



HKGBC  
香港綠色建築議會

Green Tenancy Driver  
Training Toolkit

和綠共進

你的「和綠共事」小助手

Drive your workplace to GO GREEN



# Roadmap to Green Tenancy

Green Awareness

Voluntary Pilot Run

Graduated Collaborative Approach

Split Incentive Consent

Green Lease



# Who may need this Training Toolkit?



## Property Management Companies

- Green Ambassadors
- Frontline Staff

## Tenants



	Tool	Description	Quantity	Price
Green Awareness	Poster	<ul style="list-style-type: none"> <li>Enrich your recycling knowledge</li> </ul>	1 pc	\$500/set
	Green Stickers	<ul style="list-style-type: none"> <li>Provide you with the tips on saving resources and reducing waste in an interesting way</li> </ul>	48 pcs (covering 11 designs)	
Voluntary Pilot Run	Leaflet	<ul style="list-style-type: none"> <li>Help you get familiarised with the Training Toolkit at a glance</li> </ul>	1 pc	
	Green Guidelines	<ul style="list-style-type: none"> <li>Provide you with easy-to-understand guidelines on going green at offices</li> </ul>	5 sets	
	Green Measures Checklists	<ul style="list-style-type: none"> <li>Monitor the effectiveness of green measures</li> </ul>	4 sets	
Graduated Collaborative Approach	Environmental Performance Monitoring Forms	<ul style="list-style-type: none"> <li>Adopt a short-term approach and record your daily resource consumption for data collection to formulate your own green measures</li> </ul>	9 sets	





	Tool	Description	Quantity	Price
	<b>Green Achievement Roadmap</b>	<ul style="list-style-type: none"> <li>Adopt a long-term approach and record your green achievement on a roadmap</li> </ul>	1 pc	Limited FREE Package

To help you take one step further towards **Graduated Collaborative Approach**, a **FREE** package is now available for purchasing each set of the Training Toolkit.

This package includes a **Green Achievement Roadmap** and a **recycling bag**, available while stock lasts.



# Green Awareness



Poster x 1 pc (Size: A2)



