

Glossary - Asset Evaluation Tool (AET)

v.1.02

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1 - General Information

Reporting settings

❖ Reporting Period

The reporting year for which the data is provided.

❖ Start date/ End date

Definition of the reporting period within the previously defined reporting year. As a rule, the reporting period should cover the period from 01.01. - 31.12. However, due to special circumstances (e.g. purchase/sale), the reporting period may deviate from this requirement. Therefore, the reporting period must be clearly defined again here.

Asset information

❖ Postal code

The postcode of the asset location must be indicated. This is used, for example, for climate adjustment of energy consumption data.

❖ City/ State/ Country

Information is used to clearly define the asset location.

❖ Fundname

❖ Project Status

- Standing Investment - *Buildings for which construction work has been completed and which are kept for the purpose of letting and generating rental income. The level of occupancy is not relevant for this definition.*
- Development

❖ Year of construction

The year of construction of an asset refers to the year in which the building was completed and ready for use (regardless of whether the building has undergone major renovation since then). If it is not known, the year of construction can be estimated.

❖ Year of last major refurbishment

If the asset has undergone extensive refurbishment in the past, please indicate the implementation period here. Otherwise, select "no refurbishment".

❖ Date of purchase

❖ Asset sold? / Sale date (if applicable)

If the asset was sold within the reporting year, this and the year of sale must be indicated here.

❖ Gross Asset Value (GAV) / Currency

Tenant structure

❖ Number of tenants

❖ Rental agreement

- Triple-Net - *A triple-net tenancy agreement exists if the tenant also bears the costs for maintenance/repair of the roof and the roof partition in addition to taxes and charges, insurance costs and operating costs.*
- Other

❖ Vacancy within Reporting Period

❖ Vacancy within previous Reporting Period

Certificates

❖ Energy performance certificate (EPC)

Indication of whether an energy performance certificate is available and, if so, which energy performance level is shown. Apply the relevant drop-down option.

❖ Green building certificate

Details whether a project has received a Green Building Rating. A certificate specifies the name and location of the project, the version of the rating system, the date of certification and the level of award.

Building Assessments

- ❖ Has a Technical Condition Assessment been performed for the asset in the past 3 years? - Please describe.

Indicate whether a technical evaluation of the condition of the entire building or of partial aspects of the building has been carried out in the past 3 years. If yes, please explain the type and scope of the assessment.

- ❖ Has a risk assessment been performed for the asset in the past 3 years? - Please describe.

Indicate whether a risk assessment for the entire building or parts of the building has been carried out in the past 3 years. If yes, please explain the type and scope of the survey.

Management

- ❖ Property Manager

Contact details of the Property Manager responsible for the building.

- ❖ Facility Manager

Contact details of the facility manager responsible for the building.

- ❖ Comments/ special circumstances

Optional field for comments that contribute to the understanding and correct interpretation of the information given in this sheet.

2 - Usage & Areas

Usage

- ❖ Usage Type Main Category/Subcategory

- | | |
|--|--|
| • Retail: High Street | <i>High street retail properties in a specific area, usually as a self-contained development in the city centre or other busy pedestrian areas.</i> |
| • Retail: Retail Centers: Shopping Center | <i>Retail centres consisting of several retail outlets connected by internal walkways. Most shops do not have an external exit.</i> |
| • Retail: Retail Centers: Strip Mall | <i>Strip mall refers to assets that include more than one retail shop, restaurant or other business in an open-air configuration where each unit has an exterior entrance for the public and there are no internal walkways.</i> |
| • Retail: Retail Centers: Lifestyle Center | <i>Retail centres that consist of both enclosed and non-enclosed units and often contain both retail shops and recreational facilities.</i> |
| • Retail: Retail Centers: Warehouse | <i>A large retail property with only one tenant.</i> |

