



**ENERGY SAVING
FOR ALL**

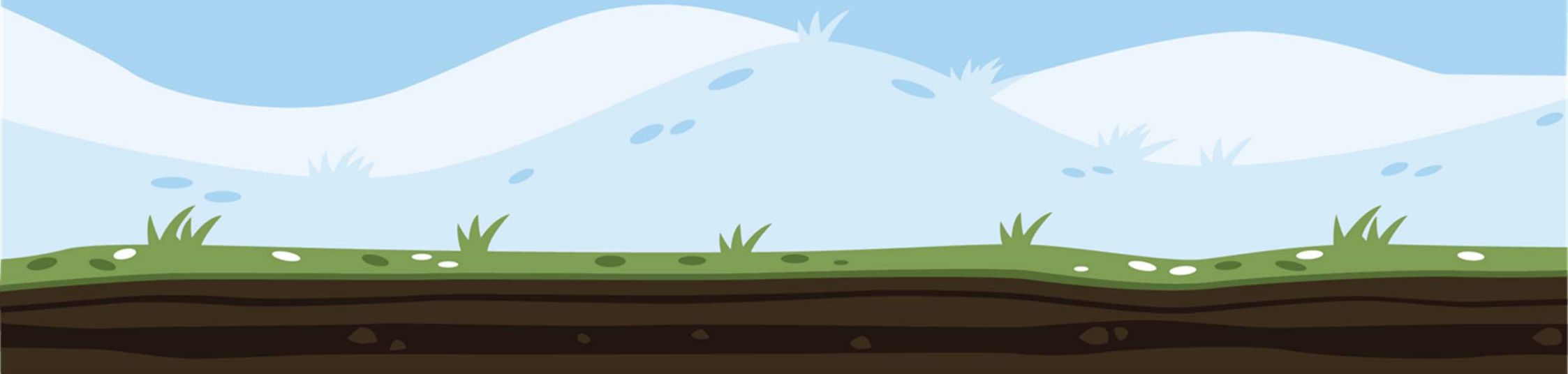
慳神有計大比拼 2017
Energy Saving
Championship Scheme





**ENERGY SAVING
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Form 1





A. 參與場所資料 Particular of Participating Premises1

參與場所名稱 Participating Premise ¹ :	(中文)
	(English)
場所地址 Premises Address:	
參與場所負責人 Name of Responsible Person of Participating Premise:	
所屬團體單位 Name of Organization	(中文)
	(English)
職位 Post Title:	
電郵地址 Email:	
電話 Tel:	
參與場所總內部樓面面積 Participating Premise Total Internal Floor Area:	



B. 組別 (請選擇一項) Categories (please select one)

Group 1 categories

1. Shopping mall
2. Residential building/ Housing estate²
3. Office/ Commercial/ Industrial building
4. Hospital
5. Hotel
6. Tertiary education institution³



B. 組別 (請選擇一項) Categories (please select one)

Group 2 categories

1. Office
2. Shop/ Restaurant/ Supermarket
3. Non-governmental Organization/ Community Facility
4. School (Kindergarten, Primary and Secondary)



Part 1

**ENERGY SAVING
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Continual energy saving over Two (2) years

(from 1 September 2015 to 31 August 2017)



A. Type of energy end-use in the premises

Item	Type of Energy	Yes	No
1	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
2	Town gas	<input type="checkbox"/>	<input type="checkbox"/>
3	Liquefied Petroleum Gas	<input type="checkbox"/>	<input type="checkbox"/>
4	Diesel	<input type="checkbox"/>	<input type="checkbox"/>
5	Others: _____ <i>(please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>



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B. Please provide the following information on reduction in energy consumption including all types of energy mentioned in Section A above in the period as shown below.



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Year	Period of time	Percentage change in energy consumption as compared with consumption in base year from 1.9.2014 to 31.8.2015 ⁵ (%) (please use negative sign for reduction)
1	1 September 2015 ~ 31 August 2016	
2	1 September 2016 ~ 31 August 2017	



C. Please list out any major operational change of the participating premise which has caused major effect on energy consumption in the past 2 years from 1 September 2015 to 31 August 2017 as compared with the base year (i.e. 1 September 2014 to 31 August 2015).



