

Environmental Report 2004



Government Property Agency

Message from the Government Property Administrator



The Agency, as the portfolio manager of mainly Government joint-user office buildings (JUBs) and quarters accommodation, is committed to using its best endeavours to integrate environmentally responsible culture and measures into our operations.

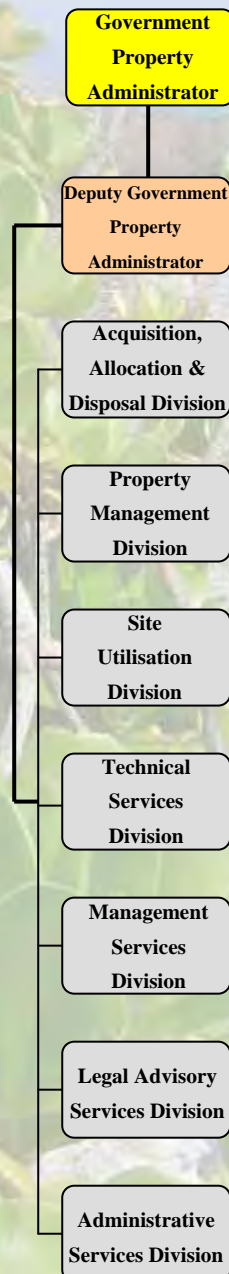
We continued to focus on environmental hygiene, sustainable measures in property management and green office house-keeping in 2004. At the same time, we encouraged our stakeholders to get involved in green initiatives. These include mandatory use of decomposable lunch boxes by canteen operators and facilitating the participation in green campaign by the Building Management Committees (BMCs) and Property Management Agents (PMAs) of JUBs and quarters.

With the concerted efforts and actions by members of our Green Management Committee (GMC), the environmental awareness of the Agency's staff and stakeholders have been further enhanced over the past two years. I have no doubt that further progress will be made in future.

Maria S.N. Kwan, JP
Government Property Administrator

The Agency, its Vision and Mission

Organization Chart



Our Vision :

- To provide suitable government accommodation to enable efficient delivery of public services.

Our Mission :

- To meet government's needs for accommodation through optimal use of and necessary adjustments to the current stock.
- To provide management services for government properties through the most cost-effective means available.
- To modernize government properties to meet changing operational and statutory requirements.
- To optimize the utilization of government sites in conjunction with other concerned departments.

The Government Property Agency is headed by the Government Property Administrator and has around 210 staff of the administrative, general, professional and technical grades. It is organized into seven Divisions.

The Agency's main activities



Acquisition of HOS flats at Yau Mei Court in Yau Tong for use as disciplined services quarters



Overseas office of HKSAR in a leased-in classical building in Sydney



Estate Management Office at Immigration Tower



Leased out shop on G/F of Revenue Tower

- To construct, purchase or lease general use office premises to meet vetted accommodation needs and to ensure proper utilization.
- To manage government properties including those in private developments through private contractors.
- To optimize use of government, institutional and community sites through reviewing site reservations, seeking release of under-utilized government sites where appropriate, and examining proposal for new developments.
- To vet accommodation requirements of bureaux and departments.
- To delease leased office and residential accommodation to tie in with the availability of owned premises.
- To lease out surplus government properties with commercialization potential and implement new commercialization initiatives where appropriate.
- To scrutinize Deed of Mutual Covenants and execute Assignments in respect of Government Accommodation in private developments.

The Agency's Stakeholders and the Environment



Cleaner of PMA at work



Refurbishment works relating to curtain wall at Immigration Tower implemented by ArchSD



Under-utilized departmental quarters in urban area to be vacated and returned to Lands Department

Our stakeholders mainly comprise users of government properties under the Agency's management and our works agents for construction, building/E&M maintenance and property management. The former include bureaux and departments, quarters occupants, film makers, advertisers as well as members of the public. Our works agents include Architectural Services Department (ArchSD), Electrical and Mechanical Services Department (EMSD), property management agents (PMAs) and real estate agents etc.

In meeting Government's accommodation needs, the Agency's work has impact on the environment through the choice of building design, materials and installations, construction methodology and process for government built JUBs and quarters. In optimizing the use of government accommodation, the Agency endeavours to make better use of scarce land resources and has regard to the compatibility of the proposed land use with the surroundings. In managing government properties, due attention is given to energy conservation/efficiency and environmental protection measures in operation and maintenance of the premises. In performing internal office management, the Agency strives to reduce the use of papers, stationery and electricity.

