

# Green Star

## Credit Cover Sheet

### Round 2

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## Green Star - Office Interiors v1.1

### Man-4 Tenant Guide

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**Points available:** 3      **Points claimed:** 3      **CIR or TC Used:** N

#### Round 1 Assessment Comments

In order for the points to be awarded please provide energy efficiency benchmarks and targets for the tenancy. Please also provide a simple system diagram for the lighting system identifying to tenants how the two systems work and are controlled.

The Certified Assessors note that although a diagram for lighting has been provided within the submission, it does not provide the user with any information and does not show how the two systems interact.

#### Compliance with Credit Criteria

The Tenant Guide has been updated with the addition of energy use benchmark targets for the tenancy as well as an updated lighting section that identifies to tenants how to work the lights. This includes simplified diagrams showing how the user controls both general lighting and at desk lighting.

#### Documents Provided

- [2] Updated Tenant Guide with requested information boxed.
- [31] The Round 1 Submission is provided in its entirety.

#### Discussion

Energy use benchmark targets are based on the predicted annual electricity use of 64,779 kWh - as outlined in the NABERS Energy Report found in the Ene-1 credit. Broken down into monthly energy use, this equals 5,398 kWh per month in lighting and power electricity use. This energy target is outlined on page 6 of the pdf.

Lighting simplified diagrams and an explanation to the user of how the system works is provided on pages 8-12 of the pdf.



BlighVollerNieldArchitecture

## GBCA HQ - SYDNEY

## TENANT GUIDE

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Friday, 24 April 2009

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## GBCA TENANCY

Welcome to your new office. The design of the interior space of the Green Building Council of Australia's Sydney office, dubbed 'The Greenhouse,' reflects the values and attitude of the organisation. The space was designed to maximise indoor environmental quality and provide a healthy workplace for GBCA staff whilst incorporating energy efficient lighting and ventilation systems and water efficient fittings to minimise the environmental impact of our office space.

The following information is designed to introduce you to the GBCA Sydney office space and demonstrate how to operate lighting, individual comfort control, and where to recycle waste as well as describe the initiatives that have been incorporated into the tenancy to improve its environmental performance.

## ENERGY AND ENVIRONMENT STRATEGY

The tenancy minimises energy use through the incorporation of several energy efficient features and strategies, listed and described below.

### Displacement Ventilation

In a displacement ventilation system, supply air is introduced to the space at or near the floor level, at low speed and at a temperature only slightly below the desired room temperature. The cooler supply air "displaces" the warmer room air, creating a zone of fresh cool air at the occupied level. Heat and contaminants produced by activities in the space rise to the ceiling level where they are exhausted from the space.

Displacement ventilation systems are typically more energy efficient and quieter than conventional overhead systems because cool air can be introduced at a slightly higher temperature and warm air can be introduced at a slightly lower temperature than would be through an overhead system because it is delivered at the level where conditioning is required, rather than from the ceiling, where the air must travel down to the conditioning layer losing heat or coolth in the process. In addition to energy efficiency, displacement ventilation also provides better ventilation efficiency, and thus improves indoor air quality. Figure 1 below illustrates how the system works.

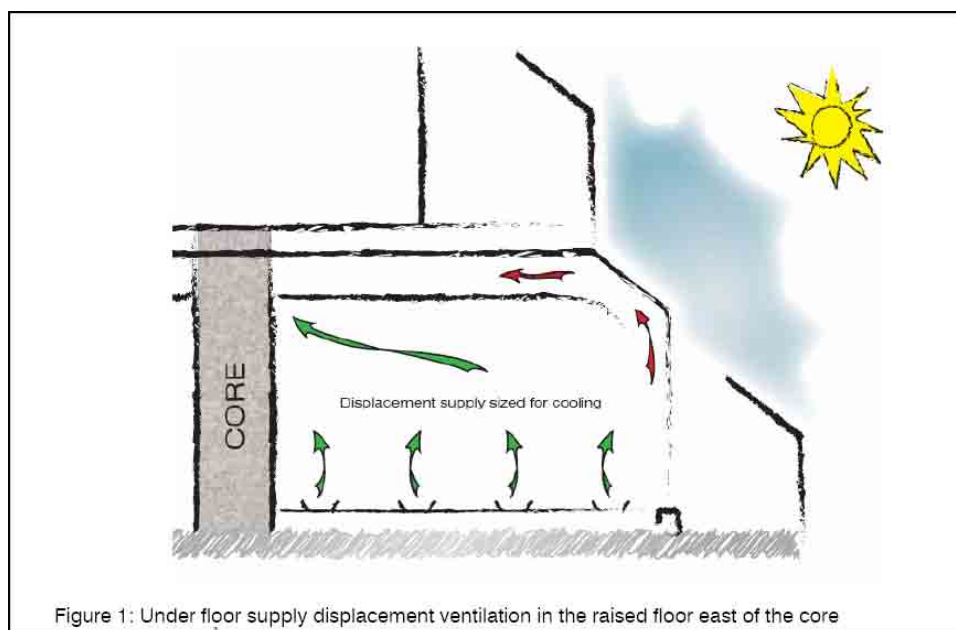


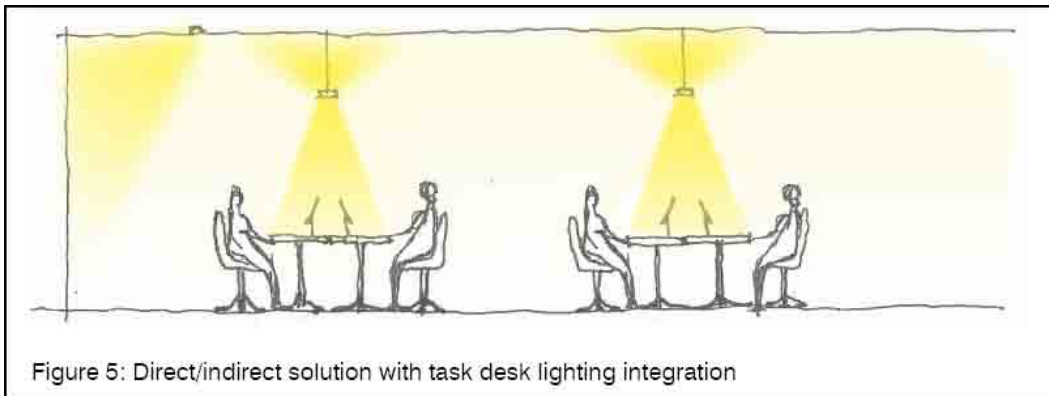
Figure 1: Under floor supply displacement ventilation in the raised floor east of the core

### Energy efficient lighting system

The lighting system designed and installed in the tenancy provides lighting only where needed. By locating light fixtures above workstations, task lighting is provided to the workstation as well as general to the ceiling, creating a task and general lighting solution through the use of one fixture above each workstation. In this way, lighting that would normally be provided to circulation space between workstations is avoided, and the space is lit with residual lighting. Because less lighting is needed in this space, the solution provided represents an efficient use of lighting energy.

Daylight sensors are installed to reduce lighting levels around the bay windows when natural light is available. This minimises the amount of electric light provided in the office.

Figure 5 below demonstrates how light is provided only where needed in the office space.



### Light and Power Sub-metering

In order to manage the tenancy's energy use, lighting and power energy use are monitored separately on a control board in the closet. The meters are read and recorded monthly on a tracking spreadsheet. This monitoring feeds into quarterly meetings focused around waste, water and energy reduction.

### Greywater Reuse

A 400L greywater tank collects water from the kitchen tap, dishwasher and hand wash basins in both male and female restrooms. This water is treated in the greywater tank and used to flush toilets in the male and female restrooms. Approximately two thirds of demand for flush water is met through greywater provision reducing demand on public infrastructure for potable water where potable water is not required.

### Water Efficient Fittings

Water fittings in the tenancy were replaced by base building when GBCA leased the space. The fittings conform to high standards of water efficiency, reducing the amount of water used by hand wash basins, kitchen sink, dishwashers, toilets, and urinals. Urinals have been converted to waterless through provision of Desert cubes by base building. Desert E cubes contain microbes which break down the binding process which causes uric scale or the build up of urine deposits in urinal drain pipes. Water is normally used to prevent this process. However, with the Desert cubes, water is no longer necessary for prevention of uric scale.

### Potential Economic and Environmental Savings from Initiatives in Tenancy

The design strategies for the GCBA fit-out provide an economic and environmental benefit through reduced energy and water consumption and improved IEQ.

#### 5.1 Environmental Benefits

Benefits to the environment of the fit-out design are primarily in the energy savings achieved by the upgraded HVAC and efficient lighting strategies.

Compared to a conventional lighting design which achieves a power density of 12 W/m<sup>2</sup>, the proposed options saves in the order to 12,500 kWh of electrical energy. In NSW, this is equivalent to more than 11 tons of carbon dioxide emissions annually.

The tenancy has also made improvements to the base building HVAC system to what should be a more energy efficient system. Detailed thermal modelling of base building systems has not been completed; however, our experience has shown displacement systems allow superior energy performance as a portion of the internal loads is exhausted.

## 5.2 Commercial Benefits

The commercial benefits of the fit-out design are primarily realised in two key areas:

- Reduced energy consumption through:
  - Efficient lighting,
  - No supplementary AC,
  - Efficient white goods,
- Improved productivity through a displacement ventilation strategy

Commercial benefits of energy efficient systems are expected to improve with the increasing cost of energy and the implementation of the carbon pollution reduction scheme proposed by the Australian Federal Government.

Industry research undertaken by Lincolne Scott ([www.lincolnescott.com/refresh](http://www.lincolnescott.com/refresh)) indicates that a conservative assessment of the productivity benefits of displacement ventilation compared to the VAV system that was in the tenancy provides savings of at least \$22/m<sup>2</sup>/year in improved employee productivity.

# MONITORING AND TARGETING

## Water metering and monitoring

Water use is metered through four pulse meters connected to the water uses within the building including kitchen tap and dishwashers, wash hand basins, and toilets. This will be monitored by a program that tracks usage over the hours, days and weeks to identify water use patterns and allow the Operations Team to implement strategies for reducing the amount of potable water used in the tenancy.

## Waste monitoring

Rubbish and recycling is weighed and recorded so that waste recycling percentages can be monitored and tracked. These figures are used to determine if the organisation is meeting our recycling percentage targets and informs the program on how those figures should be adjusted to achieve higher recycling rates.

## Light and Power Sub-metering

Sub-metering of lights and power is incorporated throughout the tenancy. Electrical energy consumption is the biggest contributor of greenhouse gas emissions from commercial office buildings. To effectively manage electrical consumption, it is essential for building managers to have sufficient data to monitor consumption and compare it to historical values.

Electrical sub-metering allows effective energy monitoring of the building. This will allow building managers to fine tune operational procedures and link tenant facilities charges to consumption and identify inefficient operation.

The lighting and power will be metered by a digital pulsing current transformers providing monitoring of kWh usage, which are mounted within the distribution board.

The metering can be read by electronic print out of the logged kWh usage of power and lighting separately. The recorded power usages form part of the GBCA water, recycling, and energy monitoring program. Results will be communicated to the building manager every three months.

## Energy use targets

The tenancy space has been designed to achieve a 5 Star NABERS Energy rating with a predicted energy use of 64,779 kWh per year. Through monitoring of energy use, the GBCA has set a target combined lighting and power energy consumption of 5,398 kWh per month in order to meet this predicted annual energy use. Monthly monitoring of

energy usage through electrical sub-metering confirms whether we are on track or must make adjustments in our energy usage patterns to get back on track.

## BUILDING SERVICES

### VENTILATION



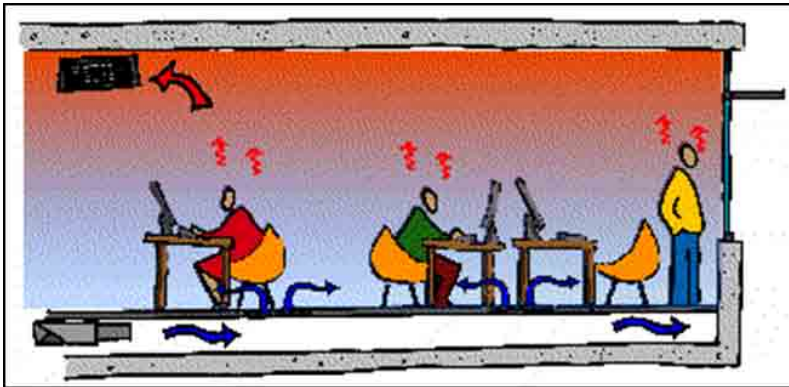
Inner Basket



Grille Plate

Individual control over ventilation rates can be achieved at all workstations located on the raised floor area of the tenancy (East side), by adjusting either the grille plate or the inner basket. Using a screwdriver located in the storage units on the end of each row of workstations, gently pry up the grille plate. By rotating the grille plate, ventilation direction will be changed. By twisting the inner basket, one can close off supply air completely, open it to full, or leave it partially open to modulate the air being supplied to an employee's immediate workstation.

