

### 綠色租約 GREEN LEASE

隨着大眾的環保意識不斷增強，不少市民身體力行，在日常生活及家居實踐環保，例如自備購物袋、進行廢物分類、節約能源等。原來，除了綠化家居，還可在辦公室中推動綠化。這不但能有效減少資源消耗，還能締造更健康舒適的工作環境，提高整體工作效率。

香港大廈高聳林立，建築物密度之高冠絕全球，而建築物的耗電量佔全港耗電量的九成，尤以商業大廈佔大部分。近年，開始有個別商業大廈的業主及租戶，訂立設有「綠色條款」的「綠色租約」，透過不同的系統和設備，配合綠色管理模式和原則，減少商業大廈的碳排放量，實行「綠色租賃」，成為真正的「綠色辦公室」。

監管局知道地產代理業界有不少公司願意致力環保，但未知持牌人對「綠色辦公室」的認識有多少，或者有否聽過「綠色租約」。因此，今期《專業天地》就特別為持牌人簡單介紹一下。

#### 推行環保辦公室

首先，要推行環保辦公室，看似困難，其實不外乎依循「4R」原則：即減少使用 (Reduce)、廢物利用 (Reuse)、替代使用 (Replace) 和循環再用 (Recycle)。

一般辦公室使用最多的資源，可算是紙張和電力。近年，以電子方式代替紙張已十分普遍，而且實行容易；在節能方面，可考慮使用慳電燈膽或LED照明系統，並善用電器用品內的慳電功能及時間掣，均能有效減少耗電量。

With rising public awareness of environmental protection, more citizens are willing to go green in their daily lives, such as using their own shopping bags, carrying out waste separation and energy saving, etc. As well as greening at home, a green office can also reduce consumption of resources effectively, build a better working environment and enhance the overall efficiency at work.

High-rise buildings are common in Hong Kong, with one of the highest densities in the world. Buildings in Hong Kong account for 90% of the city's annual electricity consumption of which commercial buildings make up the bulk. In recent years some landlords and tenants have started signing "green leases" with "green clauses". Through various systems and facilities, together with green management principles, a building's carbon footprint can be reduced. Such a "green tenancy" can turn an office into a truly "green office".

The EAA understands that many estate agency companies are willing to take environmental protection measures but some licensees may not know much about a "green office" or have heard of a "green tenancy". Hence, this issue of *Horizons* will briefly introduce the related concepts.

#### MEASURES FOR AN ENVIRONMENTALLY FRIENDLY OFFICE

Although it appears difficult to operate an environmentally friendly office, it can be done easily by following the simple "4R" principles: Reduce, Reuse, Replace and Recycle.

The most consumed resources in an office are usually paper and electricity. Nowadays, it is common to use electronic platforms instead of paper and it is easy to implement. For energy saving, adopting energy-saving light bulbs or LED lighting systems can help. In addition, making good use of the built-in energy-saving features of electronic appliances and timer switches can reduce electricity consumption effectively.

此外，在採購方面，也可貫徹環保原則，例如採購有能源效益標籤的器材及可循環再造的產品。公司也可從減少建築廢料方面著手，例如使用可移動的層板作間隔，既靈活又便於拆卸，日後搬遷時亦可重用。

## 實踐綠色營運

「綠色租約」可說是「綠色辦公室」的延伸。業主與租客在訂立租約時，以不同模式加入一些「綠色條款」，共同制定環保目標，實踐綠色營運與管理原則，一方面既可推動租客進行環保管理，又可以提升彼此的企業形象。至於當中租客及業主的責任，則視乎彼此同意的「綠色條款」內容而定，參考一些個案，可發現當中會有以下一些措施例子：

### • 監察能源使用

透過在大廈裝設能源監察系統，各種設備的用電量、耗水量等資料均可一目了然。這樣不但方便管理，更可與租客分享能源數據，針對耗電量高的項目而作出調節，並透過業主與租客之間的利益分置，鼓勵租客減少用電量。

### • 回收設施

在辦公室設置回收站或回收箱，鼓勵租客將廢料分類棄置或循環再用。

### • 提高環保意識

一方面，業主可向租客提供技術支援；而另一方面，租客則可為員工提供有關環保的培訓，並舉辦更多推廣環保的活動，提升員工的環保意識。

The procurement process can also be environmentally friendly by purchasing equipment with Energy Efficiency Labels and green products which are recyclable. A company can also minimise construction waste by using a movable wall system for partitioning. This allows flexibility and can be disassembled easily for reuse in case of relocation in the future.

## CARRYING OUT GREEN OPERATIONS

A “green lease” can be viewed as an extension of a “green office”. When the landlord and the tenant enter into a tenancy agreement, some “green clauses” can be added to the agreement. Both parties can practise green operations and management by setting some mutually-agreed green targets to protect the environment. This not only motivates the tenant to carry out environmental protection management but also enhances the corporate image of both parties. The responsibilities of the tenant and the landlord depend on the content of the “green clauses”. Some examples are:

### • MONITOR ENERGY USAGE

Through establishing an energy monitoring system in the building, the consumption data of electricity and water of different facilities are available. Sharing energy consumption data with tenants can facilitate them to make adjustments on the usage of those items with high electricity consumption. Split incentive for landlords and tenants can encourage the tenant to reduce electricity usage.

### • RECYCLING FACILITIES

Setting up a recycling station or a recycling box in the office can encourage the tenant to separate waste materials or recycle/reuse them.

### • PROMOTING ENVIRONMENTAL AWARENESS

The landlord can provide technical support to the tenant. At the same time the tenant can provide environmental protection training to their staff and organise related events to enhance their awareness of environmental protection.





### 締造共贏

其實，即使沒有訂立「綠色租約」，要在辦公室進行綠色管理也並非難事，對業主、大廈環境、租客及其員工皆有好處。節能減排已是全球關注的議題，推行「綠色租賃」，更可能提升租值及租用率，同時提升企業形象。

對租客而言，有效節能不但能減省營運成本，也能提供舒適的工作環境以提高員工的生產力。同時，「綠色辦公室」對員工的身心健康帶來正面影響，而工作環境的改善，也能增加他們的歸屬感。

雖然，對一般業主或租客來說，推行「綠色租約」這個構思可能有點新，一般地產代理也可能未曾處理或接觸過「綠色租約」，但所有人都應該對環保盡一分力，朝着這個方向逐步前行，為香港、以至地球的未來而努力。

### A “WIN-WIN” COLLABORATION

Even without a “green lease” it is not difficult to carry out green management in an office. It not only benefits the landlord but also the entire environment of the building, the tenant and their staff. Carrying out a “green tenancy” may increase the rental value and the occupancy rate of the rental units, while enhancing the landlord’s corporate image at the same time.

For tenants, effective energy savings can reduce operational costs and enhance staff productivity by providing them with a better working environment. A “green office” can also have a positive effect on staff and enhance their sense of belonging to a company.

Although the idea of a “green lease” may be new and unfamiliar to landlords, tenants and estate agents we should all move forward to protect our environment and strive for a better future for Hong Kong and the world.