Green Stickers x 48 pcs

# Green Awareness

## Energy Efficiency



**x 2 pcs**  
(Size: 130mm x 130mm)



**x 4 pcs**  
(Size: 130mm x 130mm)



**x 10**  
(Size: 14mm x 200mm;  
applicable to computer monitors)

## Working Area



# Green Awareness

## Waste Reduction



**x 4 pcs**  
(Size: 130mm x 130mm)



**x 2 pcs**  
(Size: 130mm x 130mm)

## Paper Reduction



**x 4 pcs**  
(Size: 130mm x 130mm)

**Working Area**



# Green Awareness

## Waste Reduction



**x 2 pcs**  
(Size: 130mm x 130mm)

**x 1 pc**  
(Size: 200mm x 200mm)



**x 2 pcs**  
(Size: 130mm x 130mm)

**x 1 pc**  
(Size: 200mm x 200mm)

## Water Conservation



**x 4 pcs**  
(Size: 130mm x 130mm)

**x 2 pcs**  
(Size: 200mm x 200mm)

## Pantry

# Green Awareness

## Water Conservation



**x 6 pcs**  
(Size: 210mm x 297mm)

**Toilet**

## Paper Reduction



**x 4 pcs**  
(Size: 210mm x 297mm)

**Printing Room**

Poster

Stickers

**Leaflet**

Guidelines

Checklist

Form

Roadmap

# Voluntary Pilot Run

**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強出「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、減廢及自誌。

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





ENGLISH

**你的「和綠共進」小助手**  
Go Green with the Green Tenancy Driver Training Toolkit

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

- 海解 Poster**  
為你提供回收小貼士  
An informative poster for recycling tips
- 環保措施核對清單**  
監察綠色措施的成效  
Green Measures Checklists  
Monitor the effectiveness of green measures.
- 環保小貼士**  
以生動有趣的方式, 為你提供節省的資源及減少浪費的小貼士  
Green Stickers  
Provides you with the tips on saving resources and reducing waste in an interesting way.
- 環境績效監測表**  
記錄日常資源消耗狀況, 收集數據, 制定環保措施  
Environmental Performance Monitoring Forms  
Record your daily resource consumption for data collection and formulating your own green measure.
- 綠色成就路線圖**  
在路線圖上記錄你的綠色成就  
Green Achievement Roadmap  
A roadmap for recording your green achievement.
- 和綠共進指南**  
提供簡單易懂的指引, 協助你逐步實現綠色辦公室  
Green Guidelines  
Easy-to-understand guidelines on going green at offices.
- 綠色活動策劃指引**  
逐步舉辦綠色活動, 提升員工的環保意識  
Green Event Guidelines  
A step-by-step approach to organise green events for your workmates and raise their green awareness.

**立刻訂購**  
Order Now

請即瀏覽以下網址或掃描二維碼進行訂購  
Scan to order or access to our online ordering form at <http://gbc.hkgbc.org.hk/trainingtoolkit>



查詢 Enquiry  
☎ +852 3994 8818  
✉ [info@hkgbc.org.hk](mailto:info@hkgbc.org.hk)

**Leaflet x 1 pc (Size: 420mm x 200mm)**

Poster

Stickers

Leaflet

**Guidelines**

Checklist

Form

Roadmap

# Voluntary Pilot Run

**活動**  
Event

**和綠共進**  
Green Building Training Forum

**環保指引 Green Guidelines**

**選場選擇 Venue Selection**

- 選擇交通方便，減少長途交通。  
Choose any venue that minimises long-distance transportation.
- 選擇舉辦綠建築活動的場數，以減少參與者的車程（照顧參與者安全）。  
Choose any venue that fits the number of participants to minimise the excessive energy consumption (e.g. lighting and air-conditioning).
- 選擇採用節能燈具/LED日光燈/節能燈等及/或採用可再生能源的綠色建築作場地。  
Select any venue in green buildings where energy efficiency measures are implemented and/or are in compliance with green building standards and/or use renewable energy sources.

**住宿選擇 Accommodation Selection**

- 選擇已獲認證符合綠色建築原則的酒店。  
Choose certified hotels which fulfil sustainability principles.
- 選擇靠近場地的酒店。  
Choose hotels that are close to the event venue.
- 提供步行路線予參加者，鼓勵他們從酒店步行到場。  
Provide walking route to participants for encouraging them to walk from hotels to the venue.

**節能**  
Energy Efficiency

**和綠共進**  
Green Building Training Forum

**環保指引 Green Guidelines**

**電腦 Computers**

- 檢查電腦設定，如把螢幕「休眠」功能少於10分鐘，關閉電腦，或選擇自動關閉設定為電燈模式。把螢幕三十分鐘關閉作電腦，促進省電目標。  
Check your computer to turn off or enter power-saving mode after 10 minutes (or less) of inactivity, and your hard drive to turn off after 30 minutes of inactivity. This can be done at the Power Options in your Windows Control Panel.
- 選擇顯示器亮度，請關閉不必要的資料，選擇較暗的亮度，可節省能源。  
Adjust the brightness on your monitor. The brighter a monitor, the more energy it consumes. A monitor's brightness can be reduced in a dark room.
- 將電腦放在任何螢幕轉動或關閉。  
Switch off the monitor; this can save more energy than any screen savers.
- 離開辦公室時，關閉電腦。  
Switch off the computers when leaving office or after other hours.