Displacement ventilation is provided in the space as described on page 3 of this document in the Energy and Environment Strategy section. The simplified diagram below shows how cool air is supplied to a space.



### HEATING SYSTEM

Heating and cooling temperatures are controlled by base building. However, within the GBCA tenancy, a dead band of 4 degrees was specified. In this way, if the temperature is meant to be set at a constant 22°C, the temperature will be allowed to rise to 24°C or drop to 20°C before the heating or cooling system is activated to condition the space. This offers an energy savings because the HVAC system is not constantly running in order to maintain an exact temperature.

### ELECTRICAL SYSTEM

The electrical system within the GBCA tenancy provides electrical sockets at workstations for users to plug in computers and other peripheral devices.

The electrical supply to 179 Elizabeth Street, level 15, GBCA tenant fit-out is derived from a 100A three phase neutral and earth tap-off from the un-metered tenant riser 4, which is fed via Main Switchboard 1.

The tenant switchboard incoming supply is metered by the supply authority; the switchboard is also sub-metered into lighting and power consumption via a split chassis.

The Level 15 tenant switchboard comprised of main circuit breakers, residual current devices, contactor control circuits for perimeter blinds and an emergency lighting test switch.

## LIGHTING

Lighting in the GBCA tenancy is provided in open plan work areas through a two component lighting system that is described in the Energy and Environment Strategy section (page 3). These two-component lights which provide both general lighting and task lighting can be controlled from the main lighting control panel located near the lifts. Task lighting brightness can be controlled through a computer program at each user's workstation.

Occupancy sensors will be installed to automatically switch off lights in unoccupied zones such as meeting rooms, circulation spaces, and restrooms. Sensors are installed throughout the building in association with the lighting zones, which do not exceed 100m<sup>2</sup>. This allows lighting to be used only where needed. Daylight sensors are installed in perimeter zones to switch off lights when the natural lighting illuminance is sufficient.

The fit-out lighting design does the following:

- Direct/indirect lighting where a proportion of the lighting is directed toward the ceiling. Incorporating an indirect component to the lighting system improves the sense of space in the building volume. A 70/30 direct/indirect split is reflected in many applications setting world benchmark approaches to the lit environment. The use of suspended fittings with a direct/indirect component is one of the easiest ways to implement a direct/indirect solution
- Vertical Plane lighting increases the perceived apparent brightness of the space and provides areas of focus and contrast in the occupant's line of vision
- Reduced ambient levels: Current lighting designs provide a minimum average of 320 lux at the working plane, regardless of whether a desk is present or not. Circulation space lighting requires significantly less illuminance, and lighting this area to 320 lux represents wasted energy. Reducing the ambient illuminance over the general area to circulation illuminance levels and specifically illuminating desks, allows light to be provided where it is needed
- Direct/indirect task lighting with suspended direct/indirect luminaires positioned above workstations to ensure lighting is provided where it is needed and allows sufficient illumination to the working plane in a solution with reduced ambient levels
- Individual user control for the direct component of the direct/indirect task lighting, allows lights to be switched off or dimmed down when the workstation is not occupied
- Daylight harvesting will be utilized in conjunction with dimmers or switches in perimeter zones to maximize the use of natural light in preference to artificial light

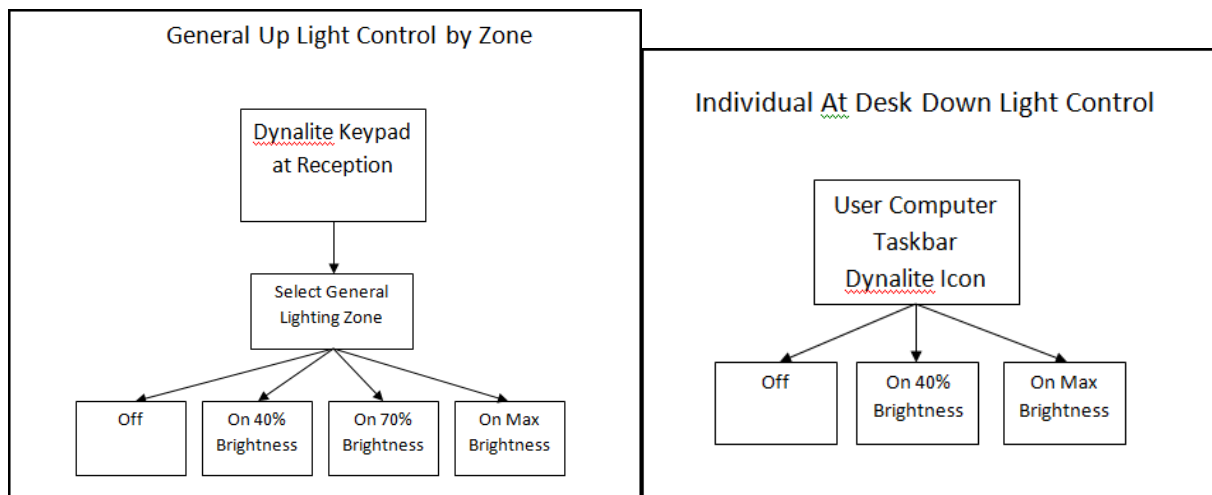
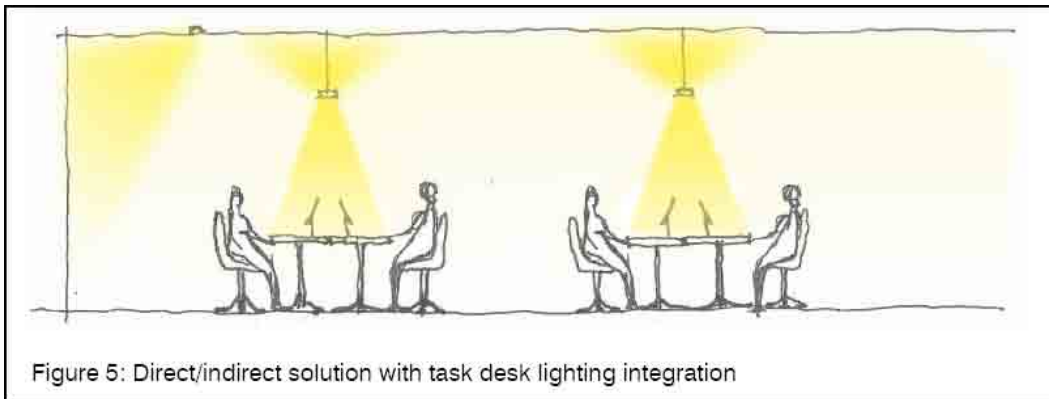
The fit-out interior design was coordinated with the lighting design to deliver an optimal solution with particular attention given to the choice of surface finishes and colours used. This has a substantial impact on the effect and efficiency of the lighting system.

Benefits of the lighting strategy delivered include:

- Lighting required for desk tasks is provided where it is needed, reducing energy losses through wasted light
- Individual user control of the direct component of the direct/indirect task lighting gives occupants control over their personal lit environment. In previous applications of such a system, it has been found that the majority of task lights go unused, reducing energy
- Reduced ambient lighting levels in circulation areas, minimises energy losses through wasted light
- Ceiling illumination raises perceived brightness of the space and is ideal for physical communicative environments (reduced harsh features typical with direct illumination) and improves occupant amenity



- Increased potential for enhanced energy savings through a combination of daylight harvesting used in conjunction with dimmers and switching
- Vertical illumination assists visual comfort and amenity
- Ease of co-ordination with other services within and on the ceiling



Simplified Diagrams for Lighting Operation

Lighting works within the GBCA tenancy have been completed and perform to their original design intent. This offers everyone control over the task lighting (downlights) at their workstations, with light sensors and motion sensors now calibrated to provide light when it is needed in various circulation spaces throughout the tenancy.

This document should provide you with the information you need to:

- Turn on the lights if you arrive before 8am or after 6pm (or on weekends)
- Control your immediate task lighting
- Override automated blinds to control daylight glare
- Turn off lights if you leave after 6pm (or on weekends)

Lighting operation  
explanation added

### Motion Sensor and Light Sensor Automatic Lighting

Throughout the tenancy there are locations on automatic sensor and turn on and off based on occupant movement or availability of natural light. These zones are outlined below:

**Pelmet lighting** – the lighting above the bay windows on the East side (facing Hyde Park) is turned on and off based on the amount of natural light available to these locations

**West circulation lighting** – the can lighting outside the meeting rooms is controlled by natural light availability.

**Circulation lighting** – the can lighting that wraps around the lift core (above sealed concrete floor) is controlled by a motion sensor above the Touchscreen.

**Curtain wrapped meeting rooms** – all three curtain wrapped spaces (two meeting rooms and the sick bay) are controlled by motion sensors.

**Server room** – lights are controlled via motion sensor.

**Meeting rooms** – all three meeting rooms are automatically controlled by motion sensor. However, each room has manual override for different settings based on need. The boardroom settings are as follows (this is also labelled above the light switch in the boardroom):

B1 – General lighting: all lights at 50%, no LED lighting – motion sensor activated.

B2 – Meeting: all lights at 50%, plus LED lighting

B3 – Video/Presentation: LED lighting and perimeter can lighting at 50%

B4 – Cleaning: all lights at 100% - motion sensor activated.

Where motion sensor is activated, lights turn off after 5 minutes of inactivity within the room. If you leave this room, please ensure that you press B1 before leaving so lights will go out.

Restrooms – lights in restroom are connected to a switch at the door. When the switch is turned on, lights are activated via motion sensor and turn off after 5 mins.

### The Touchscreen

The Dynalite Touchscreen, located near reception, will allow you to operate lighting in separate zones, operate all lighting, operate main lighting, and operate blinds.



**Main Lights On** – This will turn on general lights above workstations, but will not turn on Member Lounge lights, kitchen lights, pelmet lights or task lights at all workstations. This function is automatically enabled at 8am on weekdays. If you arrive before 8am, please use Zone Specific Lighting, described below, to activate lighting in your zone only. This saves energy.

**Main Lights Off** – turns these general lights off.

**All Areas On** – This will turn on all lights in the tenancy (besides bathroom lights). This button is not recommended for use as all lights are not generally required to be on.

**All Areas Off** – This will turn off all lights (besides bathroom lights). Please hit this button if you are the last to leave. This function is automatically enabled at 6pm every day.

### Zone Specific Lighting

Our lighting system allows lights to be used only where needed. Thus lighting has been broken up into zones of less than 100m<sup>2</sup>. The following section will demonstrate the location of each zone and show how lighting can be controlled for specific zones. The following settings are available to most lighting zones. However, the Green Wall accent lights and lights above bay window breakout spaces can only turn on or off.

Morning sets lighting at 100% brightness

Afternoon sets lighting at 70% brightness

Evening sets lighting at 40% brightness

Off is self explanatory



### Northeast Zone

This controls the general lights above the workstations on the MEM side of the office as well as lighting above the breakout areas – nominated Pelmet Lights on the Touchscreen. Please note turning this zone on will only turn on general lights. Task downlights are controlled via the TrayPan module on your computer.

### Southeast Zone

This controls the general lights above the workstations on the Green Star side of the office as well as lighting above the breakout areas – nominated Pelmet Lights on the Touchscreen. As above, note turning this zone on will only turn on general lights. This Zone is broken up further into two zones of two banks of workstations each: Southeast Workstations 1 (the far side of the office) and Southeast Workstations 2 (the side closest to the Member Lounge). Here again, general lighting above workstations can be controlled for the nominated workstation zone or pelmet lighting can be controlled.

### West + Southwest Zone

Southwest Zone controls the general lighting above the workstations directly opposite the male restroom.

The West Zone controls lights above the Climate Institute subtenancy and includes buttons for general uplights and task downlights. Because the Climate Institute is not connected to our server, they cannot obtain control of downlights via their computers. Therefore control is provided on the Dynalite Touchscreen.

Climate Institute computers using the old Schiavello workstations with integrated task lighting have downlights disabled on their Zumtobel light fixtures.

### Lounge & Kitchen

This button opens a box to control lighting above Member Lounge, Kitchen Counter, and Green Wall accent lighting. Each can be controlled separately by following the buttons to the required zone.

Member Lounge lighting controls the flying saucer style fixtures above the Member Lounge.

Kitchen Counter lighting controls the strip lighting above the kitchen counter.

Green Wall controls the accent lighting above the green wall.


### Blinds

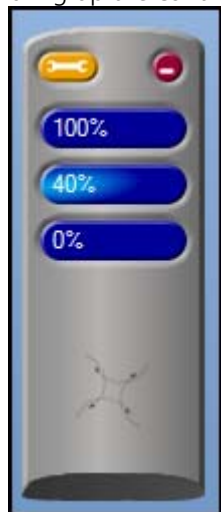
Blinds are automatically set to lower at night and rise in mid-morning. There are two programs scheduled – one for summer and one for winter. These affect the times the blinds rise and lower. Blinds can be manually overridden by using the Dynalite Touchscreen to control specific zones or all blinds. Blinds can be stopped partway up or down by hitting the stop button. Blinds in the boardroom can be controlled at the boardroom light switch.