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Examples:

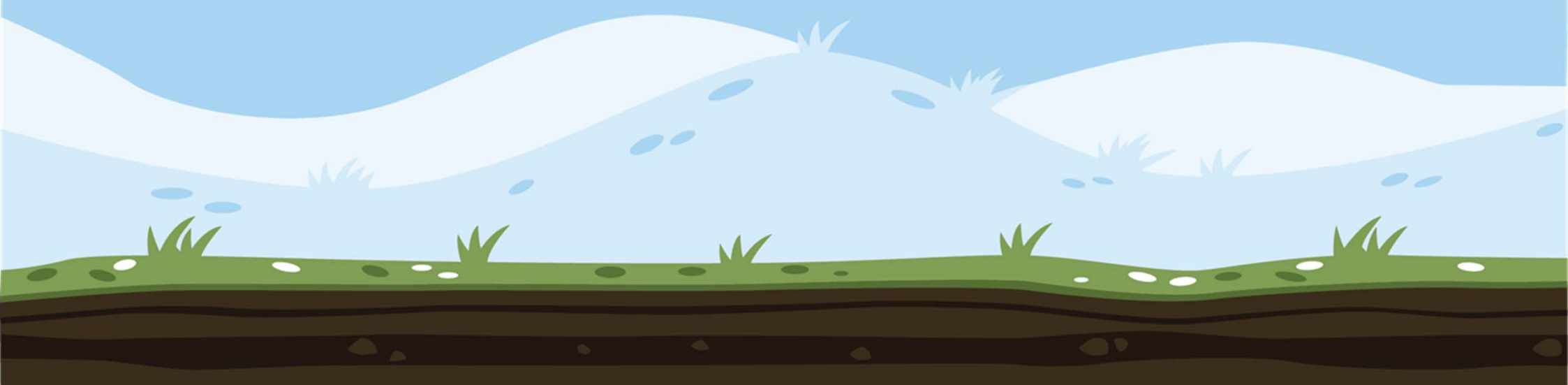
1. Major renovation was conducted in shopping arcade in September to December 2016;
2. Three office floors have been changed to data centre, etc.)



Part 2

**ENERGY SAVING
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Future Energy Saving Plan





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A. Please kindly give a summary on energy saving target and associated implementation plan(s).



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Energy Saving Plan	
1. Total energy consumption (MJ) of Base Year from 1 September 2016 to 31 August 2017	
2. Overall energy saving target (%)	%
3. Timeline to achieve the above energy saving target	From _____ to _____



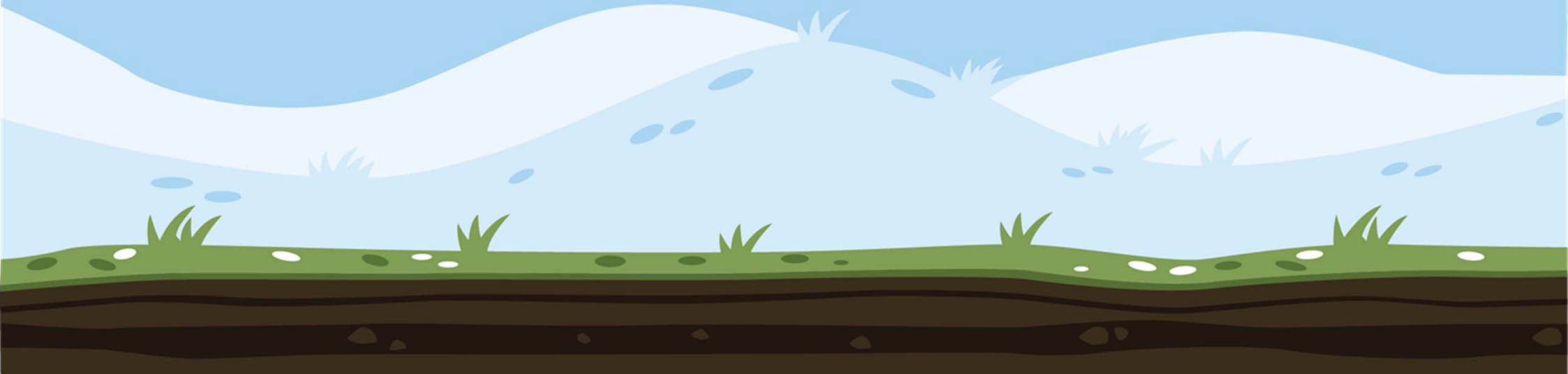
- B. Please kindly provide a summary on your implementation plan(s) to achieve your energy saving target. In the plan, the subject of energy saving measures, scope of works, scale of retrofit or operation change, energy saving calculation, investment budget, work programme, energy saving verification methodology and potential of extending the plan in the future shall be presented.