**省紙**  
Paper Reduction

**和綠共進**  
Green Building Training Forum

**環保指引 Green Guidelines**

**打印機 / 影印機 Printers / Photocopiers**

- 使用100%再生紙或低磷無氯紙張以保護環境。  
Use 100% recycled paper or paper made from sustainable resources.
- 打印時選擇雙面打印或雙面彩色打印。  
Encourage double-sided printing and set the default settings to double-sided and black and white printing.
- 預覽了紙張再打印。  
Preview the use of electronic communications and the adaptates of electronic filing and documentation.
- 使用網上傳真系統或傳真可減少紙張打印和紙張儲存文件。  
Reduce fax through e-fax system to reduce paper consumption and help with documentation.
- 儘量選擇低磷無氯紙。  
Use paper with lower grammage whenever possible.
- 打印時選擇回收紙張。由電腦預覽和選擇單一循環回收紙。  
Put a single-sided waste paper collection bin and a waste paper recycling bin near the printers and photocopiers.
- 使用單面紙打印非重要文件。  
Use single-sided waste paper collected to print less-important documents.
- 選擇單面紙打印重要文件，但盡量減少紙張使用及在紙張背面打印。  
Use single-sided paper as telepaps and reuse used envelopes.

**惜水**  
Water Conservation

**和綠共進**  
Green Building Training Forum

**環保指引 Green Guidelines**

**水龍頭 Water Faucets**

- 定期檢查水龍頭及水喉是否有漏水情況以確保節水。  
Check regularly for the leakage of pipes and taps and fix the leaks.
- 洗手時，關閉水龍頭。  
Turn off water tap when soaping hands.

**洗手間設施 Washroom Facilities**

- 不要將除了紙張其他垃圾丟進廁所沖水，減少浪費資源。  
Do not throw towel paper or garbage into toilet to save water resources.

**洗碗機 Washing Machines**

- 當洗碗機滿時才開始運行。  
Run the dishwashers only when they are full.

**減廢**  
Waste Reduction

**和綠共進**  
Green Building Training Forum

**環保指引 Green Guidelines**

**工作間 Working Area**

- 在辦公室中設置回收箱。  
Set up recycling bins in the office.
- 向員工提供培訓，有效執行回收計劃。  
Provide recycling knowledge to staff in order to facilitate the execution of recycling programmes.
- 與負責回收的承包商溝通，以確保定期回收。  
Communicate with waste contractors to schedule recyclable waste collection regularly.

**茶餐廳 Pantry**

- 減少剩餘，自備午餐及避免使用 disposable 餐具。  
Bring your own lunchbox for takeaway and avoid using disposable tableware.
- 購買耐用及可重複使用的產品。  
Avoid purchasing disposable products.
- 選擇耐用及可重複使用的產品。  
Choose durably packaged products.

**Green Guidelines x 5 sets (Size: A4)**

Poster

Stickers

Leaflet

Guidelines

**Checklist**

Form

Roadmap

# Voluntary Pilot Run



**節能**  
Energy Efficiency

Green Tenancy Driver Training Toolkit  
**和綠共進**

環保措施核對清單 Green Measures Checklists

	是	否	No
<b>電腦 Computer</b>			
1 將電腦顯示屏及硬盤設置為自動關閉或省電模式？ Configure the computer monitors and hard drives into auto turn off or power-saving mode?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 調節電腦顯示屏的亮度？ Adjust the brightness on the computer monitors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 離開辦公室或下班時關閉電腦顯示屏？ Switch off the computer monitors when leaving office or after work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 離開辦公室或下班時關閉電腦？ Switch off the computers when leaving office or after work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>燈光 Lighting</b>			
1 安排最後離開的員工關閉所有的燈？ Arrange the "last-man-out" to switch off all lightings after work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 當日光充足時，關閉部分燈？ Switch off some lights when daylight is sufficient?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 當某處沒有人時，關閉該區域燈？ Switch off lightings when nobody is in the zone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 在午膳時間辦公樓內，關閉公共地方的照明燈？ Switch off lightings in public area during lunch time if no one in the office?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





**省紙**  
Paper Reduction

Green Tenancy Driver Training Toolkit  
**和綠共進**

環保措施核對清單 Green Measures Checklists

	是	否	No
<b>打印機 / 影印機 Printers / Photocopiers</b>			
1 使用100%再循環紙或可持續的紙張製成紙張的紙嗎？ Use 100% recycled paper or paper made from sustainable resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 將打印機及影印機預設為雙面及黑白雙邊打印？ Change default settings to double-sided and black and white printing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 採用電子通訊及電子存檔？ Adopt electronic communications and electronic filing and documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 通過網上傳真系統接收傳真？ Receive fax through e-fax systems?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 採用較薄的紙？ Use paper with lower grammage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 在打印機及影印機旁放置單面廢紙和廢紙回收箱？ Put a single-sided waste paper collection box and a waste paper recycling box near printers and photocopiers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 使用單面廢紙打印重要文件？ Use single-sided waste paper to print less-important documents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>






