

Worksheet 3.4C

Monthly property sustainability report

The following information could be reported to building owners on at least a monthly basis for base building reporting.

Format and frequency should be determined by the property owner or fund manager.

This is an example only -- adapt this worksheet to suit your organisation's requirements.

Property performance for the period: _____

Criteria	Scope		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
Occupancy	Total occupation (% of max.)	Target													
		Actual													
		Difference													
Energy efficiency	Electricity consumption (kWh)	Target													
		Actual													
		Difference													
	Gas consumption (MJ)	Target													
		Actual													
		Difference													
	Energy supply costs (\$)	Target													
		Actual													
		Difference													
Water & wastewater	Mains water supply (total kL)	Target													
		Actual													
		Difference													
	Total wastewater recycled or reused (kL)	Target													
		Actual													
		Difference													
	Total rain water harvested (kL)	Target													
		Actual													
		Difference													
	Water supply costs (\$)	Target													
		Actual													
		Difference													

Criteria	Scope		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
Waste minimisation	Recycled materials (e.g. office paper, co- mingled containers)	Target													
		Actual													
		Difference													
	Wet organic waste (retail) (kg)	Target													
		Actual													
		Difference													
	Residual waste to landfill (kg)	Target													
		Actual													
		Difference													
	Waste removal costs (recycling and residual)	Target													
		Actual													
		Difference													
Refrigerants	Total stored on site (kg)	Target													
		Actual													
		Difference													
	Total 'lost' during period (kg)	Target													
		Actual													
		Difference													
Indoor environment and tenant relations (measured by number of tenant complaints)	Thermal comfort (complaints)	Target													
		Actual													
		Difference													
	Noise (complaints)	Target													
		Actual													
		Difference													
	Indoor environment e.g. odours (complaints)	Target													
		Actual													
		Difference													
	Lighting (complaints)	Target													
		Actual													
		Difference													
	Other (complaints)	Target													
		Actual													
		Difference													
	Other (complaints)	Target													
		Actual													

Criteria	Scope		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Annual
	IAQ monitoring costs (\$)	Difference													
		Target													
		Actual													
		Difference													
	IAQ monitoring	Target													
	Test Results	Actual													
		Difference													
OH&S[1]	Reported incidents	Target													
		Actual													
		Difference													
	Medical treatment cases	Target													
		Actual													
		Difference													

[\[1\] OH&S performance could be a separate report, but inclusion in a regular sustainability report is recommended.](#)