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 01/04/2024 to 31/03/2025
Total No. of Major Buildings[1]	1
Total Floor Area[2] (m^2)	4 980
Total No. of Employees[3]	279
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]	378.14	**Tonnes of CO_2 -e**

[1] "Major Buildings" refers 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" refers to those working in the "Major Buildings".
[4] "Total GHG Emissions" refers 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) Increasing Energy Efficiency: - Maintained air-conditioning at 25.5°C; - Adopted multi-zone lighting control; - Chose electrical devices and equipment with higher rating energy saving labels; and - Maintained installation of motion sensors if applicable. (ii) Minimising Energy Wastage and Loss: - Set time control and stand-by-mode for appliances; and - Appointed 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) Building Awareness: - Displayed "Energy Saving" stickers to remind staff to turn off unnecessary appliances when not in use; and - Encouraged using staircases instead of elevators for inter-floor traffic within offices.
Vehicles	Adopting a multi-faceted approach to minimise fuel consumption by: - Encouraging online communication; - Better planning business trips; and - Replacing the traditional vehicles with electric vehicles (EVs).
Paper saving	Leveraging information technology to transition towards a paperless office by implementing computerised management systems. Additionally, we are encouraging digital communication within the workplace and with our stakeholders and the public via electronic means, which include: **<u>On Public Front</u>** (i) To disseminate information to the public via the BD's website and other electronic means: - The BD's website continued to provide up-to-date information on the functions and services of the Department; - To maintain the following functions on BD's website, which include: • An e-search for the public to identify the issuance and compliance status of statutory orders, notices and directions; • A Corner for AP, RSE, RGE, RI and RC to facilitate them in keeping abreast of the updated requirements; • A thematic website "Care for Your Building" to better promote the

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

	importance of building safety and timely maintenance to the public; and • A list of Accepted Academic Qualifications for Technically Competent Persons' (TCPs') Registration/Appointment to enhance public access to information for reference by applicants/ practitioners concerning TCPs' registration/appointment. - Legal/Validated Signboards Database was established in Government's GeoInfo Map for identification of legal or validated signboards. BD continued to update the information of such signboards in the database regularly; - A Chatbot - "Ah Build" continued 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 building professionals and contractors as well as property management companies via email and/or Short Message Service to reduce the use of paper and enhance the effectiveness. (ii) To develop and launch mobile applications for the general public to have a quick and easy communication platform to access information: - In addition to the use of the mobile application, "Quick Guide for Minor Works", which provided a quick and easy means for the public to view useful information, BD continued promoting the use of the Electronic Form Submission System for submission of minor works documents in electronic format; and - The mobile application "WIN SAFE", facilitated building owners in appointing suitable Qualified Persons for early compliance with the MWIS notices to ensure building safety. (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 issue certificates of registration under the Buildings Ordinance (BO) in electronic form (e-Certificate): - BD issued e-Certificates of registration under the BO to the applicants via email to replace paper certificates; and - e-Certificates reduced the use of paper and ink and reduced the risk of damaging or misplacing of the paper certificate by the applicant. (v) To accept submission of documents in electronic format: - Process forms through the Electronic Form Submission System; and - BD commissioned a consultancy study in June 2024 to support the formulation of a technical framework for the full adoption of BIM by the

	private sector for preparation of plans for statutory submissions and approval under the BO. **<u>In Our Work Place</u>** (i) To disseminate information electronically and to introduce more green measures: - BD utilised the Electronic Document and Knowledge Management System (eDKMS), a central repository for document and knowledge management facilitating information sharing and collaboration within and across different divisions or sections in BD; - Mobile devices with the add-on feature "Secure Access" app were made available for staff to access internal manuals and electronic forms and process documents for site inspection and meetings when necessary; and - To facilitate file sharing and distribution in work, we developed and leveraged the "Virtual Workspace" which was a web-based file-sharing repository for sharing large-sized files with working counterparts with a view to minimising the mailing of discs or the distribution of hard copies. (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: (i) Placing collection bags near high paper usage equipment for recycling of waste paper; and (ii) Providing waste sorting and recycling bins at breakout spaces and areas accessible to the public for the collection of used plastics, metals, glass and rechargeable batteries.
Staff engagement	(i) BD's training and development programmes place great emphasis on equipping BD staff to understand and actively play their roles in promoting and facilitating sustainable building developments. Internal and external

	training in relation to green building and sustainability were arranged for BD's employees. (ii) Appointed a Green Manager to implement a programme of green housekeeping and introduce measures to increase staff consciousness and engagement in green practices and waste avoidance, fostering a culture of sustainability throughout our workplace.
Housekeeping measures	Issuance of BD Administration Circular No. 1/2022 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 - Using recycled paper in lieu of virgin paper in the Department; - Minimising 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; and - Adopting "no bottled water" policy to avoid use of plastic bottles. (ii) Reuse - Reusing old furniture during office refurbishment or renovation; - Encouraging BD's 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	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) Outdoor Advertisement To promote building safety, BD placed advertisements on minibus bodies to enhance public awareness of the importance of regular inspection and maintenance of private buildings, BD displayed banners with the theme on various digital and outdoor advertising platforms.

	(ii) Periodic Publications - Building Safety Quarterly Newsletters covering topics on building safety, with reminders for property management companies were published; and - Monthly Digest provided statistical data on BD's building control output under the BO. (iii) Broadcasts - BD continued to promote the importance of building safety via TV and radio Announcements in the Public Interest (APIs). The theme of the APIs included "Don't remove structure walls illegally", "Window safety, Owners' responsibility", and the like. (iv) 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. (v) 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. To demonstrate BD's responsibility to save the Earth and support for the recycling industry, environmentally friendly products were sourced for office use by making reference to the green specifications published by the Environmental Protection Department.

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://cnsd.gov.hk/wp-content/uploads/2026/03/Carbon-Audit-Guidelines-for-Buildings-2026_r2_clean.pdf.

[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.