

# workthere

## Your ESG Checklist

Company Name:

Property Name:

Category	Sustainability Criteria	Sustainability Fundamentals Basics you should expect	Sustainability Best Practice To progress sustainability beyond minimum compliance	Sustainability Exemplar For occupiers with sustainability key to their core business principles	Checklist
 <b>Waste</b>	The property sends 0% waste to Landfill.	✓	✓	✓	✓
	The property holds a clear record of waste data and is able to provide you with waste and recycling data relevant to your occupancy.	✓	✓	✓	✓
	You are provided with clear information about waste disposal, including what can and cannot be recycled, and how to dispose of special wastes such as batteries.	✓	✓	✓	✓
	The property achieves an onsite recycling rate of 50%.	✓	✓	✓	✓
	The property has a waste management plan in place to increase recycling rates.	✗	✓	✓	✓
	The property achieves an onsite recycling rate of 60%.	✗	✓	✓	✓
	The property undertakes periodic waste audits, to conitually review waste performance and identify improvement areas and the results are shared with you.	✗	✗	✓	✓
The property achieves an onsite recycling rate of 70%.	✗	✗	✓	✓	
 <b>Energy</b>	The property will review energy consumption monthly and will take action to investigate deviations.	✓	✓	✓	✓
	You are provided with clear information about energy useage, including what actions you can take to support reduced consumption relevant to your occupancy.	✓	✓	✓	✓
	The property is supplied with Green Energy.	✗	✓	✓	✓
	The property has an energy audit undertaken by a qualified auditor at least every 3 years and implements all no cost or low cost opportunities.	✗	✓	✓	✓
	The property has an energy audit undertaken by a qualified auditor at least every 3 years and implements all solutions with a payback period of less than 2 years.	✗	✗	✓	✓
 <b>Water</b>	The property will review water consumption monthly and will take action to investigate deviations and leaks.	✓	✓	✓	✓
	You are provided with clear information about water useage, including what actions you can take to support reduced consumption relevant to your occupancy.	✓	✓	✓	✓
	The property is fitted with dual flush toilets and aerated taps on timers.	✗	✓	✓	✓
	Rainwater harvesting is utilised within the property.	✗	✗	✓	✓
 <b>Occupier engagement</b>	Sustainability is discussed at occupier engagement meetings/ forums and you are able to raise your sustainability views and priorities.	✓	✓	✓	✓
	An annual occupier engagement/event plan is in place, including information on what the property wants to achieve and key dates (e.g. Earth Hour).	✓	✓	✓	✓
	Your property engages in at least two occupier/community engagement activities per year.	✗	✓	✓	✓
 <b>Management Systems and Certifications</b>	Your property operator will ensure all statutory requirements are met and will share the results of compliance checks with you e.g. internal audit results/other compliance programme.	✓	✓	✓	✓
	The property will operate an environmental management system (EMS) with accredited certification to the international recognised Standard ISO 14001.	✗	✓	✓	✓
	The property will operate an energy management system (EnMS) with accredited certification to the international recognised Standard ISO 50001.	✗	✗	✓	✓
	The property has achieved at least a BREEAM In Use Very Good rating (in Part 2).	✗	✗	✓	✓

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 <b>Health &amp; Wellbeing</b>	The property will promote workplace Health and Wellbeing by organising at least one H&W event per year.	✓	✓	✓	✓
	The property will have at least 12 monthly air quality checks and share the results with you.	✗	✓	✓	✓
	The property will have a workplace health and wellbeing improvement plan.	✗	✓	✓	✓
	Health and wellbeing is discussed at occupier engagement meetings/forums and you are able to raise your H&W views and priorities.	✗	✓	✓	✓
	The property will have air quality sensor installed to ensure that air quality remains within recommended thresholds.	✗	✗	✓	✓
	Your property will have a health and wellbeing certification e.g. WELL Standard, FitWel, RESET.	✗	✗	✓	✓
 <b>Travel</b>	You are provided with clear public transport information (e.g. travel update screens, signposting).	✓	✓	✓	✓
	Secure and covered cycled parking is available.	✗	✓	✓	✓
	Lockers and showers are available.	✗	✓	✓	✓
	The property has at least one EV charging point (applicable where car park is present).	✗	✓	✓	✓
	An annual travel survey for occupiers will be undertaken and the results shared.	✗	✗	✓	✓
	The property will have completed a travel plan for the site and will have improvement targets for sustainable travel which are communicated with you.	✗	✗	✓	✓
 <b>Social Value and Charity</b>	The property will actively support a charity and you will be able to engage with charity events.	✗	✓	✓	✓
	Your property will actively recruit people from the local area.	✗	✗	✓	✓
	The property will have had a social value assessment and will have a plan to improve or will be able to demonstrate previous improvements on social value criteria.	✗	✗	✓	✓
 <b>Workplace Ecology</b>	There are no unmanaged invasive species on site e.g. Japanese Knotweed and any protected species are managed appropriately.	✗	✓	✓	✓
	Where outdoor space is present, planting and design supports biodiversity enhancement/protection e.g. native species, nectare rich flowers.	✗	✗	✓	✓

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