- **Retail: Restaurants/Bars** *Buildings used mainly for social/entertainment purposes and characterised by the fact that the majority of revenue comes from the sale of drinks or food.*
- **Retail: Other** *Other retail properties that do not fit into the above property types.*
- **Office: Corporate: Low-Rise Office** *Office properties with 1 to 4 floors.*
- **Office: Corporate: Mid-Rise Office** *Office properties with 5 to 9 storeys.*
- **Office: Corporate: High-Rise Office** *Office buildings with 10 or more storeys.*
- **Office: Medical Office** *Offices used specifically for medical administration, secondary research or other purposes, excluding hospitals themselves.*
- **Office: Business Park** *A group of office properties classified as a single asset for which individual consumption data is not available.*
- **Office: Other** *Other office properties that do not fit into the above property types.*
- **Industrial: Distribution Warehouse** *Industrial buildings used for the purpose of storing, processing and distributing goods to wholesalers, retailers and/or consumers (logistics centres).*
- **Industrial: Industrial Park** *Industrial estate designated for the purpose of industrial development in which (light) industrial property is grouped with offices.*
- **Industrial: Manufacturing** *Industrial property used for the purpose of production.*
- **Industrial: Other** *Other industrial property that does not fit into the above property types.*
- **Residential: Multi-Family: Low-Rise Multi-Family** *Multi-family residential buildings with 1 to 3 habitable above-ground floors.*
- **Residential: Multi-Family: Mid-Rise Multi Family** *Multi-family residential buildings with 4 to 8 habitable above-ground floors.*
- **Residential: Multi-Family: High-Rise Multi-Family** *Multi-family residential buildings with more than 8 habitable above-ground floors.*
- **Residential: Family Homes** *Includes both single-family dwellings and multi-family dwellings, but not apartment blocks. A single-family dwelling is a separate, detached residential property. Multi-family dwellings (excluding apartment blocks) here include two-family houses, semi-detached houses, semi-detached houses and terraced houses.*

- **Residential: Student Housing** *Residential properties used for the purpose of student accommodation, e.g. student flats, student houses, student dormitories, student quarters and student accommodation.*
- **Residential: Retirement living** *Senior villages are communities consisting of people in a similar stage of life who are looking for a certain lifestyle. Senior villages consist of private homes and usually offer a range of community facilities.*
- **Residential: Other** *Other residential properties that do not fit into the above property types.*
- **Hotel** *Hotels, motels, youth hostels, lodging houses and resorts.*
- **Lodging, Leisure & Recreation: Indoor Arena** *Buildings used primarily for professional or sports and entertainment events. Examples are gymnasiums and covered sports fields.*
- **Lodging, Leisure & Recreation: Fitness Center** *Buildings used for recreational or professional fitness training and similar activities.*
- **Lodging, Leisure & Recreation: Performing Arts** *Buildings used for public or private artistic or musical events.*
- **Lodging, Leisure & Recreation: Swimming Center** *Buildings with a heated swimming pool located either indoors or outdoors.*
- **Lodging, Leisure & Recreation: Museum/Gallery** *Museums and galleries displaying collections to external visitors for public viewing and enjoyment and for information/education purposes.*
- **Lodging, Leisure & Recreation: Other** *Other buildings for accommodation, leisure and recreation purposes that do not fit into the above property types.*
- **Education: School** *Properties or grounds used as a school for pupils in kindergarten through twelfth grade.*
- **Education: University** *Property used for the purpose of higher education.*
- **Education: Library** *Buildings used for the storage and management of collections of literary and artistic materials such as books, magazines, newspapers, films, etc., for reference or loan.*
- **Education: Other** *Other educational real estate that does not fit into the above property types.*
- **Technology/Science: Data Center** *Property specifically designed and equipped to meet the requirements of high-density computing equipment, such as server racks used for data storage and processing. Typically, these facilities require dedicated uninterruptible power supplies and cooling systems. Data centre functions may include traditional business services, on-demand*

- business services, high performance computing, internet facilities and/or hosting facilities.*
- Technology/Science: Laboratory/Life Sciences *Buildings that provide controlled conditions where scientific research, measurements and experiments are conducted or practical science is taught.*
 - Technology/Science: Other *Other technology/science properties that do not fit into the above property types.*
 - Healthcare: Healthcare Center *Buildings used for the purpose of primary health care. Examples include but are not limited to: Hospitals, clinics, physical therapy and mental health centres.*
 - Healthcare: Senior Homes *Residential properties used for the purpose of housing senior citizens, e.g. senior citizens' residences, senior citizens' apartments/flats, senior citizens' villages, retirement homes.*
 - Healthcare: Other *Other healthcare properties that do not fit into the above property types.*
 - Mixed use: Office/Retail *Mixed-use properties with office and retail space.*
 - Mixed use: Office/Residential *Mixed-use properties with office and residential space.*
 - Mixed use: Office/Industrial *Mixed-use properties with office and industrial space.*
 - Mixed use: Other *Other mixed-use properties that do not fit into the above property types.*
 - Other: Parking (Indoors) *Enclosed, covered parking garages, usually consisting of several levels on which vehicles can be parked, e.g. multi-storey car park, multi-storey car park building, stacked car park and indoor parking.*
 - Other: Self-Storage *Property used for the purpose of self-storage for individuals and/or organisations, also known as self-service storage/warehouse.*
 - Other *Other property that does not fit into the above property types.*

