

Hong Kong Green Building Council Limited (HKGBC)

Showcase your Green Office Buildings to the WorldGBC and the other GBCs around the world:

An Invitation to Submit Case Study on Offices under ‘Better Places for People – Global Campaign’

The WorldGBC is inviting the HKGBC to submit examples of Best Practice Green Office Buildings in Hong Kong for their forthcoming Report on Office Buildings.

The WorldGBC has just published a Report on Retail Centres for its members and readers around the world. In the Report they have showcased 3 Retail Malls in Hong Kong. This is a chance to showcase some of our green Office Buildings in Hong Kong. We welcome your submission.

Introduction

Employee constitutes a pivotal role for an enterprise, and is regarded as one of the most valuable resources of a company. It has been estimated that around 90% of the operating costs of a business are staff costs, as such, the health and wellbeing of employees have evident financial implication to employers.

The Hong Kong Green Building Council Limited is one of the Founding Members of the WorldGBC's research study ‘Health, Wellbeing and Productivity in Offices’ that was published in Q4 2014, which has set out a framework for organisations to measure how their buildings impact on their most valuable asset, their employees. The research study identifies crucial environmental and design factors i.e. Indoor Air Quality (IAQ) & Ventilation, Thermal Comfort, Daylighting & Lighting, Views & Biophilia, Noise & Acoustics, Interior Layout & Active Design, Look & feel, Location & Access to Amenity that may influence the health, wellbeing and productivity of office occupants. The report also proposes a facile framework for office owners and occupiers to follow in measuring organisational or financial outcomes indirectly (absenteeism, staff turnover/retention, revenue breakdown, medical costs, medical complaints, physical complaints), and raises the occasions as well as difficulties in converting these outcomes into financial metrics. For detailed information, please visit “Health, Wellbeing & Productivity in Offices – The next chapter for green building” reports:

<http://www.worldgbc.org/activities/health-wellbeing-productivity-offices/>

This year, the WorldGBC has launched a 2-year “Better Places for People – Global Campaign”. This campaign serves as the next stage of the aforementioned study and aims to raise awareness of how buildings impact upon health and wellbeing, and encourage those who design, build, own, occupy, operate or sell them, to shape buildings for the benefit of people. The current campaign also focuses on action and implementation, to ensure the relationship between the environmental and design factors and the occupants’ health, wellbeing and productivity, and lastly, the financial outcome of the organisation. For more information on the campaign, please visit www.betterplacesforpeople.org

One of the report of the WorldGBC’s Better Places for People campaign, “*Health, Wellbeing and Productivity in Retail: The Impact of Green Buildings on People and Profit*”, had been launched on 1 February 2016. An executive summary or the full report can be downloaded at: <http://www.worldgbc.org/activities/better-places-people/health-wellbeing-and-productivity-retail/>

Background

The Hong Kong Green Building Council Limited (HKGBC) is a non-profit, member led organisation established in 2009 with the vision to help save the planet and improve the wellbeing of the people of Hong Kong by transforming the city into a greener built environment. The Founding Members of HKGBC include the Construction Industry Council (CIC), the Business Environment Council (BEC), the BEAM Society Limited (BSL) and the Professional Green Building Council (PGBC). Its mission is to lead market transformation by advocating green policies to the Government; introducing green building practices to all stakeholders; setting design, construction and management standards for the building profession; and promoting green living to the people of Hong Kong.

Objectives

The main objective of the “Better Places for People – Global Campaign” is to promote green and sustainable building designs and practices in benefiting occupants’ health, wellbeing and productivity. As such, the HKGBC wishes to engage different parties in the aforementioned campaign, to contribute case studies of offices in Hong Kong, in a voluntary basis, **without any financial implication**, as to demonstrate the leading practices and building designs in office sector in Hong Kong that can enhance the health, wellbeing and productivity of office occupants. The case studies shall review local best practices and the green and sustainable building designs adopted in offices in Hong Kong that will benefit the health, wellbeing and productivity of office occupants. The selected case studies will be submitted to campaign organiser (WorldGBC) for their consideration to be published in their report, website etc. for this international campaign.

Scope of the Study

The scope of the office case studies shall focus on green and sustainable best practices or building designs adopted in offices in Hong Kong that can benefit the health and wellbeing of office occupants. The main content of the case study shall include but not limited to:

- 1) Best practices or building designs that are related to the key factors, e.g. IAQ, Biophilia etc. (not necessary to include all the key factors in the case study), identified in the 2014 report;
- 2) how these designs can benefit the health, wellbeing and productivity of office occupants and tenants; and
- 3) its financial implication, if possible.

