**4T 約章計劃 – 資料收集**

**4T Charter Scheme – Information to be collected**

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*(此表格最好是以打字方式填寫，並將軟拷版本電郵至上述電郵地址)*

*It is preferable to have this form typed and send its soft version to us via the above email)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

參與4T約章的機構須因應要求提交相關資料，如參與建築物的能源節約目標與時間表（見B部份）及其成效（見C部份）。收集的資料只供內部分析，整合數據將會公佈。

Upon requested, participating organization is required to submit relevant information related to the 4T Charter, such as energy saving target with timeline (see section B below) and result of participating premises (see section C below). This information will be used for internal analysis only and aggregated data will be published.

1. 基本資料Basic Information

|  |  |
| --- | --- |
| 序號Sequence Number : |  |
| 機構名稱 Name of Organization : |  |
| 參與場所名稱  Name of Participating Premises: |  |
| 聯絡人名稱 Name of Contact Person: |  |
| 電郵地址 Email: |  |
| 電話 Tel: |  |

1. 制定時間表以訂立節能目標 Establishing energy saving target with timeline:-

|  |  |  |  |
| --- | --- | --- | --- |
| (i) | 基準年份Base Year | : | 年份Year |
| (ii) | 目標年份Target Year | : | 年份Year |
| (iii) | 與基準年份相比，目標年份能源節省的百份比Percentage of Energy Reduction by Target Year when compare with Base Year | : | % |
| (iv) | 基準年份的總能源消耗1  Total Energy Consumption[[1]](#footnote-1) of Base Year | : | 兆焦耳(MJ) |

1. 為了確保具透明度，參與機構將會採用以下公佈節能成效及建築物能源數據的方法 (請於適當的空格填上剔號) To achieve transparency, organization of participating premises will adopt following method(s) to publish its energy saving results and building energy data (please put tick(s) in appropriate boxes):-

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 年度報告 Annual Report |  |  |  |  | |
|  |  |  |  |  |  |  | |
|  |  | 網站 Website |  |  |  | 内聯網 Intranet | |
|  |  |  |  |  |  |  | |
|  |  | 對外通訊 Newsletter (for public) |  |  |  | 内部通訊 Memo/ Circular | |
|  |  |  |  |  |  | |  | |
|  |  | 其他: *請註明如下*  Others: *please specify below*   |  | | --- | |  | | | | | | | |
|  |  |

備注:參與機構須因應要求提交能源節約的成效，如每年度一次。

Note – Participating organization/premises is required to report energy saving results, say, on annual basis upon requested.

1. 鼓勵全民（如員工/ 學生/ 住戶/ 租客）共同參與達成節能目標的方法（請於適當的空格填上剔號）Measures for encouraging inhabitants (including staff/ students/ occupants/ tenants) to work together on the energy saving target. Please put tick(s) in appropriate box(es):-

|  |  |  |
| --- | --- | --- |
|  |  | 讓員工／學生／居住者／承租人參與計劃節能項目  Involve inhabitants in planning of energy saving programme |
|  |  |
|  |  |  |
|  |  | 就節能項目的進度訂下目標，並向員工／學生／住戶／租客給予反饋。  Set goals and provide feedback to inhabitants on progress of energy saving programme |
|  |  |
|  |  |  |
|  |  | 鼓勵員工／學生／住戶／租客參與實踐節能計劃  Encourage participation of inhabitants in implementation of energy saving programme |
|  |  |
|  |  |  |
|  |  | 為員工／學生／住戶／租客提供簡介會或支援訓練來鼓勵他們參與節能計劃  Provide briefing or supportive coaching for inhabitants on energy saving |
|  |  |
|  |  |  |
|  |  | 就節能計劃與員工／學生／住戶／租客進行定期溝通  Communicate regularly with inhabitants on energy saving programme |
|  |  |
|  |  |  |
|  |  | 開創目標和成果共享的機會  Create opportunities for sharing of goals and accomplishments |
|  |  |
|  |  |  |
|  |  | 其他: *請註明如下*  Others: *please specify below*   |  | | --- | |  | |
|  |  |

備注: 參與機構須因應要求，提交文件證明以上有關方法得以實施。

Note – Participating organization/premises is required to provide documentary proof of above measures upon requested.

1. For information, 1 kWh is equivalent to 3.6 Mega Joules (MJ)

   以供參考，1千瓦小時相當於3.6兆焦耳 [↑](#footnote-ref-1)