

## 關於香港綠色建築議會 About the Hong Kong Green Building Council

香港綠色建築議會 (HKGBC) 於2009年創立，為非牟利及會員制機構，旨在為香港締造更綠色的建築環境，從而保護地球，造福香港市民。創會會員包括建造業議會 (CIC)、商界環保協會 (BEC)、建築環保評估協會 (BSL) 及環保建築專業議會 (PGBC)。為引領市場轉化，議會致力向政府倡議綠色環境政策，並為各界引入綠色建築作業方式和訂立業界有關設計、建造與管理的專業標準，同時向市民推廣綠色生活。

The Hong Kong Green Building Council Limited (HKGBC) is a non-profit, member led organisation established in 2009 with the vision to help save the planet and improve the wellbeing of the people of Hong Kong by transforming the city into a greener built environment. The Founding Members of HKGBC include the Construction Industry Council (CIC), the Business Environment Council (BEC), the BEAM Society Limited (BSL) and the Professional Green Building Council (PGBC). Its mission is to lead market transformation by advocating green policies to the Government; introducing green building practices to all stakeholders; setting design, construction and management standards for the building profession; and promoting green living to the people of Hong Kong.

欲知更多有關香港綠色建築議會的資料，請瀏覽網頁  
To learn more about the HKGBC, please visit  
[www.hkgbc.org.hk](http://www.hkgbc.org.hk)



## 綠色網站 Green Website

### 綠材環評 HKGBC Green Product Accreditation and Standards (HK G-PASS)



「綠材環評」為綠色建築產品提供認證，並將它們劃分為五個環保等級。

HK G-PASS certifies and classifies green building products into five ratings.



<http://hkgpass.hkgbc.org.hk>

### 綠材庫 Eco-Product Directory



「綠材庫」協助業界選購綠色建築產品。

Eco-Product Directory helps industry practitioners make smart purchases of green building products.



<http://epdir.hkgbc.org.hk>

### 能源資訊園地 EnergyLand



「能源資訊園地」是一個能源效益及節約的教育網站。

"EnergyLand" is an educational website on energy efficiency and conservation.



<http://www.energyland.emsd.gov.hk/tc/tips/appliances/index.html>

### 香港減廢網站 Hong Kong Waste Reduction Website



香港減廢網站是一個一站式的資訊平台，為你提供有關香港在廢物產量、減廢、循環再造和廢物管理方面的資訊。

The Waste Reduction Website is a one-stop source of information about waste generation, reduction, recycling and management in Hong Kong.



<http://www.wastereduction.gov.hk/>

### 水務署慳水錦囊 Water Supplies Department Water Saving Tips



珍惜點滴，積聚未來。歡迎瀏覽水務署網站查看更多慳水錦囊。

Save Water for the Future. Every Drop Counts. Please visit Water Supplies Department's website for water saving tips.



[http://www.wsd.gov.hk/tc/education/water\\_conservation/water\\_saving\\_tips/](http://www.wsd.gov.hk/tc/education/water_conservation/water_saving_tips/)

特別鳴謝以上各機構提供網頁資料。  
Special thanks to all the organisations for providing the above website information.

### 慳電環評 – 辦公室用戶 HKGBC Benchmarking and Energy Saving Tool (HK BEST00)



「慳電環評 – 辦公室用戶」嘉許具能源效益的辦公室。

HK BEST00 recognises energy efficient office premises.



<http://hkbest.hkgbc.org.hk/oo>

### 資惜寶 HK G-Share



「資惜寶」為免費網上平台，鼓勵建築業界和市民分享及重用資源。

The free e-platform encourages the construction industry practitioners and the public to share and reuse useful resources.



<http://g-share.hkgbc.org.hk>

### 中電網站 CLP Website



中電竭誠為各行各業推動節能環保，共創綠色未來。

CLP plays an active role to work with various industry partners to promote eco-awareness and energy conservation for a greener environment.