Task based  
downlight operation  
explanation added

### Task based Downlights

Okay, the exciting bit: we now all have joint control (with the person sitting opposite us) over the downlights above our workstation. To control the downlight, locate the TrayPan module in your taskbar →  Double click on this icon to bring up the control panel on your desktop. It looks like this:



You can use the settings to set your task lighting at full brightness, 40%, or off. Please consult your neighbour regarding shared lighting before adjusting to avoid workplace lighting arguments.

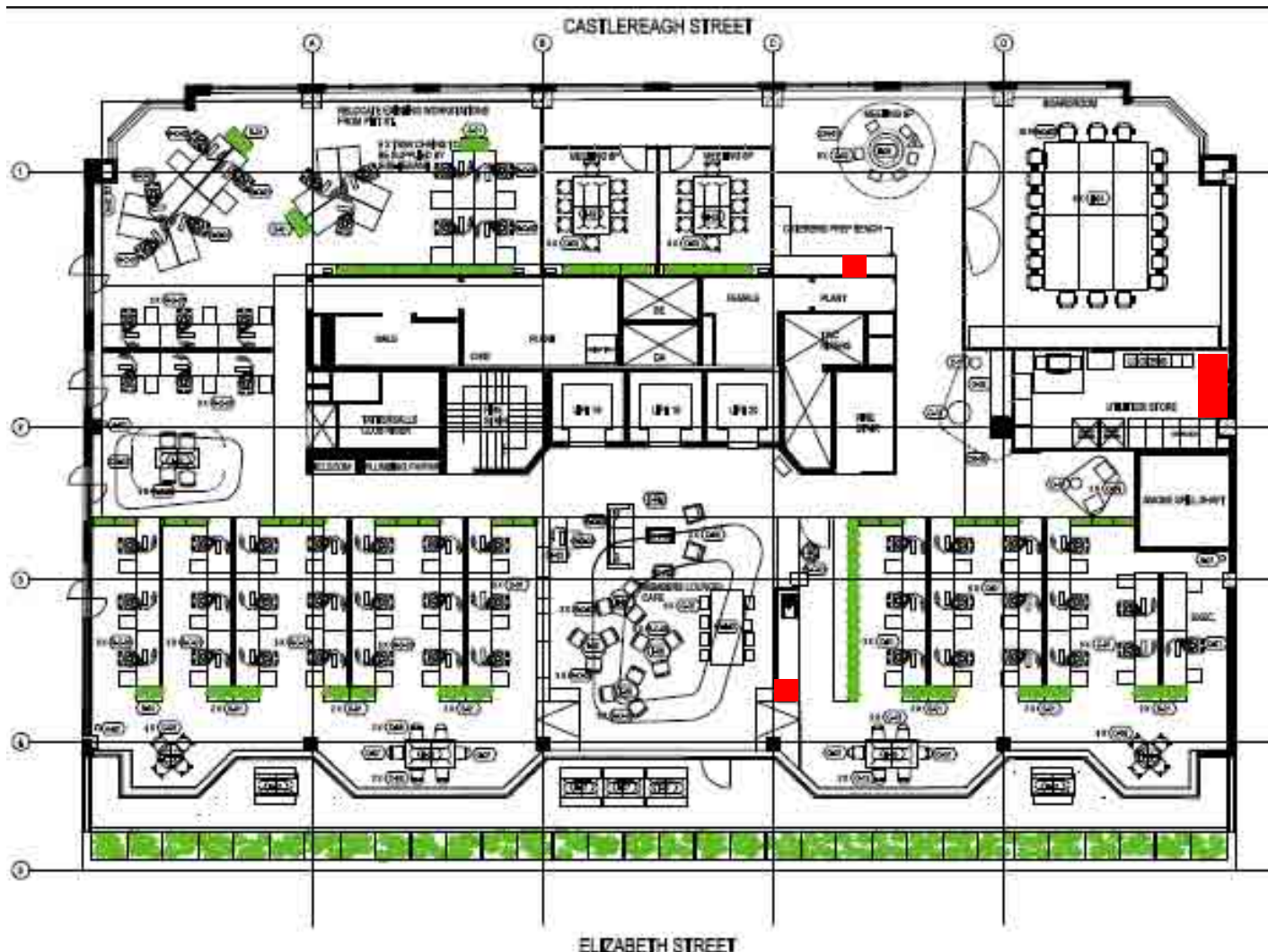
## DOMESTIC HOT WATER

In the interest of sustainability, hot water has not been provided to the tenancy. There is no hot water available to bathroom taps or kitchen/dishwasher connections. This is expected to save approximately 700 kWh per year.



## MATERIALS AND WASTE POLICY

The plan below highlights in red locations where recycling and waste storage areas are located within the floor.



### WHAT CAN BE RECYCLED?

Under desk recycling bins within the tenancy are provided for office paper and cardboard recycling. Refer to the instructions listed on the bins. In the recycling bins provided under the counter in the kitchen, the following products can be recycled:

- Plastics
  - Codes 1 – 3
  - Milk bottles
  - Take-away containers
- Aluminium and Steel
  - All clean empty steel cans
  - Aluminium soft drink cans
  - Empty aerosol cans
- Glass
  - All empty glass bottles & jars

In the recycling bins provided in the photocopy room, the following can be recycled:

- Paper and Cardboard
  - Office paper

- Telephone directories
- Newspapers and magazines
- Envelopes and office paper
- Cartons
  - Empty milk & juice cartons
- Glass
  - All empty glass bottles & jars

In the recycling bins provided at the caterer's bench outside the board room, the following can be recycled:

- Plastics
  - Codes 1 – 3
  - Milk bottles
  - Take-away containers
- Aluminium and Steel
  - All clean empty steel cans
  - Aluminium soft drink cans
  - Empty aerosol cans
- Glass
  - All empty glass bottles & jars

## Worm Farm

The worm farm can be used for the disposal of all organic kitchen scraps according to the table below:

Place these items in worm farm	Do not place these items in worm farm:
Tea bags	Citrus peels
Coffee grounds	Garlic and onions
Dust	Meat
Tissues	Dairy
Paper napkins	Bread
	Pasta and rice

tea bags, coffee grounds, dust, tissues and paper napkins.

The following cannot be disposed of in the worm farm: orange and lemon peels, garlic and onions, meat, dairy, bread, pasta, and rice.

## Compost

A mix of dry and wet materials must be added to the Aerobin compost bin. Acceptable materials listed in the table below:

Green (wet) Materials	Brown (dry) Materials	Do not place these items:
Food scraps	Leaves and small twigs	Oils
Citrus and onions (cut up)	Shredded or crumpled newspaper or office paper	Meat
Vegetable peelings	Roots or branches that are mulched	Fish
Lawn clippings and weeds	Long yellow grass	Wood
Green garden cuttings	Pea Straw	Glossy magazines
Coffee grounds		Ash
Tea-leaves and tea bags		

## WHAT CANNOT BE RECYCLED

- Plastic bags
- Polystyrene

Location: L15, 179 Elizabeth St, Sydney

Page: 14 of 29

- Crockery
- Ceramics

## TENANCY & BASE BUILDING SCHEDULES FOR WASTE/RECYCLING REMOVAL

Waste and recycling is removed from the general tenancy space every day. At-desk recycling is removed on a daily basis. Before removal, all waste is weighed so that recycling rates can be tracked each month.

## EXPANSION/RE-FIT CONSIDERATIONS

- **WORKSTATION SUPPLIER**  
The workstation system has been selected and designed with the intent for ease of expansion & re-fit ability. Schiavello have provided the system and can be contacted for additional workstations or for reconfiguration on: Ph: 02 9211 3311.
  - **WORKSTATION RECONFIGURATION**  
If workstations are relocated they will need access to power through distributed cabling in the ceiling or from the floor in the access floor areas. If the relocation of workstations occurs, a qualified electrical contractor will need to connect power & data to the workstations and will need to have access to power and data points in the ceiling or raised floor areas.
  - **ACCESS FLOORS**  
The access floor tiles are able to be relocated and reconfigured to relocate air vents in the case of reconfiguration of the floor.
  - **DEMOUNTABLE PARTITIONING**  
Demountable partitioning has been installed to allow for partitions to be relocated, removed and reinstated elsewhere. All typical partitions are based on a 900mm wide module with end panels making up uneven lengths. The system used is Schiavello MK10 Demountable Partition System. For reconfigurations and to obtain additional panels Schiavello can be contacted on: PH 02 9211 3311
  - **JOINERY**  
Joinery units have been designed as mobile and consistent modules for easy reconfiguration and reuse.
  - **CIRCULATION ALLOWANCES**  
Primary circulation: 1200mm wide
  - Secondary circulation: 1050mm wide
-



## CARE AND MAINTENANCE

**Painted surfaces:** Refer to 'Care and Cleaning Procedures for Painted Surfaces' document in appendix.

**Carpet:** Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: [www.interfaceflor.com.au](http://www.interfaceflor.com.au)

**Concrete Finish:** The concrete finish requires mopping with warm soapy water only. Reapplication will be required once wear begins to show and can be arranged using the following specification and contact details.

CODE	AREA	PRODUCT	CONTACT
CON	Refer Floor Finishes Plan A-U-01	Super Nova + First Base	

Finish type: Satin

Colour: Transparent

Pattern: Nil

Aggregate: Nil

Slip resistance: Compliant with relevant slip co efficient

**Furniture:** Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

**Equipment:** Refer to respective user manuals for care & maintenance recommendations.

### FURNITURE

The following outlines furniture and fitments used and contact details for suppliers. A furniture location plan is also included:

#### CONTACT DETAILS

SUPPLIER	CONTACT	ADDRESS	PHONE	EMAIL
Interstudio	Chloe Spiller	Inter Studio	(02) 9360 9377	Chloe@interstudio.com.au
Living Edge				
Schiavello				
Stylecraft				
Wilkhahn				
Woven Image				

## SUPPLIER INDEX

## CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
C-01	FS Line Task Chair <b>Code:</b> FS 211/4	Wilkahn	Medium back, no arms, polished base on castors. No chrome or pvc to be used.  <b>Upholstery:</b> Black upholstery fabric to match existing <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
C-02	Zaishu Stool	Interstudio	<b>Patterns:</b> Equal mix of Bamboo Natural AND Cloth Dimensions: 300W x 400H x 400L <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
C-03	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-04	ESO Plop – custom rectangular ottoman	Stylecraft	<b>Dimensions:</b> 600L x 400D x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 68068 Supplier: James Richardson Textiles
C-05	ESO True Armchair	Stylecraft	<b>Dimensions:</b> 765 x 800 x 730H <b>Upholstery:</b> Style: Icon Colour: 179-3 Supplier: Woven Image
C-06	ESO Grow Chair	Stylecraft	5-way polished aluminium base with hard castors, fully upholstered, medium back, gas action height adjustment.  <b>Upholstery:</b> Style: Stoney Colour: 014-3 Supplier: Woven Image
C-07	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-08	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Icon Colour: 179-3 Supplier: Woven Image
C-09	ESO Plop - custom rectangular ottoman	Stylecraft	<b>Dimensions:</b> 2300L x 700D x 420mmH <b>Upholstery:</b> Style: Gabriel Europost

			Colour: 63004 Supplier: James Richardson Textiles
C-10	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 700dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 64009 Supplier: James Richardson Textiles
C-11	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 400dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 64064 Supplier: James Richardson Textiles
C-12	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 400dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 63004 Supplier: James Richardson Textiles
C-13	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. <b>Upholstery:</b> Style: Icon Colour: 258-7 Supplier: Woven Image

## PRE-LOVED CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-C-01	Re-use Wilkhahn FS Line Task Chair	By client. To be relocated from current premises – CH3	
R-C-02	Pre-Loved Herman Miller boardroom chairs	Living Edge	To be re-upholstered.  <b>Upholstery:</b> Style: Icon Colour: 179.3 Supplier: Woven Image <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
R-C-03	Re-use Wilkhahn Modus 276/7 chair	By client. To be relocated from current premises – CH1	
R-C-04	Re-use Chair	By client. To be relocated from current premises – CH2	
R-C-05	Re-use Task Chair	By client. To be relocated from current premises – CH4	
R-C-06	Pre-Loved	Second-Hand Sydney shop	Cigar lounge with re-upholstered seat & back cushions.  <b>Upholstery:</b> Style: Pick Up Sticks Colour: 000-12

R-C-07	Pre-Loved Dining Chair	Second-Hand Sydney shop	Supplier: Woven Image Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Empire Stripe Colour: K1025/7-3 Supplier: Woven Image
R-C-08	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Union Colour: 295-3 Supplier: Woven Image
R-C-09	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Stoney Colour: 021-3 Supplier: Woven Image
R-C-10	Pre-Loved Dining Chair - Timber dining chairs with rough paint finish	Second-Hand Sydney shop	As is