Part 3

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Transparency on tracking energy saving results





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A. If you adopted following method(s) to publish your energy saving results, please put tick(s) in appropriate boxes below and provide us more details in section B below.



- Annual Report (such as sustainability report)
- Website/ Social Media
- Newsletter with staff/ inhabitants (such as eNewsletter, notice)
- Newsletter with general public (such as eNewsletter, notice)
- Others: *please specify below*



B. Please provide a summary on how your implementation plan(s) could ensure transparency on tracking energy saving results. In connection with Section A above, please also advise us how you published your energy saving results. Photos, screen shots, web links, etc. could be provided for reference.



Part 4

**ENERGY SAVING
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Engagement of Occupants/ Tenants / Staff/ Students/ Community in Energy Saving Action Plan



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Engaging your occupants/ tenants/ staff/ students	Yes	Planning to do
1. Involve occupants/ tenants/ staff/ students in planning and implementation of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
2. Set goals and provide feedback to occupants/ tenants/ staff/ students on progress of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate regularly with occupants/ tenants/ staff/ students on energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
4. Organize energy saving activities for occupants/ tenants/ staff/ students	<input type="checkbox"/>	<input type="checkbox"/>
5. Encourage participation of occupants/ tenants/ staff/ students in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide briefing or supportive coaching for occupants/ tenants/ staff/ students and encourage them to participate in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
7. Create opportunities for sharing of goals and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>



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Engaging the community	Yes	Planning to do
8. Share with the general community, the lessons learnt in setting up the energy saving programs,	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify your influences to the society and communicate your contributions to the community	<input type="checkbox"/>	<input type="checkbox"/>
10. Get involved in and support local energy saving initiatives of the community	<input type="checkbox"/>	<input type="checkbox"/>
11. Report your energy saving initiatives in newsletters, magazines and other publications	<input type="checkbox"/>	<input type="checkbox"/>
12. Publish environmental or sustainability report to communicate your energy saving performance with stakeholders as well as community	<input type="checkbox"/>	<input type="checkbox"/>
13. Carry out regular review to determine energy management opportunities for improvement affecting the community	<input type="checkbox"/>	<input type="checkbox"/>
14. Sign environment-related charters launched/supported by the Hong Kong SAR Government. (e.g. Energy Saving Charter 2017, 4Ts Charter etc.)	<input type="checkbox"/>	<input type="checkbox"/>

15. Participation in or achievements/awards obtained from the following competitions, certification or charter schemes over the past year from 1 September 2015 to 31 August 2017.

(a) "Hong Kong Awards for Environmental Excellence" organized by the Environmental Campaign Committee (ECC)

(b) "Energywise Certificate" organized by the Environmental Campaign Committee (ECC)

(c) "Charter on External Lighting⁶" organized by the Environment Bureau

(d) "Green Plus Recognition Award" organized by the CLP Power Hong Kong Limited (CLP)

(e) "Smart power Campaign" organized by the HK Electric (HKE)

(f) "Green Office Awards Labelling Scheme" organized by the World Green Organization (WGO)

(g) "Hong Kong Green Award" organized by the Green Council (GC)

(h) "Power Smart Energy Saving Contest" organized by the Friends of the Earth (FoE)

(i) "Earth Hour" organized by the World Wildlife Fund Hong Kong (WWF)

(j) Others. Please specify:



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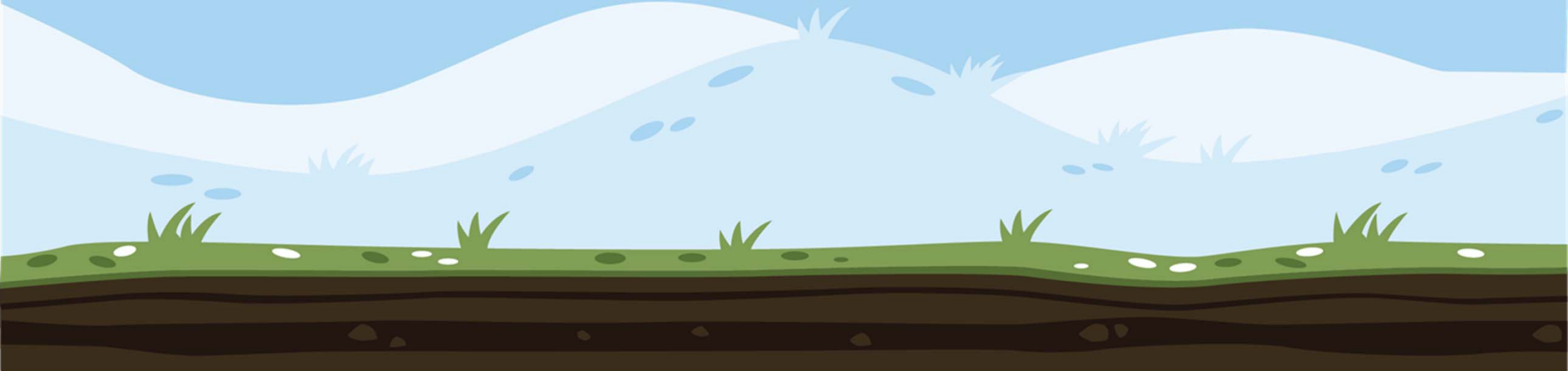
Please provide a summary on how to engage your occupants/ tenants/ staff/ students/ community in energy saving. Please also advise your participation in or achievements/awards obtained from competitions, certification or charter schemes in the past years from 1 September 2015 to 31 August 2017 (see items 14 and 15 in the above table).



Part 5

**ENERGY SAVING
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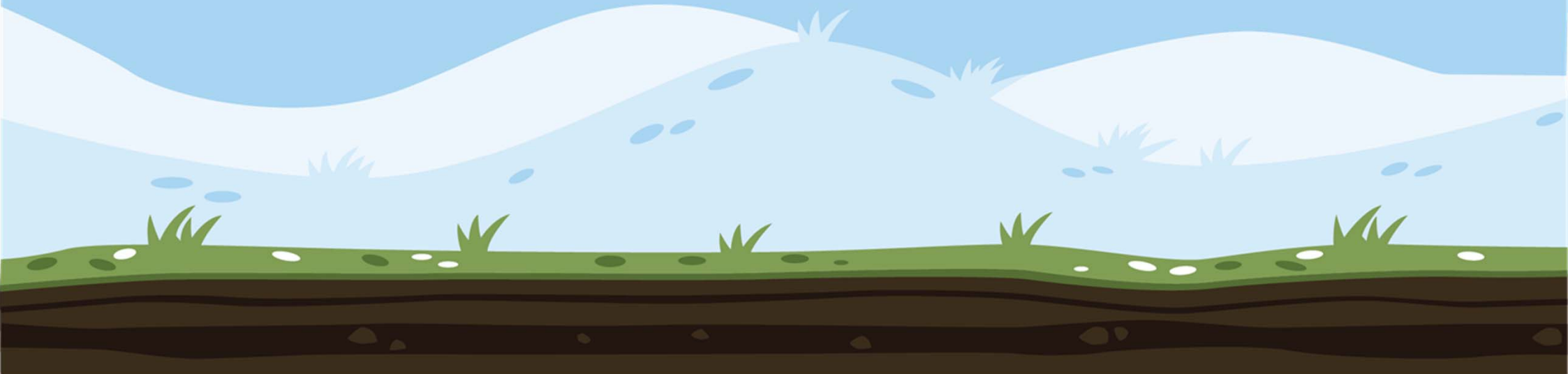
Adoption of Energy Saving and Renewable Energy Technologies and Practices





**ENERGY SAVING
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A. Energy Management Leadership





ENERGY SAVING FOR ALL

Leadership	Yes	Planning to do
1. Establish energy saving policy and demonstrate the management's commitment to energy saving	<input type="checkbox"/>	<input type="checkbox"/>
2. Involve management and staff in the energy saving programme and activities	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate the energy saving policy and plan with staff in a two-way manner	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish incentives or rewards to staff for their energy saving initiatives	<input type="checkbox"/>	<input type="checkbox"/>