Deliverables

The applicants shall provide the following deliverable:

- 1) A case study on the best practices or green, sustainable building designs (related to the identified factors, but not necessary to include all) adopted by a selected offices in Hong Kong

Link to office case study sample - “Case Study: York House”:

http://www.worldgbc.org/files/7814/4230/8035/York_House_British_Land_HQ_Case_Study.pdf

The case studies will be overseen and facilitated by the HKGBC “Better Places for People – Global Campaign” Task Force and the HKGBC Secretariat. The case studies are expected to be submitted to the WorldGBC by mid-April 2016. The HKGBC reserves the right to edit any item of works according to the WorldGBC’s guidelines subject to mutual agreement of both the HKGBC and the candidate. The WorldGBC also reserves the right to edit the case studies for editorial consistency and length, and will let the author review and approve any changes prior to publication. Please also be noted that the case studies submitted are for the WorldGBC’s consideration only and not guaranteed to be published. Moreover, all data indicated on the case study will solely be used in this study and only be disclosed upon publishing the report.

Case Study Requirements

- 1) The potential offices are preferably BEAM Plus Certification (e.g. Platinum/Gold Rating) recipients, other offices with green and sustainable best practices or building designs are also welcomed;
- 2) The case studies shall include real data from the office in question. Anecdotal stories are welcome but should support what the hard data show;
- 3) The case studies must illustrate points relevant to the campaign. For instance, case study on a building design must clearly describe the design features relevant to human health, wellbeing and productivity;
- 4) Reference at least one, and ideally more than one, feature of the indoor environmental quality ("IEQ") of a building (i.e. IAQ; thermal comfort; lighting & daylighting; noise & acoustics; layout & active design; biophilia & views; look & feel; location & access to amenities).
- 5) Present data and insights from each of the three parts of the Better Places for People metrics framework:
 - a. Physical: Installation of sensors to measure IEQ, including air quality, lighting, acoustics, and others before and after improvements
 - b. Perceptual: Survey of employees to ask for their perceptions about the IEQ before and after improvements
 - c. Financial/organisational: Collection and analysis of data on such as employee satisfaction; retention; absenteeism that can be connected to the physical and perceptual aspects of the building.
- 6) Includes a "before and after" component where data and anecdotal findings are drawn before refurbishment or development and after design and operation for health & wellbeing have been implemented.
- 7) Each case study shall focus on an office premises with building name and location shown.

Case Study Guidelines

The case study shall be prepared according to the Guidelines listed below:

- 1) Positive and upbeat with a sense of mission;
- 2) Based in facts and avoid sensationalism, exaggeration, sarcasm;
- 3) Aim to be educational, avoid self-promotion or promotion of a company, programme or product (acceptable to reference those in the case studies)
- 4) Aim for clarity and simplicity;
- 5) Use short paragraphs (one or two sentences long, three sentences at a maximum);
- 6) British or Canadian English spellings;

- 7) Either one or two pages long (maximum 300 or 550 words, respectively);
- 8) Must reference the name of the building or project and location;
- 9) Provide three to five high-resolution photos for organiser to choose from (copyright issues should be cleared for the photos, i.e. credits to the photographers/owners, etc.);
- 10) Remarks from respective developer(s), management unit(s) or architect(s) are preferable;
- 11) Acknowledgment to major contributors will be put/shown at the bottom of each case study, referring to companies not individuals, with hyperlinks of company's official website where appropriate (Logos of contributing companies will not be shown).

Submission

Any parties who are interested in the Campaign are invited to submit case study, fulfilling the above mentioned requirements and guidelines, in no more than TWO A4 pages (supplementary materials can be supplied as appendices) by email (a confirmation email will be sent upon receipt of your submission), by post or in person to the following address **before 6:00pm on 22 June 2016 (Wednesday)** (Please be reminded that all documents shall be included in a sealed envelope with contact information clearly indicated and put into the drop box at the HKGBC reception area)

Attention:

Case Study on Offices under 'Better Places for People – Global Campaign'

Hong Kong Green Building Council Ltd.,
1/F Jockey Club Environmental Building,
77 Tat Chee Avenue, Kowloon Tong

Late submission will not be considered. Only selected candidates will be informed.

Should you have any questions, please feel free to contact Ms Jennifer Cheung at 3994 8816 (email: jennifer.cheung@hkgbc.org.hk) or Dr Karen Cheung at 3994 8860 (email: karen.cheung@hkgbc.org.hk).

Issued: June 2016