## CUSHIONS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CUS1	Throw cushion	By contractor	<b>Dimensions:</b> 500W x 500L <b>Upholstery:</b> Style: Stuffed Olive Colour: 000-12 Supplier: Woven Image
CUS2	Floor Cushion	By contractor	<b>Dimensions:</b> 1000W x 1000L <b>Upholstery:</b> Style: Stoney Colour: 014-3 Supplier: Woven Image
CUS3	Floor Cushion	By contractor	<b>Dimensions:</b> 1000W x 1000L <b>Upholstery:</b> Style: Stoney Colour: 019-3 Supplier: Woven Image

## TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
T-01	Boardroom Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2600L mm Top: E0 substrate finished in Laminex laminate : White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt

			With castors
T-02	Meeting room table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2000L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-03	Computer Table	Schiavello	Type: Marina computer table Dimensions: 600W x 1600L mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-04	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-05	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900W x 1800L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-06	Café Tables	Schiavello	Type: OED Café Tables Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-07	Outdoor table setting	TBA	Type: Dimensions: 900W x 1500L mm Top: Base:
T-08	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors



## PRE-LOVED TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-T-01	Re-use boardroom table	By client. To be relocated from current premises – TBL1	2590L x 1100W x 730H
R-T-02	Deleted		
R-T-03	Pre-Loved coffee table	Second-Hand Sydney shop	As is

## STORAGE

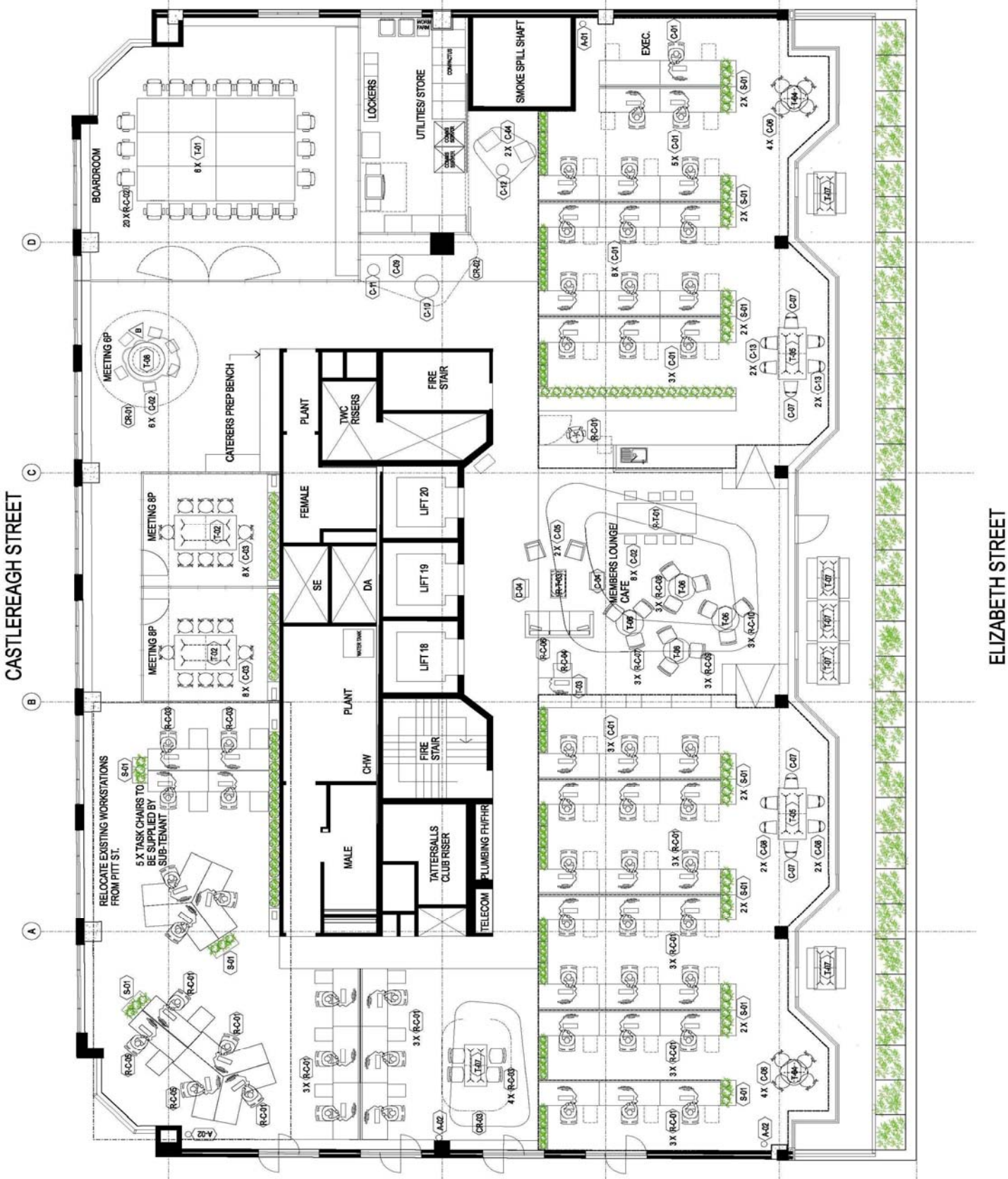
CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
S-01	Tambour storage unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement
S-02	Fire-resistant cabinet	CSM	*BVN to order. Schiavello to coordinate delivery & placement
COMPACTUS	Compactus unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement

## ACCESSORIES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
A-01	Re-use coat stand	By client. To be relocated from current premises – MS2	
A-02	Coat Stand	IKEA	Rigg hat & coat stand

## CURTAINS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CR-01	Knoll Textiles Style: Cyclone Colour: Natural	Woven Image	2700mm drop - See RCP for curtain rail size
CR-02	Knoll Textiles Style: Mira Sheer D1110 Colour: D1110/1 Poppy	Woven Image	2700mm drop - See RCP for curtain rail size
CR-03	Knoll Textiles Style: Silver Screen D15 Colour: D15/1 Aluminium	Woven Image	2700mm drop - See RCP for curtain rail size



## RESPONSIBLE CLEANING

### GUIDELINES

Avoid any chemicals, cleaning agents and detergents. Use water & a damp cloth for cleaning before using any stronger cleaning products.

### PREFERRED CLEANING PRODUCTS AND PRACTICES

**Painted surfaces:** Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

**Carpet:** Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: [www.interfaceflor.com.au](http://www.interfaceflor.com.au) for cleaning recommendations.

**Concrete Flooring:** Sealed Exposed Concrete

**Sealer used:** Agar Cleaning Supernova

**Recommended:** Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

**Furniture:** Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

**Equipment:** Refer to respective user manuals for cleaning recommendations.

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## RELEVANT CONTACTS

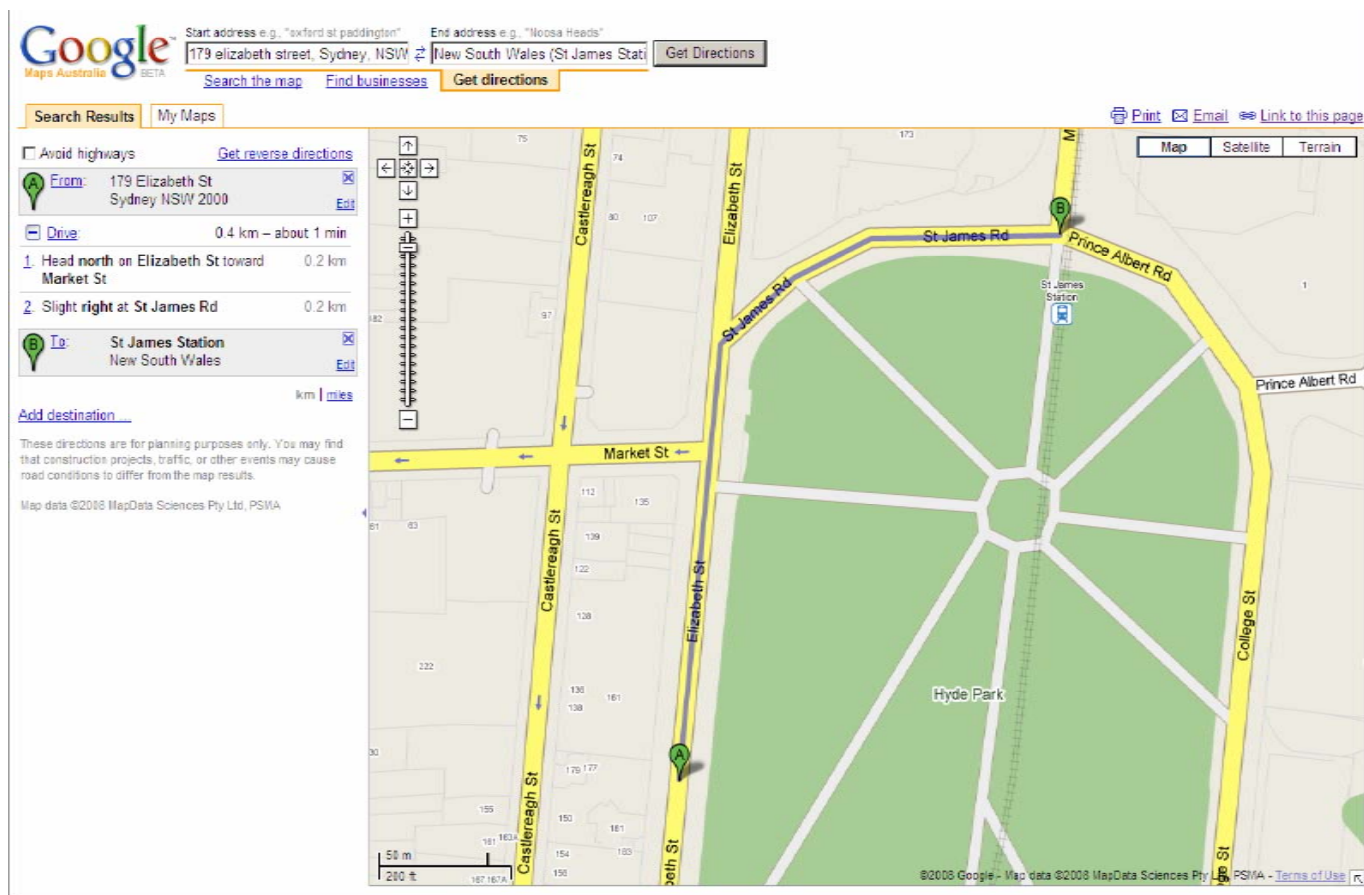
Below is a list of names and contact details relevant to the operation, maintenance and repair of building services.

	Contact	Company name	Phone	Fax	Website
Hydraulic					
Electrical					
Mechanical					
Fire Services					
Indoor Plants					
Workstations					
Lighting					

## TRANSPORT FACILITIES

### 1. Public Transport Nodes

#### Map of Route to St James Station from GBCA Office



The following train lines are accessible from St James Station:  
Bankstown Line, Airport & East Hills Line, Inner West Line, South Line

As train service times vary, consult the following webpage for the most current services to and from St James Station:

<http://www.131500.info/realtime/default.asp>

Below is a map of accessible bus lines and the stops in the CBD area of Sydney.

Further information on bus schedules can be accessed here:

<http://www.sydneybuses.info/timetable/>



## LAND USE AND ECOLOGY CREDITS

### ECO-3 BUILDING ENVIRONMENT MANAGEMENT

#### Waste Minimisation

The waste minimisation program in place at 179 Elizabeth Street corresponds to the program in place across all GPT commercial properties. This program seeks to maximise the capture of recyclable waste. A 2008 target of 65% diversion from landfill has been set and will be monitored through a monthly reporting regime.

#### HVAC&R Maintenance

HVAC&R service equipment is monitored and regularly maintained in accordance with AIRAH's DA19 HVAC&R Maintenance Guideline.

#### Cleaning Program

Jones Lang LaSalle will be re-tendering and therefore implementing a cleaning program starting in 2008 that uses all cleaning products with low environmental impact. By using cleaning products that are free of toxic chemicals, we offer a healthier work environment for both the cleaners and the tenants of the building.

#### Building Consumables

Jones Lang LaSalle is committed to procuring environmentally friendly consumables as part of the management of 179 Elizabeth Street. This includes procurement and use of the following:

- Low-VOC paints, adhesives, sealants and carpets as defined in the IEQ-11 credit of Green Star – Office Interiors v1.1
- Using only fluorescent luminaires with high frequency ballasts (upon replacement).
- Using only low formaldehyde emission composite wood products conforming to the E1 or lower standard of formaldehyde emission.

Jones Lang LaSalle agrees to implement and/or maintain these programs for the duration of the GBCA tenancy within 179 Elizabeth Street.