**減廢**  
Waste Reduction

Green Tenancy Driver Training Toolkit  
**和綠共進**

環保措施核對清單 Green Measures Checklists

	是	否	No
<b>工作間 Working Area</b>			
1 在辦公室中設置回收箱？ Set up recycling bins in the office?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 向員工宣揚回收知識，有鼓勵實行回收計劃？ Provide recycling knowledge to staffs in order to better recycle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 聯絡回收商定期收集可回收物？ Communicate with waste contractors to schedule recyclable waste collection regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>茶水間 Pantry</b>			
1 帶外賣時，自備餐盒並避免使用即棄餐具？ Bring own lunchbox for takeaway and avoid using disposable tableware?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 避免購買即用即棄產品？ Avoid purchasing disposable products?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 選用簡易包裝產品？ Choose minimally packaged products?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





**惜水**  
Water Conservation

Green Tenancy Driver Training Toolkit  
**和綠共進**


環保措施核對清單 Green Measures Checklists

	是	否	No
<b>水龍頭 Water Faucets</b>			
1 定期檢查水管及水龍頭是否有漏水情況及維修有漏水的地方？ Check regularly for the leakage of pipes and taps and fix the leaks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 搓洗手後，即關水龍頭？ Turn off water taps when soaping hands?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>洗手間設施 Washroom Facilities</b>			
1 不把抹布或其他雜物丟進廁所，減少水資源浪費？ Do not throw towel paper or garbage into toilet to save water resources?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>洗碗機 Washing Machines</b>			
1 只清洗滿的洗碗機？ Run the dishwashers only when they are full?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**Green Measures Checklists x 4 sets (Size: A4)**

# Graduated Collaborative Approach



**節能**  
Energy Efficiency

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to go green!

月      年

Month      Year

**環境績效監測表 Environmental Performance Monitoring Form**

**空調系統 Air-Conditioning**


日 Day	運作時間(平均) <sup>*</sup> Operation Hours (Average) <sup>*</sup>	關閉? Turn Off?(是Y/否N)		室外溫度 Outdoor Temperature	空調風速 <sup>^</sup> Fan Speed <sup>^</sup>	溫度設置 Temperature Setting	其他 Remarks	日 Day	運作時間(平均) <sup>*</sup> Operation Hours (Average) <sup>*</sup>	關閉? Turn Off?(是Y/否N)		室外溫度 Outdoor Temperature	空調風速 <sup>^</sup> Fan Speed <sup>^</sup>	溫度設置 Temperature Setting	其他 Remarks
		午餐時間 Lunch Hour	下班時間 After Work							午餐時間 Lunch Hour	下班時間 After Work				
1								18							
2								19							
3								20							
4								21							
5								22							
6								23							
7								24							
8								25							
9								26							
10								27							
11								28							
12								29							
13								30							
14								31							
15								平均 Average		不適用 N/A	不適用 N/A		不適用 N/A		
16								總計 Total	不適用 N/A	不適用 N/A		不適用 N/A	不適用 N/A	不適用 N/A	
17															

<sup>\*</sup>平均運作時間=所有設備的運作時間/設備數量  
Average Operating Hours=Total operating Hours of All Devices/No. of Devices

<sup>^</sup>空調風速(高/中/低) Fan Speed(High/Mid/Low)

