

Checklist for Selecting New or Refurbished Office Space

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The negotiating of a lease presents a key window of opportunity for businesses wanting to reduce greenhouse emissions and operating costs whilst occupying office spaces that offer enhanced performance outcomes. Savills Australia has collaborated with CitySwitch Green Office program to develop this guide for selecting new or refurbished office space.

Considerations for Updating Office Fit-outs in Existing Buildings:

Energy-efficient lighting provided in open plan areas, with nominal lighting power density to be no more than 7 Watts per square metre	
Maximum size of lighting zones in open plan areas to be no more than 100 square metres	
Lighting controls fitted in all meeting rooms (e.g. via occupancy sensors)	
Occupancy sensors in open plan areas	
Perimeter lights controlled by daylight sensors or zoned separately	
Water-efficient fixtures (i.e. minimum 3 Stars WELS ratings for showers and 5 Stars for dishwashers)	
All open workstations situated within 8 metres of external windows and the fit-out configured to ensure a clear line of sight that provides occupants with good access to daylight and external views	
Environmentally-friendly materials used (e.g. low VOC content for all paints, floorings, furnishings and fixtures)	
All workstations / desks to be designed for disassembly to allow for future on-cycling	
Provision for sufficient 'hot-desks' with adjustable sit / stand workstations	
Separately metered lighting, power and supplementary air conditioning	
Spaces designed to enable workplace densities of 10 square metres per person	

Considerations for Moving to Office Space in New Buildings:

As above, plus:

NABERS Office Energy (Base Building) rating of not less than 4.5 stars	
Location approximately 10 minutes walk from train stations, 2 minutes walk from bus / tram stops, and close to staff amenities (restaurants, shops, etc.)	
The open planning approach adopted enables clear line of sight to a variety of internal and external views, and shares the view with all users of the space	
Blinds, awnings or glazing films fitted to minimise solar heat gain from north and west-facing windows	
Water-efficient toilets and urinals provided (i.e. minimum 5 Stars WELS ratings)	
Good end-of-trip facilities to Green Star standards provided (i.e. 5% of building population accommodated by showers, lockers and secure bike storage)	
Flexibility of office space provided, with provision to expand or contract within the tenancy / building	
Comprehensive recycling program in place (i.e. paper / cardboard, plastic, metal, glass, spent lamps and printer cartridges), ideally with regular waste audits conducted in tenancies	