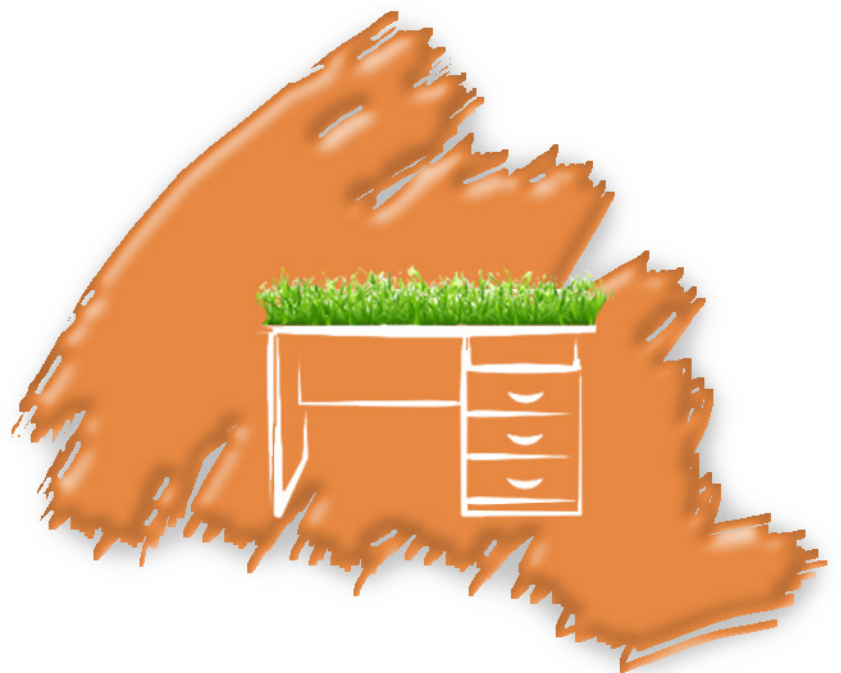


SUSTAINABILITY AND OFFICE DESIGN

DON'T JUST TALK THE TALK, WALK THE WALK



What is Sustainability

Sustainability is about balancing our consumption, our technology choices and our population numbers in order to live within the resources of the planet. It means maintaining a stable and healthy environment for both humanity and biodiversity.

How does this impact on office design?

Many companies talk about it, but few actually know what it means or how to be sustainable. Here are key considerations for creating a sustainable office environment:

A. Office Design - Those items you should consider during the design process to ensure your new or newly refurbished office is as sustainable as possible.

- 1. BREEAM - Selecting an Energy Efficient Building**
- 2. Ska rating - Assessing the office fit-out**
- 3. Energy consumption**
- 4. Maximise natural day light**
- 5. Sustainable materials**

B. Day to Day Use - Those day to day items you should consider to ensure sustainability after you move into your new or newly refurbished premises.

- 1. Awareness**
- 2. Recycle**
- 3. Maintenance of equipment**
- 4. Housekeeping**

A. Office Design

The BREEAM logo consists of the word "BREEAM" in white, uppercase, sans-serif font, followed by a registered trademark symbol (®). The text is centered on a solid green rectangular background.

1. BREEAM- Selecting an Energy Efficient Building

BREEAM (BRE-Building Research Establishment, EAM - Environmental Assessment Method) is an assessment process which identifies how energy efficient a building is. BREEAM sets the standard for best practice in sustainable building design, construction and operation.



2. Ska rating - Assessing the office fit-out

The Ska rating is an assessment scheme focusing on the elements of an office fit-out and their impact on the environment. It measures issues such as waste, water, pollution, transport, materials, energy and carbon dioxide.



3. Energy consumption

Consider which items use the most energy e.g. lighting, air conditioning, IT equipment etc. By installing more energy efficient equipment or systems it is possible to lower energy consumption and costs and reduce your carbon footprint.



4. Maximise natural day light

Using natural daylight is the best way to illuminate your office. It is essential that your office layout and space planning provide best use of the natural day light available.



5. Sustainable materials

The materials chosen to build or furnish your office space will have an effect on costs and on waste. Thinking sustainably is about choosing items that are environmentally friendly, biodegradable, recyclable and save energy.

B. Day to Day use



1. Awareness

All staff should be encouraged to take ownership of the environmental aspects of the workplace. Explain to them why it is important that you, as a company work together to bring energy costs down. Involve them in the process to make it a joint venture and ask them how they think you could all use less energy.



2. Recycle

Recycling is something that almost everyone does at home and most people don't mind doing at work if the facilities are available. During the design of your project, think about the process of recycling. Maintain the recycling efforts after your project has finished by implementing a robust recycling policy.



3. Maintenance of Equipment

Electrical and IT equipment such as photocopiers, computers and display terminals produce a significant amount of energy. To reduce the amount of energy used, regularly service all equipment, keeping them in optimum condition and turn off when not being used.



4. Housekeeping

Simple things like turning off lights and closing doors will help reduce wasted energy. Checking the temperature on thermostats and regularly servicing your heating and air conditioning system will also help reduce costs.

Need help in reviewing these considerations?

**call us ...
028 9077 0019**