負責人  
Prepared by

部門  
Department




HKGBC  
香港綠色建築議會

**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**節能**  
Energy Efficiency

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to be greener


月      年  
Month    Year

**電腦 Computers**

日 Day	運作時間 (平均) Operation Hours (Average)*	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks	日 Day	運作時間 (平均) Operation Hours (Average)	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks
		午餐時間 Lunch Hour	下班時間 After Work				午餐時間 Lunch Hour	下班時間 After Work	
1					18				
2					19				
3					20				
4					21				
5					22				
6					23				
7					24				
8					25				
9					26				
10					27				
11					28				
12					29				
13					30				
14					31				
15					平均 Average		不適用 N/A	不適用 N/A	
16					總和 Total		不適用 N/A	不適用 N/A	
17					*平均運作時間=所有設備的總運作時間/設備數 Average Operating Hours=Total Operating Hours of All Devices/No. of Devices				

負責人  
Prepared by

部門  
Department




HKGBC  
香港綠色建築議會

**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**節能**  
Energy Efficiency

Green Tenancy Driver  
Training Toolkit

**和綠共進**  
你的「和綠共進」小助手  
Be the green leader

年  
Year

**環境績效監測表 Environmental Performance Monitoring Form**


**用電量 Electricity Consumption**

月 Month	總用電量 (千瓦小時) Total Electricity Consumption (kWh)	工作日數 Working Days	員工人數 (平均) Number of Employees (Average)	人均日用電量* Daily Electricity Consumption Per Person*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
平均 Average				

\*人均日用電量=總用電量/工作日數 X 平均員工人數  
Daily Electricity Consumption Per Person=Total Electricity Consumption/Working Days X Average No. of Employees

負責人  
Prepared by

部門  
Department




HKGBC  
香港綠色建築議會

**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**





# Graduated Collaborative Approach



**節能**  
Energy Efficiency

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

月      年  
Month    Year


**環境績效監測表 Environmental Performance Monitoring Form**

**照明 Lighting**

日 Day	運作時間 (平均) Operation Hours [Average]*	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks	日 Day	運作時間 (平均) Operation Hours [Average]	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks
		午餐時間 Lunch Hour	下班時間 After Work				午餐時間 Lunch Hour	下班時間 After Work	
1					18				
2					19				
3					20				
4					21				
5					22				
6					23				
7					24				
8					25				
9					26				
10					27				
11					28				
12					29				
13					30				
14					31				
15					平均 Average		不適用 N/A	不適用 N/A	
16					總和 Total	不適用 N/A			
17					*平均運作時間和所有設備的總運作時間/設備數量 Average Operating Hours = Total operating Hours of All Devices / No. of Devices				

負責人  
Prepared by


部門  
Department



**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**節能**  
Energy Efficiency

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to be greener

**環境績效監測表 Environmental Performance Monitoring Form**


月  
Month
年  
Year

**打印機 / 影印機 Printers / Photocopiers**

日 Day	運作時間 (平均)* Operation Hours (Average)*	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks	日 Day	運作時間 (平均) Operation Hours (Average)	關閉? Turn Off? (是 Y/ 否 N)		其他 Remarks
		午餐時間 Lunch Hour	下班時間 After Work				午餐時間 Lunch Hour	下班時間 After Work	
1					18				
2					19				
3					20				
4					21				
5					22				
6					23				
7					24				
8					25				
9					26				
10					27				
11					28				
12					29				
13					30				
14					31				
15					平均 Average			不適用 N/A	不適用 N/A
16					總計 Total			不適用 N/A	
17					*平均運作時間=所有設備的總運作時間/設備數量 Average Operating Hours=Total operating Hours of All Devices/No. of Devices				

負責人  
Prepared by

部門  
Department



**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**省紙**  
Paper Reduction

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to GO GREEN

紙張種類  
Paper Type

**紙張 Paper**

購買次數 No. of Purchase	購買日期 Purchasing Date	距離下次購買日數 No. of Working Days Till Next Purchase	紙張數量 Quantity (Sheet)	僱工人數 (平均) No. of Employees (Average)	人均日用紙量 Daily paper Consumption Per Person
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
平均 Average	不適用 N/A	不適用 N/A	不適用 N/A		
總和 Total	不適用 N/A				