If the building has several uses, please select the option "Mixed Use" and indicate the percentage distribution of the uses in the following cells. Uses that do not account for more than 10% of the total area may be assigned to the main use.

❖ **Underground parking available?**

Indication of whether an underground car park is available. Open parking decks that are not part of the GFA are not considered to be underground parking.

❖ **Outside parking available?**

Indication of whether outdoor parking spaces are available. These also include those on open parking decks.

Areas

- ❖ Lettable area available?

State whether the rental area is available as a numerical value.

- ❖ Please specify lettable area

Specification of the lettable area. This is usually the sum of the areas of the rental units. If parts of the common areas are allocated to the lettable area, these must also be added to the lettable area and stated here. However, these areas may not be added to the common area again in the following.

- ❖ Common area available?

Indication of whether the common area is available as a numerical value.

- ❖ Please specify common area

Specification of the common area. Any sections of the common area that are already taken into account as part of the lettable area may not be counted again here. If applicable, please add in the field "Comments/ special circumstances" which parts of the area, with the exception of the lettable area, are not taken into account in this area specification.

- ❖ Total Gross Floor Area available?

Information on whether the gross floor area is available as a numerical value.

- ❖ Please specify GFA [m²]

Details of the gross floor area. This area specification can be inclusive or exclusive of any existing underground car park area. Whether the underground car park is included in this area specification is further specified in the following fields.

- ❖ Total Gross Internal Area available?

Information on whether the Gross Internal Area is available as a numerical value.

- ❖ Please specify GIA [m²]

Details of the Gross Internal Area. This area specification can be inclusive or exclusive of any existing underground car park area. Whether the underground car park is included in this area specification is further specified in the following fields.

Parking

- ❖ Area of underground parking available?

Information on whether the area of the underground car park is available as a numerical value.

- ❖ Please specify area [m²]

Information on the size of the underground car park.

- ❖ Number of underground parking spaces for cars

Indication of the number of parking spaces for cars in the underground car park. This information is used to check the plausibility of the underground car park area.

- ❖ Number of underground parking spaces for motorbikes

Indication of the number of parking spaces for motorbikes in the underground car park. This information is used to check the plausibility of the underground car park area.

- ❖ Number of underground parking spaces for bikes/e-bikes

Indication of the number of parking spaces for bicycles/e-bikes in the underground car park. This information is used to check the plausibility of the underground car park area.

- ❖ GFA given in section AREAS includes underground parking?
- ❖ GIA given in section AREAS includes underground parking?
- ❖ Charging stations for electric vehicles available?
- ❖ Number of electric vehicle parking spaces with charging points
- ❖ Operator of the charging stations
 - landlord
 - tenant(s)
 - external operator
 - Comments / special circumstances

Mandatory field to be filled in for comments that contribute to the understanding and correct interpretation of the information provided in this sheet. Please explain how the areas reported in this sheet relate to the total area of the building and for which types of areas, if any, data cannot be provided. This information is used to estimate the total area of the building for reporting purposes.

3 - Building Characteristics

Building structure

- ❖ Number of floors above ground
- ❖ Number of underground floors
- ❖ Façade typology

Information on the proportion of window area of the façade. This information allows conclusions to be drawn about the heating and cooling loads of the building.

- ❖ Glazings have external sun protection

Information on whether the glazing in the façade mainly has external solar shading. This information allows conclusions to be drawn about the cooling loads of the building.

- ❖ Glazings have internal sun protection

Information on whether the glazing in the façade predominantly has interior solar shading. This information allows conclusions to be drawn about the cooling loads of the building.

HVAC supply

- ❖ Characteristics of ventilation

Details of which ventilation concept applies to the main part of the asset.

- The building is (almost) completely mechanically ventilated.

