

Hong Kong Green Building Council Limited (HKGBC)

An Invitation for Expression of Interest (Eoi) to Participate in Pilot Study of “Implications of Healthy Indoor Environment for Benefiting the Wellbeing and Productivity of Building Occupants”

The Hong Kong Green Building Council Limited (“HKGBC”) is inviting you to submit Expression of Interest to participate in the forthcoming “Implications of Healthy Indoor Environment for Benefiting the Wellbeing and Productivity of Building Occupants”.

Background

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.

This project aims at analysing the relationship and impact between Indoor Environmental Quality (IEQ) and health, wellbeing and productivity of occupants by conducting IEQ measurement and survey to collect occupants’ views on physical, perceptual and organisational aspects to the building. Testing methodology can therefore be developed to allow future evaluation of healthiness of working environment. 24 crucial factors that may influence the health, wellbeing and productivity of office occupants are identified and included in the survey study.

To demonstrate the leading practices and building designs in office in Hong Kong that can enhance the health, wellbeing and productivity of office occupants, the HKGBC wishes to engage different parties to participate in this Study, in a voluntary basis, **without any financial implication.**

By taking part in the study, participants can gain insight into elements of occupants’ health, wellbeing and productivity in their surveyed workplace to shape a healthier built environment. A report would be given to each participant to include the following findings, allowing participants to design and manage a better place for people working in the building:

- measurement results of office indoor environment;
- prioritised perception and importance of the 24 health and wellbeing factors based on the survey results; and

- recommendations of the top 5 factors that are found to be in high importance but low satisfaction.

The Study is expected to be completed by end of 2018.

Data Collection

Qualitative and quantitative data will be collected by HKGBC via below mentioned methods.

- 1) On-site IEQ measurement would be conducted in a maximum two working days.
(Please allow measurement setup a week prior to on-site measurement)
- 2) Anonymous online perception survey for occupants regarding:
 - Their perception on the working environments;
 - Their health and wellness at work;
 - Factors which affect their health and wellbeing at work;
 - Overall satisfaction on working environment, etc.

Obligation

All participants will be having their obligations to:

- Facilitate / participate in the Study;
- Provide access for on-site measurement within a maximum 2,000m² normally occupied office area; provision of power supply and wifi access to real-time monitoring devices are also required;
- Provide information of office premises or the building and other information relating to the study, i.e. general floor layout plan, seating plan, lighting plan and cleaning schedule; and
- Provide information of company policy on staff welfare and support, and/or other information relating to the study.

The Study will be overseen and facilitated by the HKGBC “Healthy Buildings” Task Force. All data collected for this Study will solely be used in this study by HKGBC and will be kept strictly confidential and anonymous. The details of office and participant would not be disclosed unless a written consent from the participant is obtained. All technical data of the building will be formulated as a database, maintained by the HKGBC, and solely used for this Study.

We are looking for these offices:

1. Offices with provision of air-conditioned systems;
2. Offices has been operated for more than one year;

3. Certified green offices, i.e. certified under EPD's IAQ Certification Scheme, are preferred, other offices are also welcomed;

Submission

Any parties who are interested to participate in the study are invited to submit an Expression of Interest in our **REPLY SLIP (Annex A)**, fulfilling the abovementioned requirements and guidelines, **by email rpe@hkgbc.org.hk** (a confirmation email will be sent upon receipt of your submission) before 6:00pm on 30 May 2018. Late Submission will not be considered. Only selected candidates will be informed.

Should you have any questions, please feel free to contact Ms Winnie Wong at 3994 8840 (email: Winnie.Wong@hkgbc.org.hk), Dr Karen Cheung at 3994 8860 (email: Karen.Cheung@hkgbc.org.hk) or Dr Paul Sat at 3994 8821 (email: Paul.Sat@hkgbc.org.hk).

Issued: May 2018

Annex A - Reply Slip

General information

1. Company name: _____
2. Office address: _____
3. Internal floor area: _____ m²
4. Total number of staff: _____ (full-time staff) _____ (part-time staff)
5. Working days: from _____ to _____
6. Working hours: from _____ to _____
7. Environmental certification(s) / award(s) (please attached copy of certificate(s) together with reply slip):
☐ BEAM Plus New Buildings ☐ BEAM Plus Existing Buildings ☐ BEAM Plus Interiors
 (Please specify the version: _____)
☐ EPD's IAQ Certification ☐ ISO 14001 ☐ ISO 50001
☐ others: _____
8. Willingness on sharing/providing the followings for the Study

a. Building/office information	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
b. Indoor air quality data (e.g. temperature, humidity, etc.)	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
c. Indoor environment data (e.g. noise level, illuminance, etc.)	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
d. Company policy/measures on green, health and wellbeing	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
e. Graphical information (e.g. floor plan/seating plan and/or control diagram)	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
f. Equipment / system photos	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
g. Personnel to participate in occupants survey	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
h. Data relating to staff productivity and health/wellbeing (i.e. leave record, medical claims etc.)	<input type="checkbox"/> Yes,	<input type="checkbox"/> No
i. Case sharing in HKGBC's events.	<input type="checkbox"/> Yes,	<input type="checkbox"/> No

*Please ☒ tick the appropriate boxes.

Contact person: _____

Contact no.: _____

E-mail address: _____

~ End of Reply Slip ~