Environmental Policies



Photovoltaic panels were installed in the Wanchai Tower as a trial project to study the use of renewable and clean energy in local environment



Centralized monitoring system for property management enhances early notification and rectification of malfunctioning of E&M installations

- Ensure that sustainable design, building materials, installation and process are adopted in the construction of new Government JUBs and quarters, fitting-out projects and refurbishment;
- Ensure that property management of Government accommodation under the Agency's management is done in an environmentally responsible manner, for example by promoting energy efficiency measures in the interests of environmental protection and energy conservation;
- Ensure green office management; and
- Provide training for staff to increase awareness of the need for continual improvement in protecting the environment, preventing pollution and enhancing energy conservation and efficiency.

Environmental Initiatives in 2004



Shatin GO



Kwai Yung Court is one of the HOS premises fitted-out into disciplined services quarters

(1) HK-BEAM scheme is an initiative of The Real Estate Developers Association of Hong Kong. It provides authoritative guidance and assessment method to developers, users and estate managers of buildings regarding good environmental performance in buildings. It is operated by the Centre of Environmental Technology Limited (CET), an independent, non-profit, environmental information centre. The CET Assessor will evaluate, rate and issue the Certificate to the assessed building.

- **Project Management**

The Cheung Sha Wan Government Offices (GO) and the Shatin GO were assessed and awarded the Hong Kong Building Environmental Assessment Method (HK-BEAM)⁽¹⁾ rating of “Excellent” in March 2004 and April 2004 respectively.

- **Fitting-out Works**

Environmentally responsible materials and construction methods are used for fitting-out of 4,304 newly acquired disciplined services quarters. These include the use of teak flooring sourced from approved forestry only and the use of white glue as adhesive in lieu of hot asphalt.

Environmental Initiatives in 2004 (Continued)



Replacement of air-cooled chillers by binary ice chillers at Mui Wo GO



Addition of automatic tube cleaning system in Immigration Tower



Use of decomposable lunch boxes for take-away services is mandatory in Government canteens

Energy Retrofit Projects

Projects implemented in 2004 in collaboration with ArchSD and EMSD comprise:

- Replacement of 3 sets of air-cooler chiller with 2 sets of binary ice chiller at Mui Wo GO (completed in August 2004).
- Replacement of T8 conventional ballast light fittings with more energy efficient T5 electronic ballast light fittings at Tsuen Wan GO (completed in April 2004), on 8/F – 12/F at Yuen Long Tai Kiu GO (completed in May 2004) and at Middle Road Multi-Storey Carpark (completed in June 2004).
- Addition of Automatic Tube Cleaning System for Chiller Condensers at Immigration Tower (targetted completion in April 2005).

Tenancy Management

- New environmental requirements have been incorporated in tender documents for Government canteens. Operators are prohibited from using single-use and non-decomposable lunch boxes for take-away services since mid 2004. Decomposable and recycled products are encouraged.

Environmental Initiatives in 2004 (Continued)



Waste separation and recycling programmes in some 46 Government JUBs and 83 quarters development are being implemented



The number of lifts and escalators in operation are reduced during off-peak hours to reduce electricity consumption



'Green' Award presentation to BMC of Cheung Sha Wan GO

Property Management

Initiatives taken in 2004 include :

Continued operation of the waste separation and recycling programme in some 46 Government JUBs and 83 quarters development. Quantities of various categories of waste (paper, aluminum cans and plastic bottles) collected were measured and reported by the Agency's PMAs to this Agency and the Environmental Protection Department (EPD) on a monthly basis.

Power consumption statistics are issued to the Building Management Committees (BMCs) of JUBs through the PMAs on a monthly basis to enhance user departments' awareness of their energy consumption level and assists them in planning programme on energy conservation.

- Government Departments and BMCs are encouraged to participate in green activities organized by EPD, EMSD etc. The BMC of Cheung Sha Wan GO was presented with an Office Building Saver Bronze Award by EMSD to recognize the significant reduction of electricity consumption during the assessment period between October 2003 and September 2004.
- The number of lifts and escalators in operation are reduced during off-peak hours in order to reduce electricity consumption. Government staff are also constantly being encouraged to walk up or down 2 to 3 storeys within the same building rather than using the lifts.

Environmental Initiatives in 2004 (Continued)



Dual flush/water saving cistern installed in some GO



Using of sensor water faucets in GO washrooms



Social Recycling Scheme carried out in Tanner Road Police Married Quarters to collect used clothes and electrical appliances

- Full A/C provision is synchronized with the office operation hours to reduce wastage.
- Venues are made available to support green activities organized by other bureaux or departments or non-government organizations to raise the general awareness on environmental protection among staff and members of the public. With the support of relevant BMCs, exhibition on Sustainable Development Strategy organized by Chief Secretary Office, Anti-smoking Exhibition organized by the Department of Health and Exhibition on Incineration and Dioxin Residues were held in different JUBs such as Revenue Tower, Tsuen Wan GO and Cheung Sha Wan GO.
- In the toilet refurbishment programme of the JUBs, 7.5-litre water-flushing cisterns, infra-red sensor operated faucets and electronic ballasts for light fittings were installed in Harbour Building and Queensway GO in 2004.
- Environmental improvement programmes as well as awareness activities such as Christmas Cards Recycled Programme, Electrical Appliances Recycling Campaign and Social Recycling Programmes were also launched in the government quarters under the Agency's purview.