---

## **ECO-4 JOINT COMMITMENT TO BUILDING PERFORMANCE**

Jones Lang LaSalle and GPT also understand that the GBCA is committed to the following building performance initiatives in their capacity as lessee on Level 15, of 179 Elizabeth Street for the duration of their tenancy, which includes:

### **Energy Monitoring**

The GBCA will provide energy consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

### **Water Monitoring**

The GBCA will provide water consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

### **Waste Management Program**

As rubbish and recycling will be collected by building services nightly, the GBCA will internally monitor waste and recycling rates through the simple method of weighing rubbish and recycling and tracking recycling rates as a portion of the total amount of waste removed each night. This will allow the GBCA to implement internal recycling rate targets independent of base building recycling targets and will act to improve overall building recycling performance.

### **Cleaning Products within the GBCA Tenancy**

All cleaning products procured for use within the GBCA tenancy will be GECA certified for their low environmental impact. Any base building cleaning that takes place within the tenancy will be covered by base building commitment to environmentally friendly cleaning products.

### **Future Procurement of Consumables**

As the GBCA will be fit out with low-VOC paints, adhesives, sealants, and carpet, the GBCA will maintain commitment to continuing use of these products when and where they are required within the office space. Furthermore, any future light fittings will conform to the fluorescent luminaires and high frequency ballasts being installed in the fit out. All consumables will be considered for their environmental performance before their use in the GBCA office is approved.

This agreement made between Jones Lang LaSalle on behalf of GPT and the Green Building Council of Australia is recognised as a commitment by both parties to the above listed initiatives in order to reduce the environmental impact of the building at 179 Elizabeth Street, Sydney.

---

## Appendix A: Care and Cleaning of Painted Surfaces

### Sealed Concrete Flooring

1. Sweep your floors thoroughly to remove all loose debris
2. Run your dust mop over the floor to pick up any dust and fine particles.
3. Fill bucket with about 1 gallon of warm water and a small amount of mild cleaner or dish soap. DO NOT use ammonia or vinegar as these may damage the finish!
4. Dip wet mop in cleaning solution and wring thoroughly.
5. Mop floor in small sections, rinsing and wringing the mop frequently.
6. Refill bucket with clean warm water and mop again to rinse away any remaining soap residue (again work in small sections, rinsing mop frequently).

### Painted Surfaces

1. Begin by lining the floor with plastic where you'll be working to prevent damage from excess water or spills.
  2. Use your vacuum's brush attachment to remove loose dirt and cobwebs. Do not push the brush onto the wall surface, as loose dirt may smudge and leave marks. Allow the vacuum's suction to lift the dirt away from the wall.
  3. Spot test the all purpose cleaner or detergent in a hidden spot for colorfastness.
  4. Start at the top of the wall. Work from side to side and from the top down.
  5. Apply detergent or cleaner to the wall with the cloth, rubbing or wiping gently.
  6. When the cloth gets dirty, rinse it out and wring out excess moisture.
  7. Work your way through the room, using the towel to dry the walls as you go.
-

## Green Star – Office Interiors v1.1

**Management****Man-4 Tenant Guide**

Points Available	Points Claimed	CIR Submitted
3	3	N

**Credit Criteria**

Three points are awarded where it is demonstrated that there is a Tenant Guide.

**Documents Provided**

✓	<p>A copy of the Tenant Guide that contains:</p> <ul style="list-style-type: none"><li>- Energy Environmental Strategy</li><li>- Monitoring and Targeting</li><li>- Building Services (ventilation, heating system, cooling system, electrical system, lighting, domestic hot water)</li><li>- Materials and Waste policy</li><li>- Expansion/refit considerations</li><li>- Care &amp; maintenance</li><li>- Supplier index</li><li>- Responsible Cleaning</li><li>- Relevant contacts</li><li>- Transport facilities (car parking, cyclist facilities)</li><li>- Land use and ecology 3 &amp; 4</li></ul>
---	---

**Discussion**

- The Tenant Guide includes Furniture Schedules with highlighting. Please note that highlighting denoted items which changed between design release and final for-construction release of the schedules.



BlighVollerNieldArchitecture

## **GBCA HQ - SYDNEY**

## **TENANT GUIDE**

Prepared by:  
Bligh Voller Nield  
71 Flinders Lane  
Melbourne Vic 3000

Thursday, 12 February 2009



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## GBCA TENANCY

Welcome to your new office. The design of the interior space of the Green Building Council of Australia's Sydney office, dubbed 'The Greenhouse,' reflects the values and attitude of the organisation. The space was designed to maximise indoor environmental quality and provide a healthy workplace for GBCA staff whilst incorporating energy efficient lighting and ventilation systems and water efficient fittings to minimise the environmental impact of our office space.

The following information is designed to introduce you to the GBCA Sydney office space and demonstrate how to operate lighting, individual comfort control, and where to recycle waste as well as describe the initiatives that have been incorporated into the tenancy to improve its environmental performance.

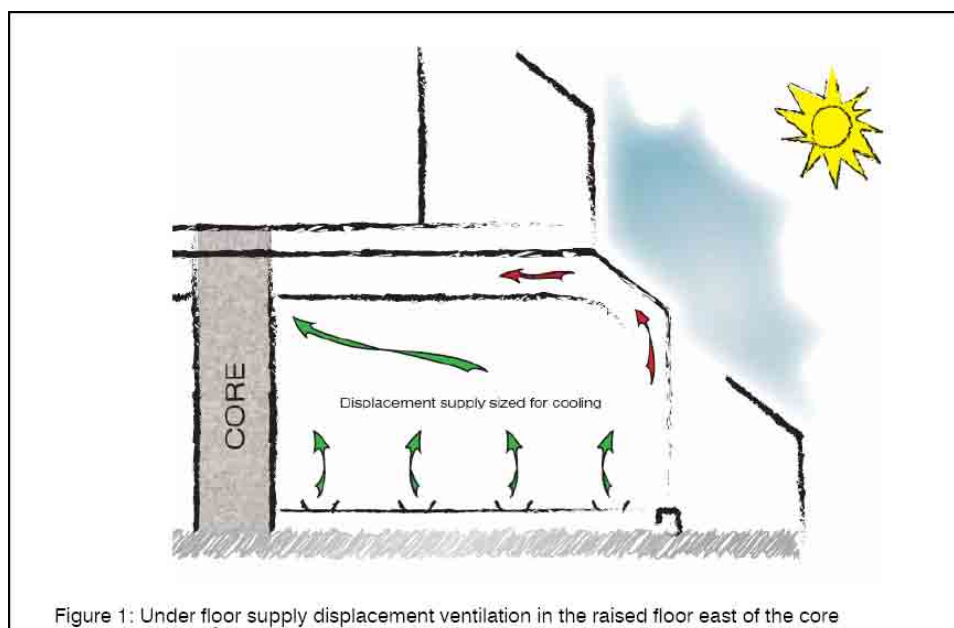
## ENERGY AND ENVIRONMENT STRATEGY

The tenancy minimises energy use through the incorporation of several energy efficient features and strategies, listed and described below.

### Displacement Ventilation

In a displacement ventilation system, supply air is introduced to the space at or near the floor level, at low speed and at a temperature only slightly below the desired room temperature. The cooler supply air "displaces" the warmer room air, creating a zone of fresh cool air at the occupied level. Heat and contaminants produced by activities in the space rise to the ceiling level where they are exhausted from the space.

Displacement ventilation systems are typically more energy efficient and quieter than conventional overhead systems because cool air can be introduced at a slightly higher temperature and warm air can be introduced at a slightly lower temperature than would be through an overhead system because it is delivered at the level where conditioning is required, rather than from the ceiling, where the air must travel down to the conditioning layer losing heat or coolth in the process. In addition to energy efficiency, displacement ventilation also provides better ventilation efficiency, and thus improves indoor air quality. Figure 1 below illustrates how the system works.



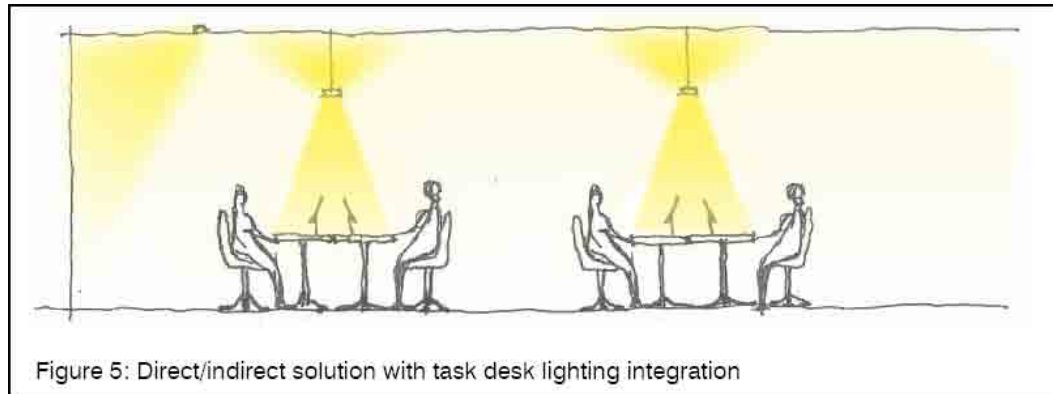
### Energy efficient lighting system

The lighting system designed and installed in the tenancy provides lighting only where needed. By locating light fixtures above workstations, task lighting is provided to the workstation as well as general to the ceiling, creating a

task and general lighting solution through the use of one fixture above each workstation. In this way, lighting that would normally be provided to circulation space between workstations is avoided, and the space is lit with residual lighting. Because less lighting is needed in this space, the solution provided represents an efficient use of lighting energy.

Daylight sensors are installed to reduce lighting levels around the bay windows when natural light is available. This minimises the amount of electric light provided in the office.

Figure 5 below demonstrates how light is provided only where needed in the office space.



### Light and Power Sub-metering

In order to manage the tenancy's energy use, lighting and power energy use are monitored separately on a control board in the closet. The meters are read and recorded monthly on a tracking spreadsheet. This monitoring feeds into quarterly meetings focused around waste, water and energy reduction.

### Greywater Reuse

A 400L greywater tank collects water from the kitchen tap, dishwasher and hand wash basins in both male and female restrooms. This water is treated in the greywater tank and used to flush toilets in the male and female restrooms. Approximately two thirds of demand for flush water is met through greywater provision reducing demand on public infrastructure for potable water where potable water is not required.

### Water Efficient Fittings

Water fittings in the tenancy were replaced by base building when GBCA leased the space. The fittings conform to high standards of water efficiency, reducing the amount of water used by hand wash basins, kitchen sink, dishwashers, toilets, and urinals. Urinals have been converted to waterless through provision of Desert cubes by base building. Desert E cubes contain microbes which break down the binding process which causes uric scale or the build up of urine deposits in urinal drain pipes. Water is normally used to prevent this process. However, with the Desert cubes, water is no longer necessary for prevention of uric scale.

### Potential Economic and Environmental Savings from Initiatives in Tenancy

The design strategies for the GCBA fit-out provide an economic and environmental benefit through reduced energy and water consumption and improved IEQ.

#### 5.1 Environmental Benefits

Benefits to the environment of the fit-out design are primarily in the energy savings achieved by the upgraded HVAC and efficient lighting strategies.

Compared to a conventional lighting design which achieves a power density of 12 W/m<sup>2</sup>, the proposed options saves in the order to 12,500 kWh of electrical energy. In NSW, this is equivalent to more than 11 tons of carbon dioxide emissions annually.

The tenancy has also made improvements to the base building HVAC system to what should be a more energy efficient system. Detailed thermal modelling of base building systems has not been completed; however, our experience has shown displacement systems allow superior energy performance as a portion of the internal loads is exhausted.

## 5.2 Commercial Benefits

The commercial benefits of the fit-out design are primarily realised in two key areas:

- Reduced energy consumption through:
  - Efficient lighting,
  - No supplementary AC,
  - Efficient white goods,
- Improved productivity through a displacement ventilation strategy

Commercial benefits of energy efficient systems are expected to improve with the increasing cost of energy and the implementation of the carbon pollution reduction scheme proposed by the Australian Federal Government.

Industry research undertaken by Lincolne Scott i([www.lincolnescott.com/refresh](http://www.lincolnescott.com/refresh)) indicates that a conservative assessment of the productivity benefits of displacement ventilation compared to the VAV system that was in the tenancy provides savings of at least \$22/m<sup>2</sup>/year in improved employee productivity.

# MONITORING AND TARGETING

## Water metering and monitoring

Water use is metered through four pulse meters connected to the water uses within the building including kitchen tap and dishwashers, wash hand basins, and toilets. This will be monitored by a program that tracks usage over the hours, days and weeks to identify water use patterns and allow the Operations Team to implement strategies for reducing the amount of potable water used in the tenancy.

## Waste monitoring

Rubbish and recycling is weighed and recorded so that waste recycling percentages can be monitored and tracked. These figures are used to determine if the organisation is meeting our recycling percentage targets and informs the program on how those figures should be adjusted to achieve higher recycling rates.

## Light and Power Sub-metering

Sub-metering of lights and power is incorporated throughout the tenancy. Electrical energy consumption is the biggest contributor of greenhouse gas emissions from commercial office buildings. To effectively manage electrical consumption, it is essential for building managers to have sufficient data to monitor consumption and compare it to historical values.