負責人  
Prepared by

部門  
Department




HKGBC  
香港綠色建築議會

**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**減廢**  
Waste Reduction

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to be Greener

月      年  
Month    Year

**環境績效監測表 Environmental Performance Monitoring Form**

**廢物回收 Waste Cycling**


日 Day	可回收 Recyclable				不可回收 Non-Recyclable	日 Day	可回收 Recyclable				不可回收 Non-Recyclable
	紙張 (公斤) Paper (kg)	塑膠 (公斤) Plastic (kg)	金屬 (公斤) Metal (kg)	其他 (公斤) Others (kg)	一般廢物 (公斤) General Waste (kg)		紙張 (公斤) Paper (kg)	塑膠 (公斤) Plastic (kg)	金屬 (公斤) Metal (kg)	其他 (公斤) Others (kg)	一般廢物 (公斤) General Waste (kg)
1						18					
2						19					
3						20					
4						21					
5						22					
6						23					
7						24					
8						25					
9						26					
10						27					
11						28					
12						29					
13						30					
14						31					
15						總和 Total					
16						人均回收量* Recycled Amount per Person*					
17						<small>*回收率=回收總量/平均員工人量 Recycled Amount=Total /Average No. of Employees                      *回收率=可回收廢物總量/所有廢物總量 X 100%                      Total Recycling Rate=Total Recyclable Waste/Total Waste X 100%</small>					

負責人  
Prepared by

部門  
Department

員工人數 (平均)  
No. of Employees  
(Average)

總回收率\*  
Total Recycling Rate\*




HKGBC  
香港綠色建築議會

Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)



# Graduated Collaborative Approach



**減廢**  
Waste Reduction

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to 10 Green!

年  
Year

**環境績效監測表 Environmental Performance Monitoring Form**

**廢物回收 Waste Cycling**


月 Month	可回收 Recyclable				不可回收 Non-Recyclable	工作日數 Working Days	員工人數 (平均) No. of Employees (Average)	人均回收量 (kg) <sup>A</sup> Daily Recycled Amount Per Person (kg) <sup>A</sup>
	紙張 (公斤) <sup>A</sup> Paper (kg) <sup>A</sup>	塑膠 (公斤) <sup>A</sup> Plastic (kg) <sup>A</sup>	金屬 (公斤) <sup>A</sup> Metal (kg) <sup>A</sup>	其他 (公斤) <sup>A</sup> Others (kg) <sup>A</sup>	一般廢物 (公斤) <sup>A</sup> General Waste (kg) <sup>A</sup>			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
平均 Average								

<sup>A</sup> 樓宇每月總回收量 / 樓宇 monthly total recycled amount

<sup>A</sup> 人均回收量 = 樓宇總回收量 / (工作日數 X 平均員工人數)  
Daily Recycled Amount Per Person = Total Recycled Amount / Working Days X Average No. of Employees

負責人  
Prepared by


部門  
Department



**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**



# Graduated Collaborative Approach



**惜水**  
Water Conservation

Green Tenancy Driver  
Training Toolkit

**和綠共進**

你的「和綠共進」小助手  
Drive your workplace to GO Green!

年  
Year

**環境績效監測表 Environmental Performance Monitoring Form**


**用水量 Water Consumption**

月 Month	總用水量 (立方米) Total Water Consumption (m <sup>3</sup> )	工作日數 Working Days	員工人數 (平均) No. of Employees (Average)	人均日用水量 Daily Water Consumption Per Person
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
平均 Average				

\* 人均日用水量 = 總用水量 / (工作日數 X 平均員工人數)  
Daily Water Consumption Per Person = Total Water Consumption / (Working Days X Average No. of Employees)

負責人  
Prepared by

部門  
Department



**Environmental Performance Monitoring Forms (Short Term) x 9 sets (Size: A4)**

# Graduated Collaborative Approach



**Green Achievement Roadmap (Long Term) x 1 pc (Size: A3)**

**For enquiries, please contact:**

Tel: 3994 8818

E-mail: [is@hkgbc.org.hk](mailto:is@hkgbc.org.hk)

