all registered professionals and contractors via email and/or Short Message Service. (ii) To develop and launch mobile applications for the general public to have a quick and easy communication platform to access information: - With the use of two mobile applications, "Quick Guide for Minor Works" and "Quick Guide for MBIS/MWIS", which provides a quick and easy means for the public to view useful information, users could carry out minor works under MWCS, inspection and repair works under MBIS and MWIS easily and effectively; and - A digital "market-place", called Mobile Digital Platform being developed to connect building owners, Qualified Persons and BD for implementation of MWIS in an efficient manner is expected to launch in the 3rd quarter of 2022. (iii) To simplify the viewing and copying of building records through the implementation of Buildings Records Access and Viewing On-line (BRAVO) system over the Internet. (iv) To accept submission of documents in electronic format: - Process forms through the Electronic Form Submission System; and - BD is spearheading the development of an Electronic Submission Hub, an advanced information system for receiving and processing of electronic plans and documents as well as other applications under the Buildings Ordinance, which is conducive to saving paper, and reducing the need for printing and transporting paper documents. **<u>In Our Work Place</u>** (i) To disseminate information electronically and to introduce more green measures: - BD utilised the eDKMS, a central repository for document and knowledge management facilitating information sharing and collaboration within and across different divisions or sections in BD, in an attempt to further reduce paper consumption; and

	- Mobile devices with the add-on feature "Pulse Secure" app were made available for staff to access internal manuals and electronic forms and process documents for site inspection and meetings when necessary. (ii) Green Management of Data Centre and Green IT Measures - Both cloud computing and server virtualisation technology were used to optimise the number of physical servers required thereby cutting down electricity power consumption; - All new printers were equipped with EcoPrint or Energy Saving Mode with Duplex Printing feature; - All servers, printers and desktop personal computers were Energy Star and Restriction of Hazardous Substances Compliant; and - Network backup had been used to gradually replace manual backup thereby reducing transportation and storage of tapes.
Water saving	N/A
Recycling activities	BD collected recyclable waste materials by placing collection bags near high paper usage equipment for recycling of waste paper.
Staff engagement	BD's training and development programmes place great emphasis on equipping our staff to understand and actively play their roles in promoting and facilitating sustainable developments. Internal and external training in relation to green building and sustainability were arranged for BD's employees.
Housekeeping measures	Issuance of BD Administration Circular No. 4/2018 on "Green Practices and Waste Avoidance" to remind all staff to set a green example by adopting green practices and waste avoidance measures and reducing the consumption of energy and paper. BD adhere to the principles of "Reduction, Reuse and Recycling" in the Department to minimise waste produced from our office operation, which include: (i) Reduction - Recycled paper in lieu of virgin paper has continuously been used in the Department. - Minimise the use of paper by: (1) Using emails instead of paper memos and faxes for internal and external communications; (2) Minimising the production of hardcopies of documents; and (3) Sending e-cards. - Adopt "no bottled water" policy at our Headquarters to avoid use of unnecessary plastic bottles.

	(ii) Reuse - Reusing old furniture during office refurbishment or renovation; - Encouraging staff to use the blank side of used paper for drafting, filing and printing; - Reusing envelopes for internal circulation; - Using ball pens with refills; - Placing used paper with a blank side near high paper usage equipment e.g. photocopier, to facilitate reuse; and - Encouraging staff to use their own cups instead of paper cups.
Others	1. To promote green working culture, the following environmentally friendly measures have been implemented in BD's offices to demonstrate our commitment to environmental protection, which include: (i) Green procurement - Send suppliers with survey forms of desirable green requirements during quotation process; - Monitor contractors' conformance to their environmental management plans and the use of green products; - Evaluate the effectiveness of environmental pollution controls with quarterly assessments by the case officer of respective Works Order; and - Source applicable green products for BD office operation with reference to green specifications published by Environmental Protection Department. 2. Educating and Engaging the Public on Sustainability To promote and publicise building safety information to the public and younger people through electronic means to reduce the printing of pamphlets and leaflets, which include: (i) Broadcasts - A new TV Announcement in the Public Interest (API) to remind the public of the importance of proper maintenance and repair of drainage pipes in buildings was launched in February. The API was played at Mass Transit Railway stations and train compartments, bus stops and online media platforms. A radio API promoting the implementation of the Minor Amenity Feature Validation Scheme was launched in September and broadcasted on local radio channels. (ii) E-Learning Centre - BD's digital learning platform, the E-Learning Centre, continued to disseminate useful information to enhance building safety awareness among property owners, owners' corporations, representatives of property management

	companies and the public. In 2021, total 37 videos were uploaded to the E-Learning Centre. (iii) Social Media - BD maintained a Facebook page, an Instagram account and a YouTube channel, in order to share the latest event updates and safety tips in a more efficient way; and - To promote the importance of regular drainage inspection, a video featuring Surveyor Vincent Ho, JP and celebrity Ms Jessica Hsuan was published in BD's social media.

4. On-grid Renewable Energy (RE) System Installed in the Major Buildings[6]		
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.climateready.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.