Electrical sub-metering allows effective energy monitoring of the building. This will allow building managers to fine tune operational procedures and link tenant facilities charges to consumption and identify inefficient operation.

The lighting and power will be metered by a digital pulsing current transformers providing monitoring of kWh usage, which are mounted within the distribution board.

The metering can be read by electronic print out of the logged kWh usage of power and lighting separately. The recorded power usages form part of the GBCA water, recycling, and energy monitoring program. Results will be communicated to the building manager every three months.

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## BUILDING SERVICES

### VENTILATION



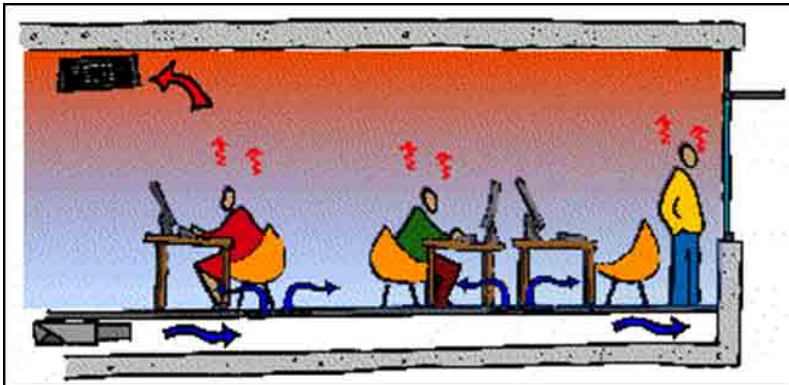
Inner Basket



Grille Plate

Individual control over ventilation rates can be achieved at all workstations located on the raised floor area of the tenancy (East side), by adjusting either the grille plate or the inner basket. Using a screwdriver located in the storage units on the end of each row of workstations, gently pry up the grille plate. By rotating the grille plate, ventilation direction will be changed. By twisting the inner basket, one can close off supply air completely, open it to full, or leave it partially open to modulate the air being supplied to an employee's immediate workstation.

Displacement ventilation is provided in the space as described on page 3 of this document in the Energy and Environment Strategy section. The simplified diagram below shows how cool air is supplied to a space.



### HEATING SYSTEM

Heating and cooling temperatures are controlled by base building. However, within the GBCA tenancy, a dead band of 4 degrees was specified. In this way, if the temperature is meant to be set at a constant 22°C, the temperature will be allowed to rise to 24°C or drop to 20°C before the heating or cooling system is activated to condition the space. This offers an energy savings because the HVAC system is not constantly running in order to maintain an exact temperature.

### ELECTRICAL SYSTEM

The electrical system within the GBCA tenancy provides electrical sockets at workstations for users to plug in computers and other peripheral devices.

The electrical supply to 179 Elizabeth Street, level 15, GBCA tenant fit-out is derived from a 100A three phase neutral and earth tap-off from the un-metered tenant riser 4, which is fed via Main Switchboard 1.

The tenant switchboard incoming supply is metered by the supply authority; the switchboard is also sub-metered into lighting and power consumption via a split chassis.

The Level 15 tenant switchboard comprised of main circuit breakers, residual current devices, contactor control circuits for perimeter blinds and an emergency lighting test switch.

## LIGHTING

Lighting in the GBCA tenancy is provided in open plan work areas through a two component lighting system that is described in the Energy and Environment Strategy section (page 3). These two-component lights which provide both general lighting and task lighting can be controlled from the main lighting control panel located near the lifts. Task lighting brightness can be controlled through a computer program at each user's workstation.

Occupancy sensors will be installed to automatically switch off lights in unoccupied zones such as meeting rooms, circulation spaces, and restrooms. Sensors are installed throughout the building in association with the lighting zones, which do not exceed 100m<sup>2</sup>. This allows lighting to be used only where needed. Daylight sensors are installed in perimeter zones to switch off lights when the natural lighting illuminance is sufficient.

The fit-out lighting design does the following:

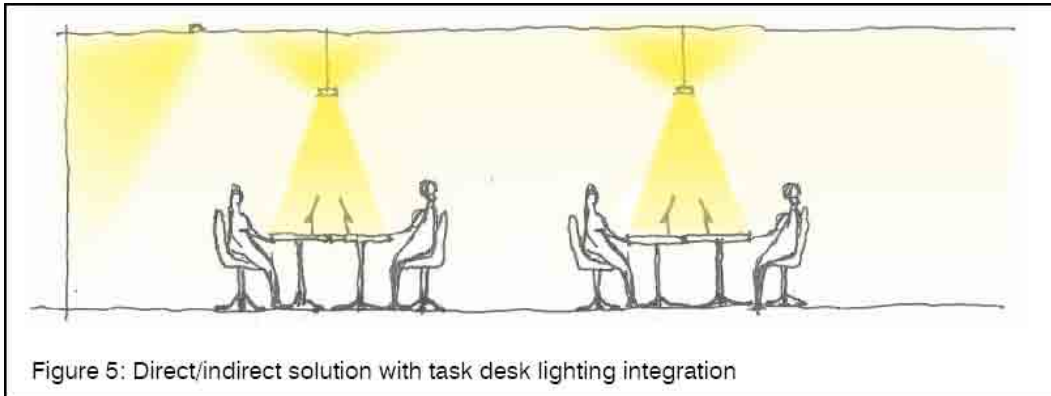
- Direct/indirect lighting where a proportion of the lighting is directed toward the ceiling. Incorporating an indirect component to the lighting system improves the sense of space in the building volume. A 70/30 direct/indirect split is reflected in many applications setting world benchmark approaches to the lit environment. The use of suspended fittings with a direct/indirect component is one of the easiest ways to implement a direct/indirect solution
- Vertical Plane lighting increases the perceived apparent brightness of the space and provides areas of focus and contrast in the occupant's line of vision
- Reduced ambient levels: Current lighting designs provide a minimum average of 320 lux at the working plane, regardless of whether a desk is present or not. Circulation space lighting requires significantly less illuminance, and lighting this area to 320 lux represents wasted energy. Reducing the ambient illuminance over the general area to circulation illuminance levels and specifically illuminating desks, allows light to be provided where it is needed
- Direct/indirect task lighting with suspended direct/indirect luminaires positioned above workstations to ensure lighting is provided where it is needed and allows sufficient illumination to the working plane in a solution with reduced ambient levels
- Individual user control for the direct component of the direct/indirect task lighting, allows lights to be switched off or dimmed down when the workstation is not occupied
- Daylight harvesting will be utilized in conjunction with dimmers or switches in perimeter zones to maximize the use of natural light in preference to artificial light

The fit-out interior design was coordinated with the lighting design to deliver an optimal solution with particular attention given to the choice of surface finishes and colours used. This has a substantial impact on the effect and efficiency of the lighting system.

Benefits of the lighting strategy delivered include:

- Lighting required for desk tasks is provided where it is needed, reducing energy losses through wasted light
- Individual user control of the direct component of the direct/indirect task lighting gives occupants control over their personal lit environment. In previous applications of such a system, it has been found that the majority of task lights go unused, reducing energy
- Reduced ambient lighting levels in circulation areas, minimises energy losses through wasted light
- Ceiling illumination raises perceived brightness of the space and is ideal for physical communicative environments (reduced harsh features typical with direct illumination) and improves occupant amenity
- Increased potential for enhanced energy savings through a combination of daylight harvesting used in conjunction with dimmers and switching
- Vertical illumination assists visual comfort and amenity

- Ease of co-ordination with other services within and on the ceiling



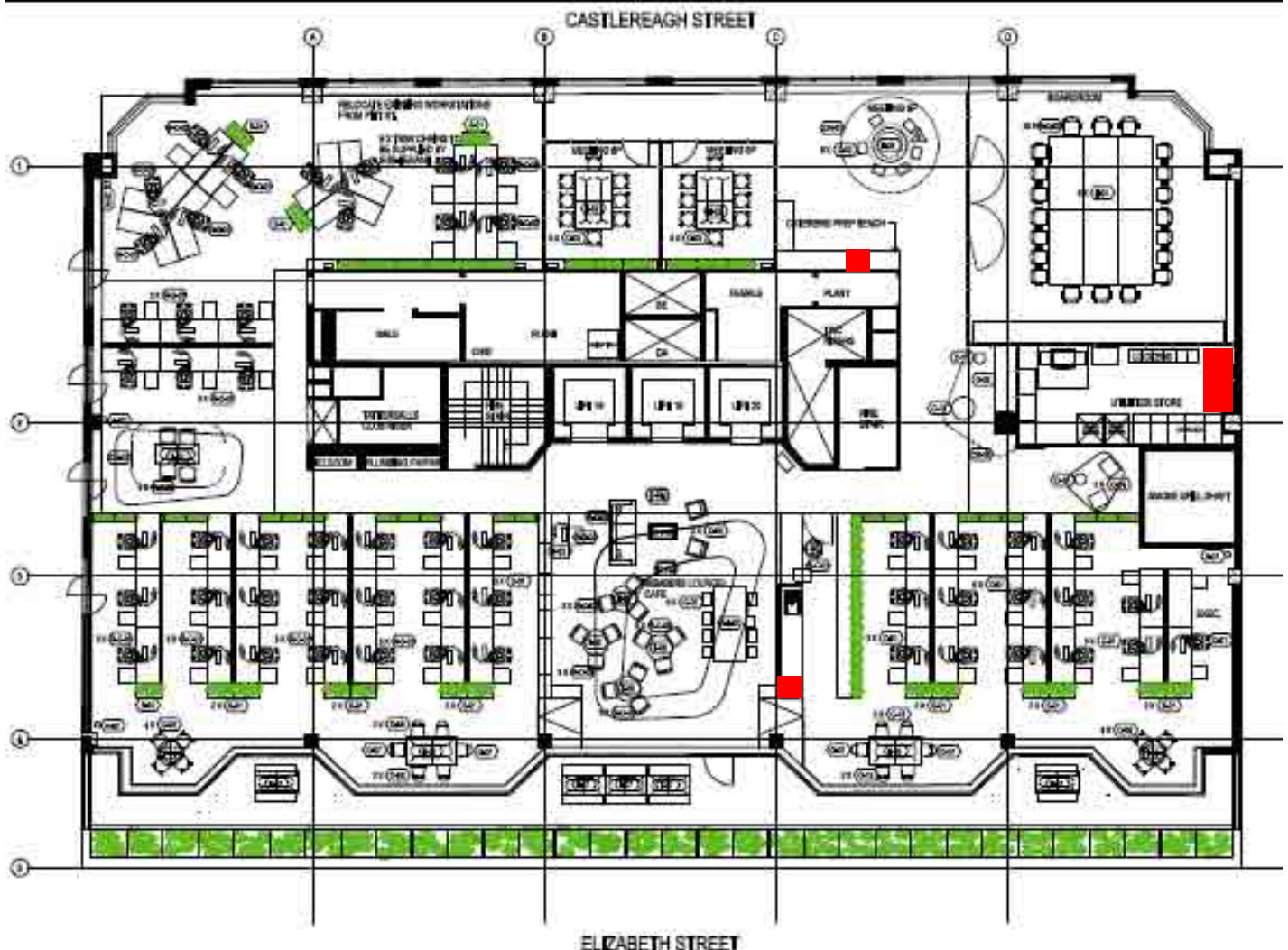
## DOMESTIC HOT WATER

In the interest of sustainability, hot water has not been provided to the tenancy. There is no hot water available to bathroom taps or kitchen/dishwasher connections. This is expected to save approximately 700 kWh per year.



## MATERIALS AND WASTE POLICY

The plan below highlights in red locations where recycling and waste storage areas are located within the floor.



## WHAT CAN BE RECYCLED?

Under desk recycling bins within the tenancy are provided for office paper and cardboard recycling. Refer to the instructions listed on the bins. In the recycling bins provided under the counter in the kitchen, the following products can be recycled:

- Plastics
  - Codes 1 – 3
  - Milk bottles
  - Take-away containers
- Aluminium and Steel
  - All clean empty steel cans
  - Aluminium soft drink cans
  - Empty aerosol cans
- Glass
  - All empty glass bottles & jars

In the recycling bins provided in the photocopy room, the following can be recycled:

- Paper and Cardboard
  - Office paper
  - Telephone directories



Location: L15, 179 Elizabeth St, Sydney

Page: 10 of 26

- Newspapers and magazines
  - Envelopes and office paper
- Cartons
  - Empty milk & juice cartons
- Glass
  - All empty glass bottles & jars

In the recycling bins provided at the caterer's bench outside the board room, the following can be recycled:

- Plastics
  - Codes 1 – 3
  - Milk bottles
  - Take-away containers
- Aluminium and Steel
  - All clean empty steel cans
  - Aluminium soft drink cans
  - Empty aerosol cans
- Glass
  - All empty glass bottles & jars

## Worm Farm

The worm farm can be used for the disposal of all organic kitchen scraps according to the table below:

Place these items in worm farm	Do not place these items in worm farm:
Tea bags	Citrus peels
Coffee grounds	Garlic and onions
Dust	Meat
Tissues	Dairy
Paper napkins	Bread
	Pasta and rice

tea bags, coffee grounds, dust, tissues and paper napkins.

