



Briefing Note Environmental Management of Building Agreement

This Briefing Note is not part of the Code for Leasing Business Premises

1. **An Environmental Management of Building Agreement is likely to set out the basis on which an owner of a building occupied by more than one occupier will be run**
 2. **This will apply to both retained and common parts as well as occupiers' areas, but should operate more like a Code of Practice than a set of rules and in particular should not be operated in such a way as to become a burden on the occupiers' businesses**
 3. **The Management Agreement is likely to cover the following issues:**
 - 3.1.1. Energy Efficiency
 - 3.1.1.1. Providing meter readings upon request or the use of smart meters that can automatically send data to the owner
 - 3.1.1.2. Maintaining an up to date Display Energy Certificate (as and when required by Government)
 - 3.1.1.3. Co-operating on energy reduction strategies where they do not entail excessive extra cost to either party
 - 3.1.1.4. Energy systems maintenance regimes
 - 3.1.2. Waste Management
 - 3.1.2.1. Co-operation on waste reduction and recycling strategies
 - 3.1.2.2. Sharing of facilities (where practicable)
 - 3.1.2.3. Waste from building works including minimised packaging of materials brought to site and minimised vehicle journeys
 - 3.1.2.4. Shared facilities as required to meet WEEE regulations
 - 3.1.3. Water Efficiency
 - 3.1.3.1. Providing meter readings upon request or the use of smart meters that can automatically send data to the owner
 - 3.1.3.2. Co-operation on reduction, recycling and rainwater harvesting strategies that represent the best available techniques not entailing excessive extra cost
 - 3.1.4. Building Operations and Sharing Best Practice
 - 3.1.4.1. Establish a building management committee with representation from each occupier and the landlord
 - 3.1.4.2. Share initiatives with other owners and occupiers
 - 3.1.5. Service Charge and Owner Improvements
 - 3.1.5.1. Report sustainability initiatives, costs, benefits and environmental performance
 - 3.1.5.2. Consider on-site renewables and Combined Heat and Power if these are appropriate and can be delivered on a basis economically acceptable to the occupiers and landlord, and how funds raised on the sale of power to the National Grid will be applied
 - 3.1.5.3. Alterations and replacement of equipment – when and if it is due to be replaced – is to be considered in the context of whole life sustainability performance in terms of:
 - 3.1.5.3.1.1. Sourcing
 - 3.1.5.3.1.2. Specification
 - 3.1.5.3.1.3. Performance
 - 3.1.5.3.1.4. Recyclability
4. **Suitability for Purpose**

Consider obtaining an independent environmental assessment rating such as BREEAM, LEED or similar, or rating or targeting a specific level of CO2 performance when undertaking major works

Glossary

BREEAM – Building Research Establishment Environmental Asset Method <http://www.breeam.org/>

Display Energy Certificate – A certificate required under the EU Energy Performance of Buildings Directive. For further information go to www.communities.gov.uk

LEED – Leadership in Energy and Environmental Design www.usgbc.org

WEEE – EC Directive on Waste Electrical and Electronic Equipment