ENERGY SAVING FOR ALL

Policy		
5. Establish and operate a sound energy management system such as ISO 50001	<input type="checkbox"/>	<input type="checkbox"/>
6. Apply the energy saving policy organization-wide	<input type="checkbox"/>	<input type="checkbox"/>
7. Establish energy saving target	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop energy saving plan and measures to achieve the target	<input type="checkbox"/>	<input type="checkbox"/>
9. Green procurement policy for purchasing energy efficient equipment, including energy efficient electrical appliances for the organization/premises	<input type="checkbox"/>	<input type="checkbox"/>



ENERGY SAVING FOR ALL

Organization, resources, communication and training	Yes	Planning to do
10. Appoint “Green Manager” or working group to coordinate and help implement the energy saving plan. Please advise name of the Green Manager: _____	<input type="checkbox"/>	<input type="checkbox"/>
11. Collect ideas from staff and answer their questions or concerns	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide training for staff and encourage them to participate in the energy saving programmes	<input type="checkbox"/>	<input type="checkbox"/>
13. Set goals or energy saving targets and provide feedback to staff on progress of energy saving activities.	<input type="checkbox"/>	<input type="checkbox"/>
14. Review energy bills regularly and keep track of the progress of the energy saving programme defined	<input type="checkbox"/>	<input type="checkbox"/>
15. Communicate the accomplishments of the energy saving programmes to the community.	<input type="checkbox"/>	<input type="checkbox"/>



ENERGY SAVING FOR ALL

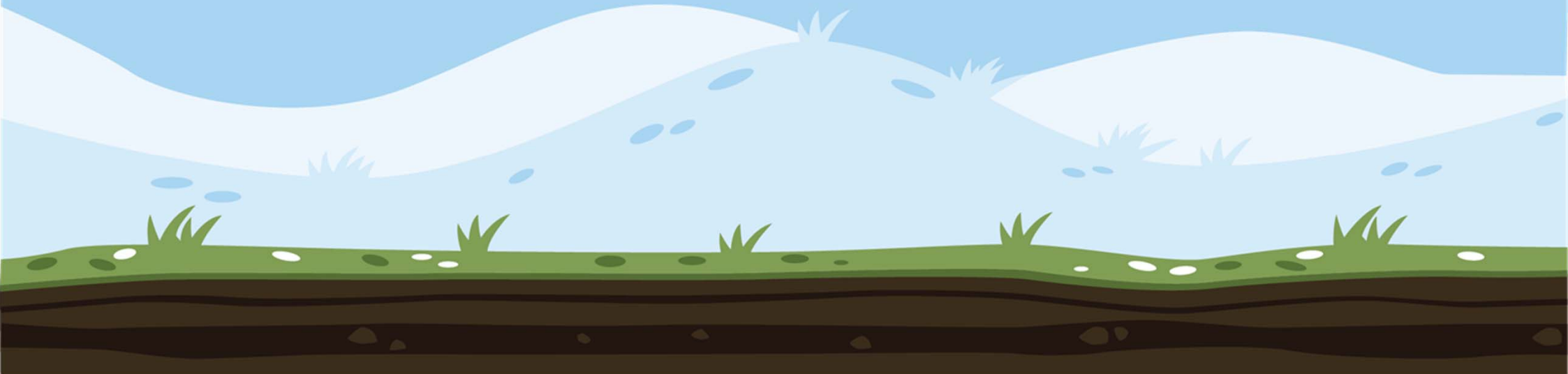
Continual improvement	Yes	Planning to do
16. Develop plan for regular checks of the organization's energy saving programme and document the findings properly	<input type="checkbox"/>	<input type="checkbox"/>
17. Implement any corrective or preventive actions arising from the regular checking	<input type="checkbox"/>	<input type="checkbox"/>
18. Monitor if appropriate corrective or preventive actions are taken and to address any lapses or inadequacies	<input type="checkbox"/>	<input type="checkbox"/>
19. Plan to obtain green building rating for the premise, such as BEAM Plus	<input type="checkbox"/>	<input type="checkbox"/>





**ENERGY SAVING
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B. Adoption of Energy Saving Technologies and Practices





ENERGY SAVING FOR ALL

Energy management programme implementation	Yes	Planning to do
1. Regularly assess energy bills for electricity, towngas, LPG and diesel, etc	<input type="checkbox"/>	<input type="checkbox"/>
2. Regularly conduct energy audit by Registered Energy Assessor (REA)	<input type="checkbox"/>	<input type="checkbox"/>
3. Establish plan on implementation of energy management opportunities in energy audit report	<input type="checkbox"/>	<input type="checkbox"/>
4. Adopt building energy management system to facilitate the building manager to monitoring of energy consumption status for the premise	<input type="checkbox"/>	<input type="checkbox"/>