The following cannot be disposed of in the worm farm: orange and lemon peels, garlic and onions, meat, dairy, bread, pasta, and rice.

## Compost

A mix of dry and wet materials must be added to the Aerobin compost bin. Acceptable materials listed in the table below:

Green (wet) Materials	Brown (dry) Materials	Do not place these items:
Food scraps	Leaves and small twigs	Oils
Citrus and onions (cut up)	Shredded or crumpled newspaper or office paper	Meat
Vegetable peelings	Roots or branches that are mulched	Fish
Lawn clippings and weeds	Long yellow grass	Wood
Green garden cuttings	Pea Straw	Glossy magazines
Coffee grounds		Ash
Tea-leaves and tea bags		

## WHAT CANNOT BE RECYCLED

- Plastic bags
- Polystyrene
- Crockery
- Ceramics

**TENANCY & BASE BUILDING SCHEDULES FOR WASTE/RECYCLING REMOVAL**

Waste and recycling is removed from the general tenancy space every day. At-desk recycling is removed on a daily basis. Before removal, all waste is weighed so that recycling rates can be tracked each month.

## EXPANSION/RE-FIT CONSIDERATIONS

- **WORKSTATION SUPPLIER**  
The workstation system has been selected and designed with the intent for ease of expansion & re-fit ability. Schiavello have provided the system and can be contacted for additional workstations or for reconfiguration on: Ph: 02 9211 3311.
  - **WORKSTATION RECONFIGURATION**  
If workstations are relocated they will need access to power through distributed cabling in the ceiling or from the floor in the access floor areas. If the relocation of workstations occurs, a qualified electrical contractor will need to connect power & data to the workstations and will need to have access to power and data points in the ceiling or raised floor areas.
  - **ACCESS FLOORS**  
The access floor tiles are able to be relocated and reconfigured to relocate air vents in the case of reconfiguration of the floor.
  - **DEMOUNTABLE PARTITIONING**  
Demountable partitioning has been installed to allow for partitions to be relocated, removed and reinstated elsewhere. All typical partitions are based on a 900mm wide module with end panels making up uneven lengths. The system used is Schiavello MK10 Demountable Partition System. For reconfigurations and to obtain additional panels Schiavello can be contacted on: PH 02 9211 3311
  - **JOINERY**  
Joinery units have been designed as mobile and consistent modules for easy reconfiguration and reuse.
  - **CIRCULATION ALLOWANCES**  
Primary circulation: 1200mm wide
  - Secondary circulation: 1050mm wide
-

## CARE AND MAINTENANCE

**Painted surfaces:** Refer to 'Care and Cleaning Procedures for Painted Surfaces' document in appendix.

**Carpet:** Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: [www.interfaceflor.com.au](http://www.interfaceflor.com.au)

**Concrete Finish:** The concrete finish requires mopping with warm soapy water only. Reapplication will be required once wear begins to show and can be arranged using the following specification and contact details.

CODE	AREA	PRODUCT	CONTACT
CON	Refer Floor Finishes Plan A-U-01	Super Nova + First Base	Agar Cleaning Services Paul Agar (02) 9743 8920

Finish type: Satin

Colour: Transparent

Pattern: Nil

Aggregate: Nil

Slip resistance: Compliant with relevant slip co efficient

**Furniture:** Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

**Equipment:** Refer to respective user manuals for care & maintenance recommendations.

## FURNITURE

The following outlines furniture and fitments used and contact details for suppliers. A furniture location plan is also included:

### CONTACT DETAILS

SUPPLIER	CONTACT	ADDRESS	PHONE	EMAIL
Interstudio	Shane Scully	Icon Gallery 693 South Dowling St East Redfern NSW 2016	(02) 9360 9377	Shane@interstudio.com.au
Living Edge	Samuel Gowland	111 Burrows Road, Alexandria NSW 2015	(02) 8596 8830	samg@livingedge.com.au
Schiavello	Jason Parry	69 Campbell St Surry Hills NSW 2010	(02) 9211 3311	jparry@schiaavello.com.au
Stylecraft	Peter Quintal-Norris	223-225 Liverpool St Sydney NSW 2000	(02) 9355 0000	peterqn@stylecraft.com.au
Wilkhahn	Nick Mallios	L1, 423 Bourke St, Melbourne VIC 3000	(03) 9670 5570	Nick.mallios@wilkhahn.com.au
Woven Image	Skye Nicholls	Studio 6, 64-68 Regent St, Richmond VIC 3121	(03) 8415 1822	Skye.nicholls@wovenimage.com.au

## SUPPLIER INDEX

## CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
C-01	FS Line Task Chair <b>Code:</b> FS 211/4	Wilkahn	Medium back, no arms, polished base on castors. No chrome or pvc to be used.  <b>Upholstery:</b> Black upholstery fabric to match existing <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
C-02	Zaishu Stool	Interstudio	<b>Patterns:</b> Equal mix of Bamboo Natural AND Cloth Dimensions: 300W x 400H x 400L <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
C-03	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-04	ESO Plop – custom rectangular ottoman	Stylecraft	<b>Dimensions:</b> 600L x 400D x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 68068 Supplier: James Richardson Textiles
C-05	ESO True Armchair	Stylecraft	<b>Dimensions:</b> 765 x 800 x 730H <b>Upholstery:</b> Style: Icon Colour: 179-3 Supplier: Woven Image
C-06	ESO Grow Chair	Stylecraft	5-way polished aluminium base with hard castors, fully upholstered, medium back, gas action height adjustment.  <b>Upholstery:</b> Style: Stoney Colour: 014-3 Supplier: Woven Image
C-07	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Metropolis Colour: 213-3 Supplier: Woven Image
C-08	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered.  <b>Upholstery:</b> Style: Icon Colour: 179-3 Supplier: Woven Image
C-09	ESO Plop - custom rectangular ottoman	Stylecraft	<b>Dimensions:</b> 2300L x 700D x 420mmH <b>Upholstery:</b> Style: Gabriel Europost

			Colour: 63004 Supplier: James Richardson Textiles
C-10	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 700dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 64009 Supplier: James Richardson Textiles
C-11	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 400dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 64064 Supplier: James Richardson Textiles
C-12	ESO Plop - custom round ottoman	Stylecraft	<b>Dimensions:</b> 400dia. x 420mmH <b>Upholstery:</b> Style: Gabriel Europost Colour: 63004 Supplier: James Richardson Textiles
C-13	ESO Spark Chair	Stylecraft	5-way polished aluminium base on hard castors, fully upholstered. <b>Upholstery:</b> Style: Icon Colour: 258-7 Supplier: Woven Image

## PRE-LOVED CHAIRS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-C-01	Re-use Wilkhahn FS Line Task Chair	By client. To be relocated from current premises – CH3	
R-C-02	Pre-Loved Herman Miller boardroom chairs	Living Edge	To be re-upholstered.  <b>Upholstery:</b> Style: Icon Colour: 179.3 Supplier: Woven Image <i>*BVN to order. Schiavello to coordinate delivery &amp; placement</i>
R-C-03	Re-use Wilkhahn Modus 276/7 chair	By client. To be relocated from current premises – CH1	
R-C-04	Re-use Chair	By client. To be relocated from current premises – CH2	
R-C-05	Re-use Task Chair	By client. To be relocated from current premises – CH4	
R-C-06	Pre-Loved	Second-Hand Sydney shop	Cigar lounge with re-upholstered seat & back cushions.  <b>Upholstery:</b> Style: Pick Up Sticks Colour: 000-12

R-C-07	Pre-Loved Dining Chair	Second-Hand Sydney shop	Supplier: Woven Image Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Empire Stripe Colour: K1025/7-3 Supplier: Woven Image
R-C-08	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Union Colour: 295-3 Supplier: Woven Image
R-C-09	Pre-Loved Dining Chair	Second-Hand Sydney shop	Timber bentwood chair with re-upholstered seat pad. <b>Upholstery:</b> Style: Stoney Colour: 021-3 Supplier: Woven Image
R-C-10	Pre-Loved Dining Chair - Timber dining chairs with rough paint finish	Second-Hand Sydney shop	As is

## CUSHIONS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CUS1	Throw cushion	By contractor	<b>Dimensions:</b> 500W x 500L <b>Upholstery:</b> Style: Stuffed Olive Colour: 000-12 Supplier: Woven Image
CUS2	Floor Cushion	By contractor	<b>Dimensions:</b> 1000W x 1000L <b>Upholstery:</b> Style: Stoney Colour: 014-3 Supplier: Woven Image
CUS3	Floor Cushion	By contractor	<b>Dimensions:</b> 1000W x 1000L <b>Upholstery:</b> Style: Stoney Colour: 019-3 Supplier: Woven Image

## TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
T-01	Boardroom Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2600L mm Top: E0 substrate finished in Laminex laminate : White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt



			With castors
T-02	Meeting room table	Schiavello	Type: Marina Meeting Table Dimensions: 1200W x 2000L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-03	Computer Table	Schiavello	Type: Marina computer table Dimensions: 600W x 1600L mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-04	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-05	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 900W x 1800L mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-06	Café Tables	Schiavello	Type: QED Café Tables Dimensions: 900dia. mm Top: E0 substrate finished in Laminex laminate: Charcoal (461) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors
T-07	Outdoor table setting	TBA	Type: Dimensions: 900W x 1500L mm Top: Base:
T-08	Meeting Table	Schiavello	Type: Marina Meeting Table Dimensions: 1200dia. mm Top: E0 substrate finished in Laminex laminate: White (200) Flint Finish with matching ABS edging Base: Schiavello powdercoat: 037 Obsidian Glass Matt With castors



## PRE-LOVED TABLES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
R-T-01	Re-use boardroom table	By client. To be relocated from current premises – TBL1	2590L x 1100W x 730H
R-T-02	Deleted		
R-T-03	Pre-Loved coffee table	Second-Hand Sydney shop	As is

## STORAGE

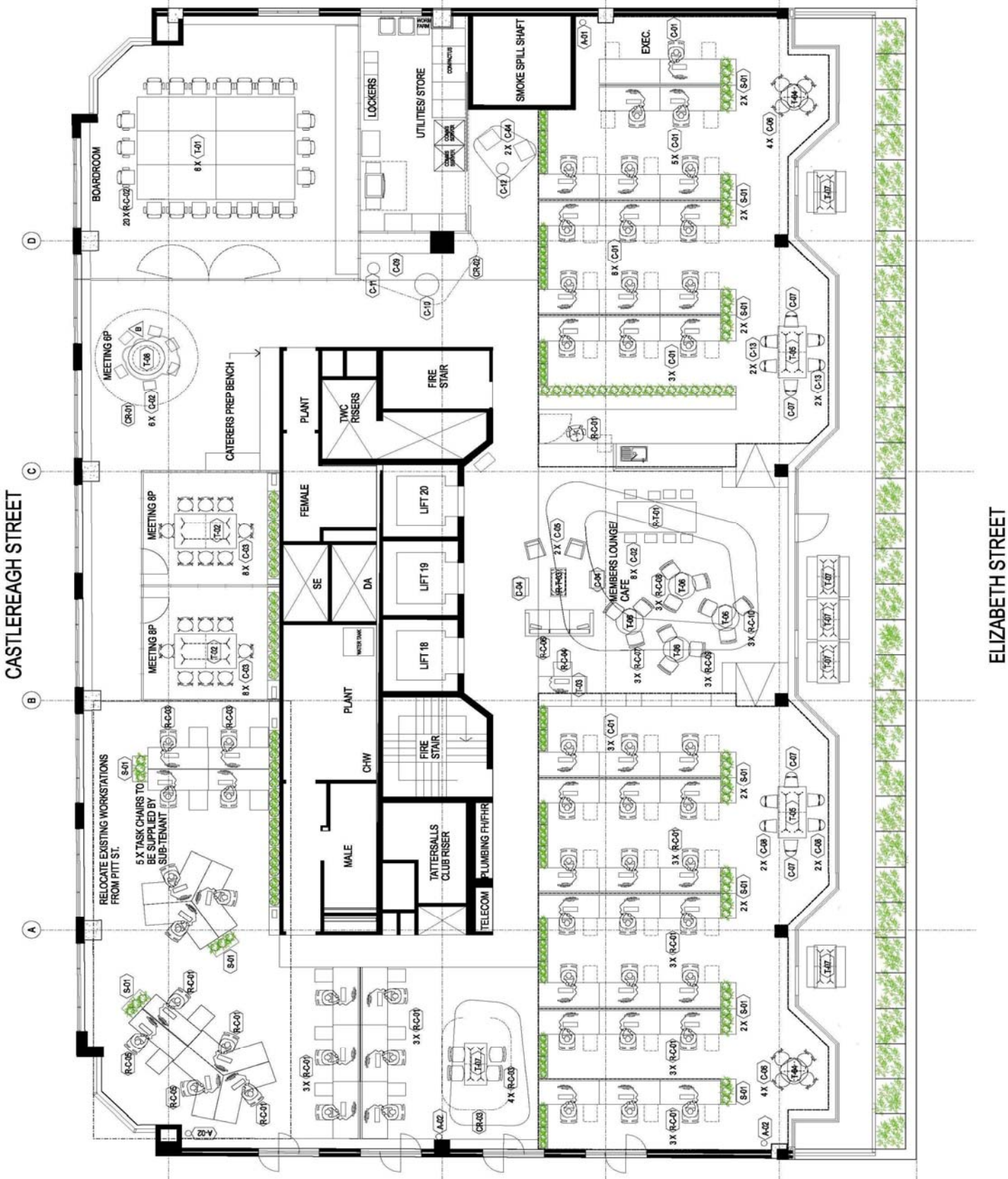
CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
S-01	Tambour storage unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement
S-02	Fire-resistant cabinet	CSM	*BVN to order. Schiavello to coordinate delivery & placement
COMPACTUS	Compactus unit	CSM	*BVN to order. Schiavello to coordinate delivery & placement

## ACCESSORIES

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
A-01	Re-use coat stand	By client. To be relocated from current premises – MS2	
A-02	Coat Stand	IKEA	Rigg hat & coat stand

## CURTAINS

CODE	PRODUCT	SUPPLIER	SPECIFICATION DETAILS
CR-01	Knoll Textiles Style: Cyclone Colour: Natural	Woven Image	2700mm drop - See RCP for curtain rail size
CR-02	Knoll Textiles Style: Mira Sheer D1110 Colour: D1110/1 Poppy	Woven Image	2700mm drop - See RCP for curtain rail size
CR-03	Knoll Textiles Style: Silver Screen D15 Colour: D15/1 Aluminium	Woven Image	2700mm drop - See RCP for curtain rail size



## RESPONSIBLE CLEANING

### GUIDELINES

Avoid any chemicals, cleaning agents and detergents. Use water & a damp cloth for cleaning before using any stronger cleaning products.

