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| ***Instructions to complete the template for your Environmental Policy***  *All grey italic text with borders are instructions to help you prepare the required BEST Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 4. *Complete the Checklist below to confirm your Environmental Policy meets the BEST Practice requirements.* |

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| ***Checklist***  *The overarching Environmental Policy must contain the following components:*  *A specific objective or vision statement for each of the ten (10) categories in the BOMA BEST assessment.*  *In each case, provide a clear objective or vision on what your organization (or building) hopes to achieve within a specified.* |

**ENVIRONMENTAL POLICY**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

# Introduction and Purpose

An Environmental Policy or vision establishes the direction building management wishes to take on future improvements in the building’s environmental performance. Such formal statements can guide decision-making and establish credible leadership to adequately address environmental issues that could result in improved operations, reductions in operational expenses, and improved management-tenant relationships.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Develop the Environmental Policy
* Assign responsible parties who can advise on each of the respective BOMA BEST categories listed below.
* Review and update policy annually to check that it stays current and representative of [Insert Name of Organization]’s highest environmental performance ideals.

# Vision

## Energy

[Provide a vision statement that describe your organization’s objectives as it pertains to energy and the timeline for achievement.]

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| *The statement can be quantitative (e.g., 5% reduction in 5 years) or programmatic (e.g., perform xyz assessment by 2024).*  *Consider your organization’s approach to energy reduction such as: priority steps identified (e.g., LED retrofit); specific operations and maintenance practices focused on energy efficiency / reduction; how energy conservation is considered while addressing tenant comfort or renovation projects. You may include the energy reduction targets set as part of BEST Practice 4: Energy Reduction Targets.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 1: Preventative Maintenance Program* * *BEST Practice 2: Energy Assessment* * *BEST Practice 3: Energy Management Plan* * *BEST Practice 4: Energy Reduction Targets* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Water

[Provide a vision statement that describe your organization’s objectives as it pertains to water and the timeline for achievement.]

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| *The statement can be quantitative (e.g., 5% reduction in 5 years) or programmatic (e.g., perform xyz assessment by 2024).*  *Consider your organization’s approach to water reduction such as: fixture water use (toilets, urinals, faucets); preventative maintenance, inspections, leak detection process etc.; utility bill analysis and considerations during renovations. You may include the water reduction targets set as part of BEST Practice 6: Water Management Plan.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 1: Preventative Maintenance Program* * *BEST Practice 5: Water Assessment* * *BEST Practice 6: Water Management Plan* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Air

[Provide a vision statement that describe your organization’s objectives as it pertains to air quality and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to indoor air quality (IAQ) management for all occupants, staff training, IAQ goals, inspections, testing / assessment of HVAC systems & occupied spaces, and addressing occupant concerns.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 1: Preventative Maintenance Program* * *BEST Practice 7: Indoor Air Quality Monitoring Plan* * *BEST Practice 8: Occupant Service Request Program* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Comfort

[Provide a vision statement that describe your organization’s objectives as it pertains to comfort and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to different aspects of occupant comfort, such as temperature, air quality, humidity, noise, tenant engagement and education, feedback, and survey response process.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 1: Preventative Maintenance Program* * *BEST Practice 3: Energy Management Plan* * *BEST Practice 7: Indoor Air Quality Monitoring Plan* * *BEST Practice 8: Occupant Service Request Program* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Health and Wellness

[Provide a vision statement that describe your organization’s objectives as it pertains to health and wellness and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to fostering the health and wellness of your own building management and operations staff; initiatives driven by your organization and initiatives considered to raise health and wellness awareness amongst the tenant community.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 3: Energy Management Plan* * *BEST Practice 7: Indoor Air Quality Monitoring Plan* * *BEST Practice 8: Occupant Service Request Program* * *BEST Practice 9: Hazardous Building Materials Program* * *BEST Practice 10: Hazardous Chemical Product Management Program* * *BEST Practice 11: Green Cleaning Program* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Purchasing

[Provide a vision statement that describe your organization’s objectives as it pertains to purchasing and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s environmental ambitions when purchasing materials for office use, day-to-day operations (cleaning products, other chemicals etc.) and renovations (by Landlord or Tenant).*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 3: Energy Management Plan* * *BEST Practice 6: Water Management Plan* * *BEST Practice 9: Hazardous Building Materials Program* * *BEST Practice 10: Hazardous Chemical Product Management Program* * *BEST Practice 11: Green Cleaning Program* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Custodial

[Provide a vision statement that describe your organization’s objectives as it pertains to custodial activities and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to cleanliness standards set for facility, expectations for cleaning service provider and your organisation’s responsibility to tenant.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 8: Occupant Service Request Program* * *BEST Practice 11: Green Cleaning Program* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Waste

[Provide a vision statement that describe your organization’s objectives as it pertains to waste and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to waste reduction, waste diversion, reuse strategies, purpose / frequency of waste audits and how you use results to inform your organisation’s environmental approach.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 12: Source Separation or Waste Reduction and Diversion Policy* * *BEST Practice 13: Waste Audit (not applicable to Light Industrial or Open Air Retail building types)* * *BEST Practice 14: Waste Reduction Work Plan (not applicable to Light Industrial or Open Air Retail building types)* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Site

[Provide a vision statement that describe your organization’s objectives as it pertains to the site and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to site-specific environmental considerations, hazardous chemical management, climate change management strategies (such as response to extreme weather, emergencies etc.), landscape and exterior building maintenance, impact of building management practices on the surrounding environment.*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 9: Hazardous Building Materials Program* * *BEST Practice 10: Hazardous Chemical Product Management Program* * *BEST Practice 11: Green Cleaning Program* * *BEST Practice 12: Source Separation or Waste Reduction and Diversion Policy* * *BEST Practice 14: Waste Reduction Work Plan (not applicable to Light Industrial or Open Air Retail building types)* * *BEST Practice 16: Occupant Environmental Communication Plan* |

## Stakeholder Engagement

[Provide a vision statement that describe your organization’s objectives as it pertains to the stakeholder engagement and the timeline for achievement.]

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| *The statement can be quantitative or programmatic. Consider your organization’s approach to common sustainability BEST Practices and stakeholder engagement strategies adopted at the site (not just for tenants, but also service providers).*  *The following BEST Practices may contain relevant information to inform your vision:*   * *BEST Practice 1: Preventative Maintenance Program* * *BEST Practice 3: Energy Management Plan* * *BEST Practice 6: Water Management Plan* * *BEST Practice 7: Indoor Air Quality Monitoring Plan* * *BEST Practice 8: Occupant Service Request Program* * *BEST Practice 12: Source Separation or Waste Reduction and Diversion Policy* * *BEST Practice 16: Occupant Environmental Communication Plan* |

# Time Period

This Policy was implemented on [Insert Date] and will be reviewed and updated at least once a year.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert name and signature of person responsible for development of the Environmental Policy]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert Date the Environmental Policy was completed]