- Only specific building zones (e.g. food service areas, etc.) have mechanical ventilation.
 - Only the core areas on each level of the building are ventilated mechanically.
 - Only specific building zones (e.g. restrooms, technical/ storage rooms) have an exhaust air system.
 - The building is completely naturally ventilated.
 - Other (please describe under SPECIAL CIRCUMSTANCES)
 - Specify mechanical ventilation system
 - Mechanical ventilation as supply and exhaust air system WITH heat recovery
 - Mechanical ventilation as supply and exhaust air system WITHOUT heat recovery
 - Mechanical ventilation as exhaust air system
- ❖ Characteristics of the heat supply
- centralised heat generation for space heating and hot water supply
 - centralised heat generation for space heating and decentralised hot water supply
 - decentralised heat generation for space heating and decentralised hot water supply
- ❖ Specify primary heat generator
- District Heating
 - Gas Boilers
 - Oil-fired boiler
 - Heat Pump
 - Pellet boilers
 - Other
 - Not applicable
- ❖ Year of construction of primary heat generator (if available)
- ❖ Specify secondary heat generator
- District Heating
 - Gas Boilers
 - Oil-fired boiler
 - Heat Pump
 - Pellet boilers
 - Other
 - Not applicable
- ❖ Year of construction of secondary heat generator (if available)
- ❖ Characteristics of the cooling supply
- The building is (almost) completely air-conditioned.
 - Individual parts of the building are chilled by a central cooling system.
 - Individual parts of the building are cooled by a decentralised cooling system.
 - There are no cooling systems in the building.
 - Other (see SPECIAL CIRCUMSTANCES)
 - Specify primary cooling system
 - Compression refrigeration system
 - Adsorption refrigeration plant

- District cooling
 - Other (please describe in comments)
 - Not applicable
- ❖ Specify refrigerant of primary cooling system (if available)
 - ❖ Specify secondary cooling system
 - ❖ Specify refrigerant of primary cooling system (if available)

Special uses

- ❖ The building has special uses which cause high energy consumption

Renewable energies

- ❖ Renewable energies are generated on-site?
 - Heat
 - Electricity
 - Landlord ownership
 - Tenant ownership
 - Third-party property

- ❖ Comments/ special circumstances

Optional field to be filled in. For comments that contribute to the understanding and correct interpretation of the information provided.

4 - Energy

- ❖ Data from the reporting period 2020 is available?
- ❖ Data from the previous reporting period (2019) is available?

Energy sources used onsite

- ❖ Electricity used on site?
- ❖ District heating used on site?
- ❖ Natural/ biogas used on site?
- ❖ Fuel oil used on site?
- ❖ Wood pellets used on site?
- ❖ District cooling used on site?
- ❖ Other fuel type used on site?

Electricity LANDLORD

- ❖ Electricity supply contract – LANDLORD
 - The landlord has a contract with an electricity supplier.
 - The landlord has NO contract with an electricity supplier.
- ❖ Data availability electricity supply – LANDLORD
 - Consumption data for the LANDLORD'S electricity supply are completely available.
 - Consumption data for the LANDLORD'S electricity supply are only partially available.
 - Consumption data for the LANDLORD'S electricity supply are not available.
 - Please describe
- ❖ Electricity consumption – LANDLORD
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?

A share of renewable energies can be verified, for example, for the electricity mix of Germany. Green electricity is generally considered to be 100% renewable.

- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ LANDLORD'S electricity contract covers electricity supply to:
 - common areas
 - central technical installations
 - heat generation
 - (parts of) rental areas (describe)
 - outdoor lighting
 - electric charging stations for electric vehicles
 - other (describe)

Electricity TENANTS

- ❖ Electricity supply contract - TENANT(S)
- ❖ Data availability electricity supply - TENANT(S)
- ❖ Share of lettable area for which TENANT'S consumption data are available [%] or [m²]
- ❖ Electricity consumption of TENANT'S space for which consumption data are available
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?

A share of renewable energies can be verified, for example, for the electricity mix of Germany. Green electricity is generally considered to be 100% renewable.

- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify
- ❖ TENANT'S electricity contract covers electricity supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - outdoor lighting
 - electric charging stations for electric vehicles
 - other (describe)

District heating LANDLORD

- ❖ District heating supply contract – LANDLORD
 - The landlord has a contract with a district heating supplier.