Lighting installation	Yes	Planning to do
5. Select lighting products with Grade 1 energy label	<input type="checkbox"/>	<input type="checkbox"/>
6. Incandescent bulb is not used in the premises	<input type="checkbox"/>	<input type="checkbox"/>
7. Retrofit/replace fluorescent lamp using electromagnetic ballast by lamps using electronic ballast	<input type="checkbox"/>	<input type="checkbox"/>
8. Adopt high energy efficient light such as LED lamp, T5 luminaries	<input type="checkbox"/>	<input type="checkbox"/>
9. Install occupancy/ motion sensors to automatically control on/off of lighting in public areas such as corridors, toilets, etc.	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply day light sensor for turning off the lights where there is natural light	<input type="checkbox"/>	<input type="checkbox"/>
11. Adopt dimming system for lighting installation	<input type="checkbox"/>	<input type="checkbox"/>
12. Apply de-lamping in over-illuminated areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Install lighting zone control whenever possible to facilitate the switching off of lighting in unoccupied areas, during off-peak hours or after business hours	<input type="checkbox"/>	<input type="checkbox"/>
14. Adopt LED exit sign	<input type="checkbox"/>	<input type="checkbox"/>
15. Adopt task lighting when few people working in the office and switch off unnecessary lights	<input type="checkbox"/>	<input type="checkbox"/>
16. Affix sticker near switch as a reminder to switch off unnecessary lighting	<input type="checkbox"/>	<input type="checkbox"/>
17. Keep all windows, light bulbs and light fittings clean to maintain optimum lighting performance	<input type="checkbox"/>	<input type="checkbox"/>



ENERGY SAVING FOR ALL

Electrical installation	Yes	Planning to do
18. Select electrical products with high energy efficiency such as products with Grade 1 energy labels	<input type="checkbox"/>	<input type="checkbox"/>
19. Affix sticker/ notice to remind the use to switch off the electrical equipment when not in use	<input type="checkbox"/>	<input type="checkbox"/>
20. Switch off office equipment such as photocopiers, printers, computers after office hours	<input type="checkbox"/>	<input type="checkbox"/>
21. Set the “Low Power” or “Sleep” mode or “Off” mode default intervals to the lowest setting	<input type="checkbox"/>	<input type="checkbox"/>
22. Reduce the brightness level of the screen to the lowest comfortable level	<input type="checkbox"/>	<input type="checkbox"/>
23. Unplug all equipment charger and adapters when they are not in use	<input type="checkbox"/>	<input type="checkbox"/>

Air-conditioning (AC) installation	Yes	Planning to do
24. Set and maintain air-conditioned room temperature at 24°C to 26°C in summer months (June to September)	<input type="checkbox"/>	<input type="checkbox"/>
25. Switch off the AC in offices, meeting rooms etc. right after use. Affix sticker/ notice as a reminder at the exit	<input type="checkbox"/>	<input type="checkbox"/>
26. Clean dust filters and AC equipment regular	<input type="checkbox"/>	<input type="checkbox"/>
27. Remove obstructions at air inlets and outlets of AC and ventilation	<input type="checkbox"/>	<input type="checkbox"/>
28. Turn off air-conditioning systems after normal office hours	<input type="checkbox"/>	<input type="checkbox"/>
29. Adjust the temperature of chilled water supply according to the weather conditions	<input type="checkbox"/>	<input type="checkbox"/>
30. Use variable speed drives for chilled water pumps	<input type="checkbox"/>	<input type="checkbox"/>
31. Use variable speed drives for air handling units (PAUs/AHUs)	<input type="checkbox"/>	<input type="checkbox"/>
32. Use fresh water/ seawater cooled chiller	<input type="checkbox"/>	<input type="checkbox"/>
33. When outdoors conditions are suitable, make use of fresh air to provide a comfortable working environment	<input type="checkbox"/>	<input type="checkbox"/>
34. Install sunblock devices such as sunscreen film or anti-solar heat material to reflect the sun's heat	<input type="checkbox"/>	<input type="checkbox"/>



