



# Top Tips for a Greener Workplace

Sustainability recommendations for office fitouts

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# New Fitouts – Starting Out

- Plan for sustainability
  - Ensure sustainability / energy efficiency objectives and targets form a key part of your project brief
  - Get accredited Green Star and NABERS\* professionals on your design, engineering and project team
  - Include representatives from HR, IT, marketing, premises/facilities and the business on the project team
  - Think outside the office: how can the project contribute to broader sustainability benefits. E.g. support of remote work and video conferencing to reduce travel emissions
- Choose your site wisely
  - Ask landlords for the green credentials of their buildings
  - Demand sites with high NABERS Base Building energy ratings
  - Choose a building with energy efficient lighting and management that supports tenant sustainability performance
  - Select a location well serviced by public transport
  - Look at site orientation and design in terms of solar load
  - Understand the capabilities of the BMCS^
  - Negotiate a “green lease”

\*NABERS – National Australian Built Environment Rating System, a performance-based system administered by the NSW Department of Environment and Climate Change. NABERS incorporates the Australian Building Greenhouse Rating (ABGR) system. Green Star is a capability-based rating system developed and administered by the Green Building Council of Australia  
^BMCS – Building management and control system

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# New Fitouts – Reducing Emissions and Waste

- Use an interiors rating tool
  - The Green Star Office Interiors protocol will focus attention on key sustainability opportunities
  - Remember, sustainability isn't just about carbon abatement. Tools cover factors such as energy efficiency, water, waste, materials and indoor environmental quality
- Reduce energy consumption
  - Lighting often accounts for 40-50% of tenancy energy costs (heating/cooling is factored in base building out-goings)
  - Energy efficient lighting and sensor-control can cut this in half with a positive payback over the lease term
  - Design the workplace to make best use of daylight
  - Work with IT professionals to implement energy efficiency measures for new office equipment and computers.
- Reduce materials impacts and improve indoor air quality
  - Minimise built areas and maximise flexible work areas
  - Use materials and furniture with high recycled content and which are recyclable or biodegradable at end-of-life
  - Minimise use of materials containing VOCs\*

\*Volatile Organic Compounds

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# New Offices – In Operation

- Measure, manage and educate
  - Ensure designs include tools to monitor and measure energy usage at a detailed level
  - Benchmark on-going performance with an annual accredited NABERS rating
  - Implement recycling facilities, measure waste and publish trends over time
  - Similarly, implement paper reduction measures and help staff understand their use
  - Servers don't sweat: turn up the thermostat in your computer room to 24 degrees
  - Use PC power-saving features to cut consumption after hours
  - Work with the building manager to identify and implement other sustainability measures
- Move people not desks
  - Avoid ongoing construction as the business changes
  - Consider design features such as access floors, carpet tiles and demountable partitions to enhance the life of the workplace
  - Get staff and management involved in the project so they understand and “buy-in” to the design rationale

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# Our Solutions

- Integrated approach combining consulting, project management, design and technology disciplines\*
  - Innovative and cost effective sustainability solutions
  - Lifecycle workplace services
- Accredited Green Star Professionals and NABERS Assessors
- Proven experience with 5 star NABERS Energy fitouts
- Colliers International in-house sustainability programmes
  - Major locations have received five star ratings
  - City Switch Green Office signatories
  - Internal policies and staff education

\*Colliers International's workplace solutions company, Roberts Weaver Group, provides project management, design and technology infrastructure services to occupiers who are moving or changing their premises.

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