<https://www.clp.com.hk/en/my-business/energy-saving-ideas>

### 辦公室慳電錦囊 Smart Tips for Energy Efficiency at Office



港燈網頁提供能源效益小貼士及指引，教育公眾如何「智『惜』用電」-- 智慧用電、珍惜能源。

HK Electric's website provides smart tips and guidelines on energy efficiency, with an aim to educate the public on the smart and efficient use of electricity.



<https://www.hkelectric.com/zh/customer-services/energy-efficiency-safety/electricity-@-office/smart-tips>

### 煤氣綠色辦公室 Towngas Green Office



北角總部實施一系列節能措施，並於2015年榮獲綠建築評既有建築[1.2版]最終白金級認證。

Towngas headquarters at North Point have taken plenty of effective energy saving initiatives. The building has achieved Final Platinum rating under BEAM Plus EB [V1.2] in 2015.



<https://www.towngas.com/Chi/Corp/SocResp/EnvProt/GreenOffice.aspx>

# 和綠共進

Green Tenancy Driver  
Training Toolkit  
你的「和綠共事」小助手  
Drive your workplace to GO GREEN



## 介紹 Introduction

香港綠色建築議會 (HKGBC) 於2014年出版《和綠共事—辦公大樓》(下稱「本指南」), 鼓勵租賃雙方通力合作, 並透過五大步驟, 逐步締造可持續的辦公室環境。這五大步驟包括綠意提升、自願試行、漸進合作、議定其成及綠色租約。

為了鼓勵租戶、綠色大使和物業管理公司的前線員工踏出「和綠共事」的第一步, 以及提升他們的環保意識, 議會於2016年推出「和綠共進」工具包, 提供採取環保措施所需的工具, 內容涵蓋四大方面, 包括節能、惜水、減廢及省紙。

Published in November 2014 by Hong Kong Green Building Council (HKGBC), the Green Tenancy Driver for Office Buildings (the "Guidebook") encourages landlord-tenant collaboration to create a sustainable working environment with reference to a five-stage roadmap, including Green Awareness, Voluntary Pilot Run, Graduated Collaborative Approach, Split Incentive Consent and Green Lease.

To encourage tenants, green ambassadors and frontline staff of property management companies to take the first step and raise their green awareness, the HKGBC has developed the Green Tenancy Driver Training Toolkit (the "Training Toolkit"), which contains the necessary materials for implementing green measures at offices. There are four key aspects, including Energy Efficiency, Water Conservation, Waste Reduction and Paper Reduction.

了解更多本指南  
Know more about the Guidebook



中文



ENGLISH

## 你的「和綠共事」小助手 Go Green with the Green Tenancy Driver Training Toolkit

### 「和綠共進」包括 The Training Toolkit includes

#### 環保小錦囊 Green Stickers

以生動有趣的方式, 為你提供節約資源及減少浪費的小貼士  
Provide you with the tips on saving resources and reducing waste in an interesting way

#### 環保措施核對清單 Green Measures Checklists

監察環保措施的成效  
Monitor the effectiveness of green measures

#### 海報 Poster

為你提供回收小貼士  
An informative poster for recycling tips

#### 環保指引 Green Guidelines

提供簡單易明的指引, 協助你逐步實現綠色辦公室  
Easy-to-understand guidelines on going green at offices

#### 綠色成就路線圖 Green Achievement Roadmap

在路線圖上記錄你的綠色成就  
A roadmap for recording your green achievement

#### 環境績效監測表 Environmental Performance Monitoring Forms

記錄日常資源消耗狀況, 收集數據, 制定環保措施  
Record your daily resource consumption for data collection and formulate your own green measures

#### 綠色活動策劃指引 Green Event Guidelines

逐步策劃綠色活動, 提升員工的環保意識  
A step-by-step approach to organise green events for your workmates and raise their green awareness

#### 查詢 Enquiry :

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http://got.hkgbc.org.hk

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<http://got.hkgbc.org.hk/>

