**Building-specific Energy and Carbon Management Communication Plan Template**

**Baseline Practice**: E13.0 – Owner or Landlord Shares Energy   
and Carbon Practices

**Applicable Asset Classes**: LI, OAR

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| **Instructions:**  All grey italic text with borders are instructions to help you prepare the required Baseline 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. The intent of this Baseline Practice is to increase building occupant awareness and engagement in environmental and sustainable practices. For additional guidance, refer to the [BOMA BEST 4.0 Field Guide](https://bomabestfieldguide.org/field-guide-for-sustainable-buildings/e13-0-owner-or-landlord-shares-energy-and-carbon-practices/). |
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| ***Checklist:***  *Check Baseline Practice applicability:*   * *Project must fall under the asset class Light Industrial or OAR*   *Provide an Energy and Carbon Assessment* *completed within 5 years of final submission.*  *(See* [*E1.0b – Energy and Carbon Assessment*](https://bomabestfieldguide.org/field-guide-for-sustainable-buildings/e1-0b-energy-and-carbon-assessment/?seq_no=2) *for more details)*  *Develop an Energy and Carbon Management Communication Plan that covers the following:*   * *Building management team’s effort to manage energy and carbon.* * *Contents of most recent Energy and Carbon Assessment.* * *Tips for operations and maintenance optimization and Lighting and HVAC efficiency* * *The value of sub-metering*   *Provide evidence of communication in Appendix A dated within 12 months of final submission that shows the contents of the Energy and Carbon Management Communication Plan was shared with:*   1. *at least half of the number of tenant organizations occupying the building*   *OR*   1. *to a group that leases at least half of the total building area dated within 12 months of final submission.* | |
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**Energy and Carbon Management Communication Plan**

*Helpful Tip!*

*If this is a recertification project, project teams can use the previous Energy Communication Plan developed for BOMA BEST 3.0 Best Practice 2 or the Communication Program developed for BOMA BEST 3.0 Best Practice 16 as the base for their Energy and Carbon Management Communication Plan.*

***Note that there are additional requirements that are new to BOMA BEST 4.0*** *that will need to be included in the plan such as carbon requirements.*

[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]

[Insert date Plan was created / most recent date it was reviewed]

# Introduction and Purpose

Increasing building tenant and occupant awareness and engagement in environmental and sustainable practices can have a significant impact on the performance of the building.

Improving the environmental performance of the building can lead to many positive outcomes for building management, staff, and tenants, including but not limited to lower operational costs, lower utility bills, improved indoor air quality, improved management-tenant relationships.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following [delete bullets not applicable to your building]:

* Distribute communication materials to educate occupants about energy efficiency and carbon reduction.
* Share relevant resources to encourage implementation of energy and carbon conservation initiatives.
* Conduct [insert frequency, suggest bi-annual] occupant management team meetings to advance awareness and occupant engagement around energy and carbon conservation.
* Connect with each occupant representative [insert frequency, suggest at least twice a year] to communicate the building’s energy efficiency and carbon reduction goals and potential opportunity to initiate landlord offerings.

*Delete bullets not applicable to your building. Add bullets for any additional relevant responsibilities assigned to the property manager.*

# Communication Range

[Insert as description of who the contents will be shared with].

*The* *Energy and Carbon Management Communication Plan is required to be shared with either:*

1. *at least half of the number of tenant organizations occupying the building;*

*OR*

1. *a group that leases at least half of the total building area dated within 12 months of final submission.*

*In this section, describe who will be shared the contents of this document to meet the question requirements. Include the following in the description:*

* *whether the project will be complying using option a) or b) (see above)*
* *the names of the tenants/ groups*
* *how the shared tenants/groups meet the requirements (ie. if the name of only one group is provided, describe how this group makes up half or the total building area)*

# Strategy

## Targets and Goals

**Baseline Practice E2.0: Energy and Carbon Management Plan** outlines the energy and carbon conservation goals for [Insert Building Name].

Occupants play an important role in helping to achieve those goals. Occupants are encouraged to consider whether there is opportunity to commit to the implementation of any of the following initiatives at the building:

* If occupant space is separately metered, regularly send [Insert Name of Landlord Organization] your monthly energy usage data;
* Minimize the use of energy by turning off lights, plugs and other energy-using equipment when not in use;
* For any replacement / retrofit, install energy-efficient equipment or equipment with low carbon emissions;
* When vacating the premises upon lease expire, consider agreeing to leave pre-installed energy-efficient and low carbon emitting equipment.

*Delete bullets not applicable to your building. Add bullets for any other energy and carbon management goals in the building.*

## Initiatives Offered

[Insert Name of Organization] will endeavor to support our occupants’ objectives around energy and carbon conservation within their premises by providing access to the following:

* General communication tools: posters, “turn-it-off stickers”, etc.
* Delivery of “energy and carbon conservation tips” brochures to occupants.
* Conducting energy and carbon conservation seminars for tenants / occupants.
* Providing walk through energy and carbon assessment services of occupant spaces.
* Posters in common areas describing energy saving tips.

*Delete bullets not applicable to your building. Add bullets for any other energy and carbon conservation initiatives available at the building.*

## Documentation

Energy-use, energy and carbon conservation, energy efficiency, and carbon emission reduction opportunities are presented, discussed, and communicated in the following ways:

* Agendas and minutes from tenant-management team meetings.
* Marketing materials used to promote energy and carbon conservation measures.
* Reports of energy use assessments and carbon assessments done in tenant spaces are shared with tenants.

*Delete bullets not applicable to your building. Add any additional documentation methods used at the building.*

Refer to the **Appendix A** for communication materials distributed to occupants.

# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once a year. The following table outlines all energy and carbon communication activities, events, and strategies implemented to date, and what strategies are planned for implementation.

*Include signature of the team member responsible for implementing Energy Management Communication Plan below. Examples include the Property Manager, Building owner, or Building Operator.*

*Describe the timeline for implementation of all activities, events, and strategies put in place at the building over the past year, and what is planned for the upcoming year.*

*For meetings with occupant (e.g., tenant) groups or individual representatives, connecting at least twice a year is suggested. The first meeting can focus on the different energy conservation measures (ECMs) and carbon conservation measures (CCMs) that can be considered and then agreeing on those that can be implemented in the coming year. The second meeting, 6 months later, can focus on the success / failure of the ECM/ CCM implementation, review lessons learned and any adjustments that may be need to the approach to ensure success.*

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| Activity/ Event/ Strategy | Description | Implementation Date |
| Ex. Tenant Management Meeting | Discuss energy and carbon conservation measures considered at the property | February 2024 |
| Ex. One-on-one meetings with individual occupant representatives | Review opportunities to implement tenant-specific water conservation measures | April 2025 |

Signature of [Property Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01-Jan-2024

Appendix A – Examples of Tenant Communication Materials

*Attach proof of communication with representative group of building tenants, covering energy and carbon assessment, tips for operations and maintenance optimization, lighting and HVAC efficiency and the value of sub-metering dated within 12 months of final submission date. Examples may include posters, newsletters, emails, or meeting notes.*