- The landlord has NO contract with a district heating supplier.
- ❖ Data availability district heating supply – LANDLORD
 - Consumption data for the LANDLORD'S district heating supply are completely available.
 - Consumption data for the LANDLORD'S district heating supply are only partially available.
 - Consumption data for the LANDLORD'S district heating supply are not available.
 - Please describe
- ❖ District heating consumption – LANDLORD
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify
- ❖ LANDLORD'S district heating contract covers district heating supply to:
 - common areas
 - central technical installations
 - heat generation
 - (parts of) rental areas (describe)
 - other (describe)

District heating TENANTS

- ❖ District heating supply contract – TENANTS
 - The tenant(s) has/ have a contract(s) with a district heating supplier.
 - The tenant(s) has/ have a NO contract(s) with a district heating supplier.
- ❖ Data availability district heating supply – TENANTS
 - Consumption data for the TENANTS' district heating supply are completely available.
 - Consumption data for the TENANTS' district heating supply are only partially available.
 - Consumption data for the TENANTS' district heating supply are not available.
 - Please describe.

- ❖ District heating consumption – TENANTS
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ TENANTS' district heating contract covers district heating supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

Natural/ biogas LANDLORD

- ❖ Natural gas supply contract – LANDLORD
 - The landlord has a contract with a natural gas supplier.
 - The landlord has NO contract with a natural gas supplier.
- ❖ Data availability natural gas supply – LANDLORD
 - Consumption data for the LANDLORD'S natural gas supply are completely available.
 - Consumption data for the LANDLORD'S natural gas supply are only partially available.
 - Consumption data for the LANDLORD'S natural gas supply are not available. -
 - Please describe - Bitte beschreiben.

- ❖ Natural gas consumption – LANDLORD

- ❖ Reporting period is equal to the default period given under General Information

- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify
- ❖ LANDLORD'S natural gas contract covers natural gas supply to:
 - common areas

- central technical installations
- heat generation
- (parts of) rental areas (describe)
- other (describe)

Natural gas TENANTS

- ❖ Natural gas supply contract – TENANTS
 - The tenant(s) has/ have a contract(s) with a natural gas supplier.
 - The tenant(s) has/ have a NO contract(s) with a natural gas supplier.
- ❖ Data availability natural gas supply – TENANTS
 - Consumption data for the TENANTS' natural gas supply are completely available.
 - Consumption data for the TENANTS' natural gas supply are only partially available.
 - Consumption data for the TENANTS' natural gas supply are not available.
 - Please describe.
- ❖ Natural gas consumption – TENANTS
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify
- ❖ TENANTS' natural gas contract covers natural gas supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

Fuel oil LANDLORD

- ❖ Fuel oil supply contract – LANDLORD
 - The landlord has a contract with a fuel oil supplier
 - The landlord has NO contract with a fuel oil supplier
- ❖ Data availability fuel oil supply – LANDLORD
 - Consumption data for the LANDLORD'S fuel oil supply are completely available. -
 - Consumption data for the LANDLORD'S fuel oil supply are only partially available.
 - Consumption data for the LANDLORD'S fuel oil supply are not available.

- Please describe.
- ❖ Fuel oil consumption – LANDLORD
- ❖ Reporting period is equal to the default period given under General Information.
- ❖ Please specify the starting/ end date
If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.
- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ LANDLORD'S fuel oil contract covers fuel oil supply to:
 - ❖ common areas
 - central technical installations
 - heat generation
 - (parts of) rental areas (describe)
 - other (describe)

Fuel oil TENANTS

- ❖ Fuel oil supply contract – TENANTS
 - The tenant(s) has/ have a contract(s) with a fuel oil supplier.
 - The tenant(s) has/ have a NO contract(s) with a fuel oil supplier.
- ❖ Data availability fuel oil supply – TENANTS
 - Consumption data for the TENANTS' fuel oil supply are completely available.
 - Consumption data for the TENANTS' fuel oil supply are only partially available.
 - Consumption data for the TENANTS' fuel oil supply are not available.
 - Please describe.