### PREFERRED CLEANING PRODUCTS AND PRACTICES

**Painted surfaces:** Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

**Carpet:** Refer to 'Interface Carpet Care Manual' in appendix as taken from the Interface website: [www.interfaceflor.com.au](http://www.interfaceflor.com.au) for cleaning recommendations.

**Concrete Flooring:** Sealed Exposed Concrete

**Sealer used:** Agar Cleaning Supernova

**Recommended:** Refer to Appendix A 'Care and Cleaning Procedures for Painted Surfaces'

**Furniture:** Refer to individual product information under Supplier Index section for preferred cleaning products and maintenance.

**Equipment:** Refer to respective user manuals for cleaning recommendations.

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## RELEVANT CONTACTS

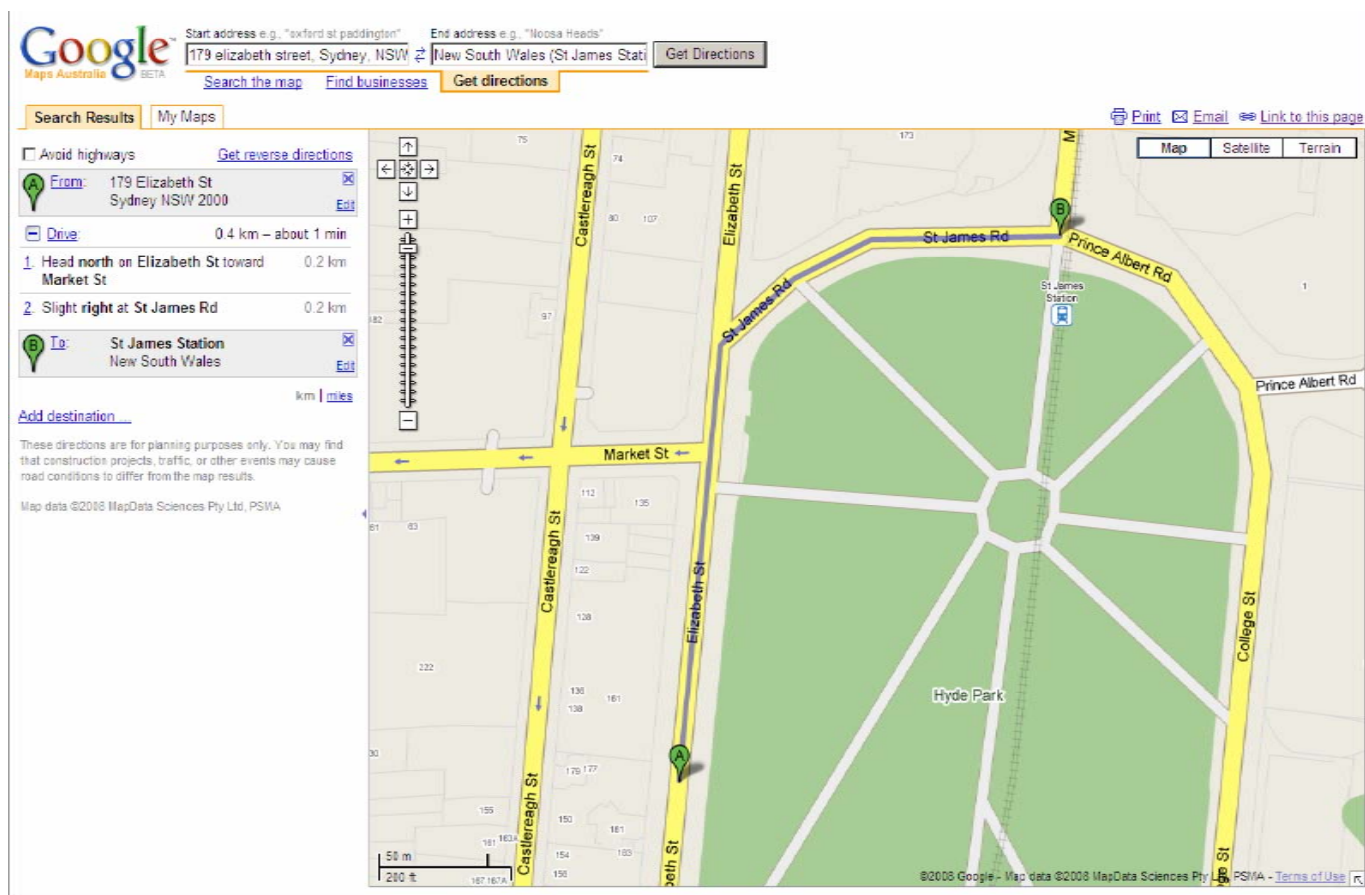
Below is a list of names and contact details relevant to the operation, maintenance and repair of building services.

	Contact	Company name	Phone	Fax	Website
Hydraulic	Vince Molluso	Smart Plumbing Solutions	1300 007 627	02 8668 4892	N/A
Electrical	Darren Manoliu	KLM Group Ltd	02 9422 4444	02 9422 4400	<a href="http://www.klmgroup.com.au">www.klmgroup.com.au</a>
Mechanical	Paul Glekas	JLW	02 8338 5888	02 9313 5612	<a href="http://www.jlwililams.com.au">www.jlwililams.com.au</a>
Fire Services	Peter Dibiasi	Credible Building Technologies	02 9748 8008	02 9748 8081	<a href="http://www.crediblegroup.com.au">www.crediblegroup.com.au</a>
Indoor Plants	Rachael O'Keefe	Rentokil Tropical Plants	03 9312 1500	03 9312 1600	<a href="http://www.rentokiltropicalplants.com.au">www.rentokiltropicalplants.com.au</a>
Workstations	Jason Parry	Schiavello	02 9211 3311	02 9212 3788	<a href="http://www.schiavello.com">www.schiavello.com</a>
Lighting	Daniel Walker	Dynalite	02 8338 9899	02 8338 9333	<a href="http://www.dynalite-online.com">www.dynalite-online.com</a>

## TRANSPORT FACILITIES

### 1. Public Transport Nodes

#### Map of Route to St James Station from GBCA Office



The following train lines are accessible from St James Station:  
Bankstown Line, Airport & East Hills Line, Inner West Line, South Line

As train service times vary, consult the following webpage for the most current services to and from St James Station:

<http://www.131500.info/realtime/default.asp>



Location: L15, 179 Elizabeth St, Sydney

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Below is a map of accessible bus lines and the stops in the CBD area of Sydney.

Further information on bus schedules can be accessed here:

<http://www.sydneybuses.info/timetable/>



## LAND USE AND ECOLOGY CREDITS

### ECO-3 BUILDING ENVIRONMENT MANAGEMENT

#### Waste Minimisation

The waste minimisation program in place at 179 Elizabeth Street corresponds to the program in place across all GPT commercial properties. This program seeks to maximise the capture of recyclable waste. A 2008 target of 65% diversion from landfill has been set and will be monitored through a monthly reporting regime.

#### HVAC&R Maintenance

HVAC&R service equipment is monitored and regularly maintained in accordance with AIRAH's DA19 HVAC&R Maintenance Guideline.

#### Cleaning Program

Jones Lang LaSalle will be re-tendering and therefore implementing a cleaning program starting in 2008 that uses all cleaning products with low environmental impact. By using cleaning products that are free of toxic chemicals, we offer a healthier work environment for both the cleaners and the tenants of the building.

#### Building Consumables

Jones Lang LaSalle is committed to procuring environmentally friendly consumables as part of the management of 179 Elizabeth Street. This includes procurement and use of the following:

- ☐ Low-VOC paints, adhesives, sealants and carpets as defined in the IEQ-11 credit of Green Star – Office Interiors v1.1
- ☐ Using only fluorescent luminaires with high frequency ballasts (upon replacement).
- ☐ Using only low formaldehyde emission composite wood products conforming to the E1 or lower standard of formaldehyde emission.

Jones Lang LaSalle agrees to implement and/or maintain these programs for the duration of the GBCA tenancy within 179 Elizabeth Street.

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## **ECO-4 JOINT COMMITMENT TO BUILDING PERFORMANCE**

Jones Lang LaSalle and GPT also understand that the GBCA is committed to the following building performance initiatives in their capacity as lessee on Level 15, of 179 Elizabeth Street for the duration of their tenancy, which includes:

### **Energy Monitoring**

The GBCA will provide energy consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

### **Water Monitoring**

The GBCA will provide water consumption monitoring reports on a quarterly basis to Jones Lang LaSalle. This will involve actively pursuing energy use reduction targets complementary to Jones Lang LaSalle base building utility reduction targets.

### **Waste Management Program**

As rubbish and recycling will be collected by building services nightly, the GBCA will internally monitor waste and recycling rates through the simple method of weighing rubbish and recycling and tracking recycling rates as a portion of the total amount of waste removed each night. This will allow the GBCA to implement internal recycling rate targets independent of base building recycling targets and will act to improve overall building recycling performance.

### **Cleaning Products within the GBCA Tenancy**

All cleaning products procured for use within the GBCA tenancy will be GECA certified for their low environmental impact. Any base building cleaning that takes place within the tenancy will be covered by base building commitment to environmentally friendly cleaning products.

### **Future Procurement of Consumables**

As the GBCA will be fit out with low-VOC paints, adhesives, sealants, and carpet, the GBCA will maintain commitment to continuing use of these products when and where they are required within the office space. Furthermore, any future light fittings will conform to the fluorescent luminaires and high frequency ballasts being installed in the fit out. All consumables will be considered for their environmental performance before their use in the GBCA office is approved.

This agreement made between Jones Lang LaSalle on behalf of GPT and the Green Building Council of Australia is recognised as a commitment by both parties to the above listed initiatives in order to reduce the environmental impact of the building at 179 Elizabeth Street, Sydney.

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## **Appendix A: Care and Cleaning of Painted Surfaces**

### **Sealed Concrete Flooring**

1. Sweep your floors thoroughly to remove all loose debris
2. Run your dust mop over the floor to pick up any dust and fine particles.
3. Fill bucket with about 1 gallon of warm water and a small amount of mild cleaner or dish soap. **DO NOT** use ammonia or vinegar as these may damage the finish!
4. Dip wet mop in cleaning solution and wring thoroughly.
5. Mop floor in small sections, rinsing and wringing the mop frequently.
6. Refill bucket with clean warm water and mop again to rinse away any remaining soap residue (again work in small sections, rinsing mop frequently).

### **Painted Surfaces**

1. Begin by lining the floor with plastic where you'll be working to prevent damage from excess water or spills.
  2. Use your vacuum's brush attachment to remove loose dirt and cobwebs. Do not push the brush onto the wall surface, as loose dirt may smudge and leave marks. Allow the vacuum's suction to lift the dirt away from the wall.
  3. Spot test the all purpose cleaner or detergent in a hidden spot for colorfastness.
  4. Start at the top of the wall. Work from side to side and from the top down.
  5. Apply detergent or cleaner to the wall with the cloth, rubbing or wiping gently.
  6. When the cloth gets dirty, rinse it out and wring out excess moisture.
  7. Work your way through the room, using the towel to dry the walls as you go.
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