Environmental Initiatives in 2004 (Continued)



Officer is assigned to turn off excessive lighting during lunch hours and after office hours



Green boxes are provided for common use printers and photocopying machines



Window blinds are lowered to keep out sunlight and heat from office

Office Management

Paper Conservation

- ◆ Wide use of electronic mailing facility within and outside the Agency to minimize the use of paper.
- ◆ Regular reminders through email requiring staff to continue the green housekeeping measures.
- ◆ Monitor closely the consumption of paper and requiring users to justify the increase in demand when making the annual paper requirements estimates.
- ◆ Send out electronic Christmas greeting only.
- ◆ Request senders of junk fax to stop sending junk fax to the Agency.

Paper Recycling

- ◆ Collect waste paper for recycling under centrally arranged programme for JUBs.
- ◆ Use environmental-friendly products.
- ◆ The Agency has continued to use 50% of the recycled toner cartridges for PC printer and facilitated colleagues to use Green Paper by providing 'green' trays in every common use printers and photo-copying machine.
- ◆ Widely use of clutch pencils to reduce consumption of wood pencils.

Energy Conservation

- ◆ The Agency has continued its practice of switching off office lights during lunch hours and after office hours by assigning officers to execute the duty.
- ◆ The Agency supports energy-saving measures imposed by the Environment, Transport and Works Bureau (ETWB) by setting the room temperature at 25.5°C in JUBs during summer months.

Environmental Initiatives in 2004 (Continued)



Green Trail Walk on World Environmental Day organized by Energy Efficiency Campaign Committee



20 staff joined the Green Trail Walk



Green Talk given by Mr. Michael Lai of EPD

Training

- **Environmental Audits**

Internal Environmental Audits (IEA 2003) on our performance in 2003 were carried out by the GMC in February 2004. Cross divisional checking on housekeeping, property management, project management aspects etc was undertaken. New initiatives in our day to day work were explored and checks were undertaken to see whether the green targets committed in 2003 had been accomplished. The results were satisfactory and no non-compliance had been found. The IEA Report 2003 was posted on the intranet to announce the results and to remind all colleagues about the targets set.

- **Green Activities**

In order to promote energy conservation and environmental awareness among colleagues in the Agency, two Green Activities were arranged by the GMC in 2004.

- ◆ 20 staff joined the Green Trail Walk organized by the Environmental Campaign Committee on 27 June 2004.
- ◆ On 28 October 2004, Mr. Michael Lai, Environmental Protection Officer, Community Relations Unit of EPD provided an environmental talk which was well received by some 40 colleagues in the Agency.

The Green Management Committee

The Green Management Committee (GMC) of the Agency was established in December 2003.

The GMC comprises of :

- **A Chairperson, a Vice-chairperson, a Secretary and a representative from the Acquisition, Allocation & Disposal Division, the Property Management Division, the Site Utilization Division, the Management Services Division and the Administrative Services Division.**

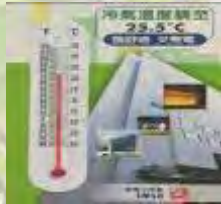
The GMC is responsible for :

- **Setting performance targets on green measures and formulating action plans;**
- **Recording, reviewing and publicizing achievements;**
- **Carrying out Internal Environmental Audits annually;**
- **Introducing measures and arranging training to raise the levels of awareness among staff of the Agency regarding environmental protection, energy efficiency and conservation;**
- **Preparing the Environmental Report annually.**

Environmental Plan and Targets for 2005



Environmental activity organized by PMAs



Internal room temperature of GO set at 25.5 °C in summer starting from November 2004

The Agency will continue to implement measures to promote environmental protection :

- Subject to availability of funds, implement energy-saving projects in collaboration with ArchSD and EMSD.
- Issue power consumption statistics to BMCs of JUBs monthly.
- Set air-conditioning temperature for government premises at 25.5°C in the summer months.
- Reduce the number of lifts and escalators in operation during off-peak hours.
- Mount at least two environmental awareness activities by each PMA.
- Achieve the 2.5% paper reduction target set by ETWB.
- Complete annual Internal Environmental Audits.
- Conduct at least two environmental awareness activities in the Agency.

Comments and Suggestions



Comments and/or suggestions regarding the report and/or environmental initiatives relating to the operation of the Agency are most welcome. Please contact Ms. Jane Au Yeung, the Secretary of GMC at telephone no. 2594 7756 or Mr. Anthony Yu, Departmental Secretary, at telephone number 2594 7605 or e-mail to sas@gpa.gov.hk.