- ❖ Fuel oil consumption – TENANTS
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date
If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.
- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ TENANTS' fuel oil contract covers fuel oil supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

Wood pellets LANDLORD

- ❖ Wood pellets supply contract – LANDLORD
 - The landlord has a contract with a wood pellets supplier.
 - The landlord has NO contract with a wood pellets supplier.
- ❖ Data availability wood pellets supply – LANDLORD
 - Consumption data for the LANDLORD'S wood pellets supply are completely available.
 - Consumption data for the LANDLORD'S wood pellets supply are only partially available.
 - Consumption data for the LANDLORD'S wood pellets supply are not available. -
 - Please describe.
- ❖ Wood pellets consumption – LANDLORD
- ❖ Reporting period is equal to the default period given under General Information.
- ❖ Please specify the starting/ end date
If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.
- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ LANDLORD'S wood pellets contract covers district heating supply to:
 - common areas

- central technical installations
- heat generation
- (parts of) rental areas (describe)
- other (describe)

Wood pellets TENANTS

- ❖ Wood pellets supply contract – TENANTS
 - The tenant(s) has/ have a contract(s) with a wood pellets supplier.
 - The tenant(s) has/ have a NO contract(s) with a wood pellets supplier.
- ❖ Data availability wood pellets supply – TENANTS
 - Consumption data for the TENANTS' wood pellets supply are completely available.
 - Consumption data for the TENANTS' wood pellets supply are only partially available.
 - Consumption data for the TENANTS' wood pellets supply are not available.
 - Please describe.
- ❖ Wood pellets consumption – TENANTS
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ TENANTS' wood pellets contract covers wood pellets supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

District cooling LANDLORD

- ❖ District cooling supply contract – LANDLORD
 - The landlord has a contract with a district cooling supplier.
 - The landlord has NO contract with a district cooling supplier
- ❖ Data availability district cooling supply – LANDLORD
 - Consumption data for the LANDLORD'S district cooling supply are completely available.

- Consumption data for the LANDLORD'S district cooling supply are only partially available.
- Consumption data for the LANDLORD'S district cooling supply are not available.
- Please describe.

❖ District cooling consumption – LANDLORD

❖ Reporting period is equal to the default period given under General Information

❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

❖ Is there a renewable energy share for this energy source?

❖ Is the share of renewable energy for this energy source known?

❖ Please specify.

❖ LANDLORD'S district cooling contract covers district cooling supply to:

- common areas
- central technical installations
- heat generation
- (parts of) rental areas (describe)
- other (describe)

District cooling TENANTS

❖ District cooling supply contract – TENANTS

- The tenant(s) has/ have a contract(s) with a district cooling supplier.
- The tenant(s) has/ have a NO contract(s) with a district cooling supplier

❖ Data availability district cooling supply – TENANTS

- Consumption data for the TENANTS' district cooling supply are completely available..
- Consumption data for the TENANTS' district cooling supply are only partially available.
- Consumption data for the TENANTS' district cooling supply are not available. -.
- Please describe.

❖ District cooling consumption – TENANTS

❖ Reporting period is equal to the default period given under General Information

❖ Please specify the starting/ end date.

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ TENANTS' district cooling contract covers district cooling supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

Other fuel type LANDLORD

- ❖ Other fuel type supply contract – LANDLORD
 - The landlord has a contract with another fuel type supplier.
 - The landlord has NO contract with another fuel type supplier.
- ❖ Data availability other fuel type supply – LANDLORD
 - Consumption data for the LANDLORD'S other fuel type supply are completely available.
 - Consumption data for the LANDLORD'S other fuel type supply are only partially available.
 - Consumption data for the LANDLORD'S other fuel type supply are not available.
 - Please describe.

- ❖ Other fuel type consumption – LANDLORD

- ❖ Reporting period is equal to the default period given under General Information

- ❖ Please specify the starting/ end date

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ LANDLORD'S other fuel type contract covers other fuel type supply to:
 - common areas
 - central technical installations
 - heat generation
 - (parts of) rental areas (describe)
 - other (describe)

Other fuel type TENANTS

- ❖ Other fuel type supply contract – TENANTS
 - The tenant(s) has/ have a contract(s) with another fuel type supplier.
 - The tenant(s) has/ have a NO contract(s) with another fuel type supplier.
- ❖ Data availability other fuel type supply – TENANTS
 - Consumption data for the TENANTS' other fuel type supply are completely available.
 - Consumption data for the TENANTS' other fuel type supply are only partially available.
 - Consumption data for the TENANTS' other fuel type supply are not available. -
 - Please describe.

- ❖ Other fuel type consumption – TENANTS

- ❖ Reporting period is equal to the default period given under General Information

- ❖ Please specify the starting/ end date.

If the reporting period for the energy source does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

- ❖ Is there a renewable energy share for this energy source?
- ❖ Is the share of renewable energy for this energy source known?
- ❖ Please specify.
- ❖ TENANTS' other fuel type contract covers other fuel type supply to:
 - tenant areas
 - central technical installations
 - tenant owned technical plants and equipment
 - other (describe)

Efficiency measures - energy

- ❖ Efficiency measures have been implemented in the last 3 years:
- ❖ Please specify.
- ❖ Technical assessment
- ❖ Automatic meter readings (AMR) - *Meter readings that are automatically recorded by building management systems or smart metering systems at predefined intervals.*
- ❖ Automation system upgrades / replacements - *Computerised, centralised system installed in buildings that controls and monitors equipment such as ventilation, air conditioning, heating, lighting, alarms and communications. Upgrades and replacements refer to the process of ensuring that the building automation system operates at full capacity to achieve optimal management of the systems and increase energy efficiency.*

- ❖ Management systems upgrades / replacements - *Software solutions for energy management that include functions for forecasting and adjusting the energy demand in a building.*
- ❖ Installation of high-efficiency equipment and appliances - *Specification and purchase of electrical equipment and appliances that minimise the energy demand of the building. This includes but is not limited to energy efficient lighting upgrades/replacements and HVAC system upgrades/replacements.*
- ❖ Installation of on-site renewable energy - *Renewable energy generated on site to meet all or part of the building's energy demand.*
- ❖ Occupier engagement / informational technologies - *Communication and information technologies have been implemented to inform and engage with tenants about their energy consumption.*
- ❖ Smart grid / smart building technologies - *Computerised control and automation of power grid systems to support and manage electricity demand in a sustainable, integrated manner.*
- ❖ Systems commissioning or retro-commissioning - *A process to ensure that systems are designed, installed and tested for function, and that they can be operated and maintained to function optimally.*
- ❖ Wall / roof insulation
- ❖ Window replacements
- ❖ Comments / special circumstances

Optional field to be filled in. For comments that contribute to the understanding and correct interpretation of the information provided.

5 - Water

- ❖ Data from the reporting period 2020 is available?
- ❖ Data from the previous reporting period (2019) is available?

Total water consumption

- ❖ Data on freshwater consumption is available?
- ❖ Freshwater consumption within the reporting period
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for drinking water consumption does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

Use of grey water

- ❖ Grey water is used on-site?
- ❖ Is the amount of grey water used known?
- ❖ Grey water consumption within the reporting period
- ❖ Reporting period is equal to the default period given under General Information
- ❖ Please specify the starting/ end date

If the reporting period for greywater usage does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

Use of rainwater

- ❖ Is rainwater used on-site?
- ❖ Is the amount of rainwater used known?
- ❖ Rainwater consumption within the reporting period.
- ❖ Reporting period is equal to the default period given under General Information.
- ❖ Please specify the starting/ end date.

If the reporting period for rainwater consumption does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

Efficiency measures - water

- ❖ Efficiency measures have been implemented in the last 3 years:
- ❖ Please specify.
- ❖ Technical assessment
- ❖ Automatic meter readings (AMR) - *Meter readings that are automatically recorded by building management systems or smart metering systems at predefined intervals.*
- ❖ Cooling tower - *A cooling tower is a heat removal device that releases waste heat to the atmosphere by cooling a stream of water to a lower temperature. A reduction in potable water consumption for cooling towers (or evaporative condenser units) can be achieved through effective water management, including conducting a water analysis to measure the concentration of at least five control parameters to optimise cooling tower cycles and/or using non-potable make-up water for at least 20% of the make-up water.*
- ❖ Drip / smart irrigation - *Drip irrigation systems save water by watering, fertilising and aerating trees, shrubs, plants and bushes directly at the roots. Smart irrigation systems save water by adjusting the watering schedule and the amount of water used for irrigation based on a variety of factors and inputs, including weather, plant type and soil type.*

- ❖ **Drought tolerant / native landscaping** - *Adaptive or native vegetation that has adapted to the geography, hydrology and climate of a region and requires minimal or no supplemental irrigation beyond that provided by natural rainfall.*
- ❖ **High efficiency / dry fixtures** - *Appliances and plumbing fixtures that save water without compromising performance (also known as "ultra-low-flow" fixtures) / fixtures that do not require water, such as composting toilet systems and waterless urinals.*
- ❖ **Leak detection system** - *Systems that detect water leaks. Examples may include, but are not limited to: Condensate overflow, cooling water leaks, cracks in piping, leaks in heating/cooling lines and outdoor seepage.*
- ❖ **Metering of water subsystems** - *Installation of sub-meters to measure water consumption of the relevant subsystems, such as irrigation, indoor plumbing fixtures, hot water, treated water or other domestic water applications, which supports effective water management and identifies opportunities for additional water savings.*
- ❖ **On-site wastewater treatment** - *Process of water decontamination as a result of any anthropogenic, industrial or commercial use before the water is released back into the environment or reused.*
- ❖ **Reuse of storm water and/or grey water** - *Water that collects during precipitation and can be stored on site for later reuse for non-potable applications. Examples include: Landscape irrigation and/or flushing devices.*

❖ **Comments/ special circumstances**

Optional field to be filled in. For comments that contribute to the understanding and correct interpretation of the information provided in this sheet.

6 - Waste

- ❖ **Is Data from the reporting period 2020 available?**
- ❖ **Is Data from the previous reporting period (2019) available?**

Total waste amount

- ❖ **Data on waste amount is available?**
- ❖ **Waste amount within the reporting period**
- ❖ **Reporting period is equal to the default period given under General Information**
- ❖ **Please specify the starting/ end date.**

If the reporting period for waste generation does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

Hazardous waste

- ❖ Share of hazardous waste in total waste generation available?
- ❖ Please specify:
- ❖ Reporting period is equal to the default period given under General Information.
- ❖ Please specify the starting/ end date

If the reporting period for waste generation does not correspond to the standard reporting period as specified in the "General Information" sheet, the deviating reporting period must be entered here.

Waste management

Disposal method is known?

Incineration with heat recovery - Waste treatment process in which waste materials are incinerated with the heat recovered for secondary use.

Incineration (without heat recovery) - Waste treatment process in which the waste materials are incinerated and no further use of the residual heat occurs.

Reuse - Use of a product or object in its original form more than once.

Recycling - Process of transforming waste materials into new products or items. This method of disposal prevents the loss of potentially useful material, reduces the consumption of raw materials, reduces energy consumption, air pollution (through incineration) and water pollution (through landfill), by reducing the need for 'conventional' waste disposal. Recycling also produces lower greenhouse gas emissions compared to plastic production.

Landfill - Place for the disposal of waste materials by burying them in the ground. It is the oldest form of waste treatment.

Unknown

Efficiency measures - waste

- ❖ Efficiency measures have been implemented in the last 3 years:
- ❖ Please specify.
- ❖ Technical assessment
- ❖ **Composting landscape and/or food waste** - Composting is the controlled decomposition of organic material that produces useful soil amendment products. Compost landscape waste and/or food waste either on-site or by hiring a composting service provider.
- ❖ **Ongoing waste performance monitoring** - Track and measure waste generated, at least quarterly, either by weight or volume to identify opportunities for waste prevention and recycling within the organisation. Conduct at least one annual review to assess performance.
- ❖ **Recycling** - A programme for materials that can be recycled on site and a contract with a recycling service provider. Provide recycling collection and storage areas of

appropriate size within the company's property portfolio to allow users to sort, collect and divert materials from landfill.

- ❖ **Waste management** - Hazardous and non-hazardous waste, including reuse, recycling, composting, recovery, incineration, landfill
- ❖ **Waste stream audit** - A formal process to quantify the type and amount of waste generated by weight or volume, identifying effective ways to reduce, separate and recycle waste
- ❖ **Comments/ special circumstances**

Optional field to be filled in. For comments that contribute to the understanding and correct interpretation of the information provided.

UPDATE PENDING

7 - Stakeholder Engagement

Cooperation with the tenants

- ❖ Exchange of consumption data
- ❖ Tenant Sustainability Guide
- ❖ Other measures implemented

Cooperation with the neighbourhood

- ❖ Events
- ❖ Design of exterior areas
- ❖ Provision of bicycle racks
- ❖ Provision of electric charging stations
- ❖ Other measures implemented
- ❖ Comments/ special circumstances

Optional field to be filled in. For comments that contribute to the understanding and correct interpretation of the information provided.