ENERGY SAVING FOR ALL

Lift installation	Yes	Planning to do
35. Encourage occupants/ tenants/ staff/ students to use stair whenever possible	<input type="checkbox"/>	<input type="checkbox"/>
36. Switch off lifts or escalators during off-peak hours	<input type="checkbox"/>	<input type="checkbox"/>
37. In case of a bank of escalators, the traveling direction can be adjusted to suit the flow pattern of passenger traffic	<input type="checkbox"/>	<input type="checkbox"/>
38. Switch off the lighting, ventilation fan and TV screen inside the lift car when the lift is in standby/idle mode	<input type="checkbox"/>	<input type="checkbox"/>
39. Use energy saving lamps such as LEDs instead of halogen spot lamps in the lift compartment	<input type="checkbox"/>	<input type="checkbox"/>
40. Optimize the lift specification so as to save energy by using a traffic management system such as destination control	<input type="checkbox"/>	<input type="checkbox"/>



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Additional Energy Saving Measures	Yes	Planning to do
41. Plan to carry out energy retro-fitting or optimizing the operation of energy consuming equipment	<input type="checkbox"/>	<input type="checkbox"/>
42. Adopt energy metering systems for monitoring and manage energy use for major energy consuming equipment or space	<input type="checkbox"/>	<input type="checkbox"/>



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C. Please provide a summary on energy saving projects conducted for the achievement of energy saving over the 2 years from 1 September 2015 to 31 August 2017.



- D. Please provide a summary on innovative or practical energy saving practices as well as renewable energy technologies/practices being adopted or will be adopted in your implementation plan (for future energy saving target), including following specific aspects



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- (a) renewable energy technologies/practices
- (b) implementing energy management opportunities identified by energy audits
- (c) outperforming building energy code (BEC) for retrofit works
- (d) signing up Energy Saving Charter 2017 and 4Ts Charter
- (e) adopting retro-commissioning on centralized air conditioning system
- (f) achieving Building Environmental Assessment Method (BEAM) Plus award



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You may also highlight the results by citing the savings in energy consumption, payback period, participation of your occupants/ tenants/ staff/ students or even the general public.



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Part 6

Energy Saving Technologies and
Practices
for
modelling by others



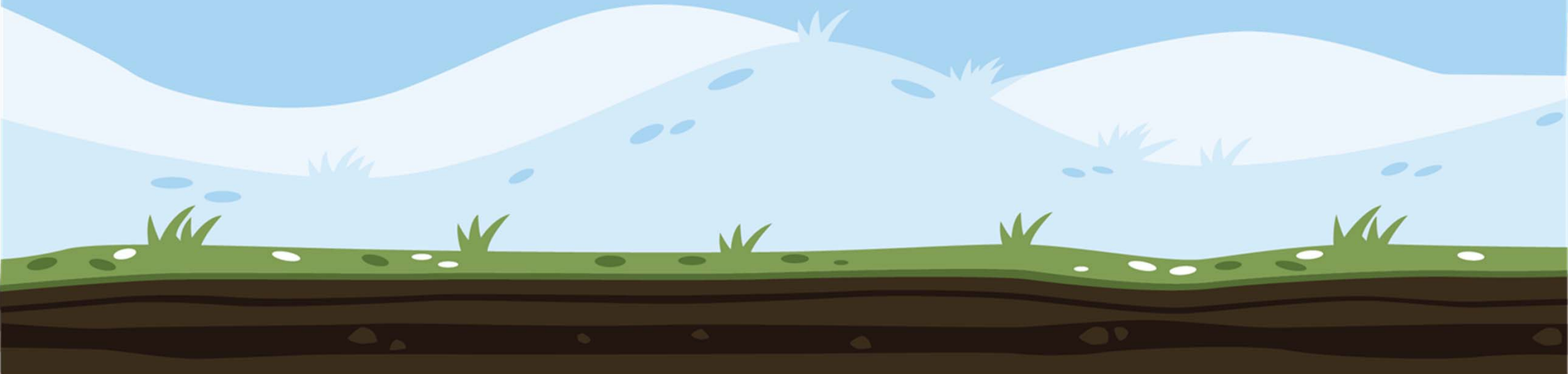
**ENERGY SAVING
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Please provide a summary on specific energy saving technologies and practices adopted by you (as mentioned in Part 3 to 5) that can be modelled by other organizations in your trade or similar premise. Please provide real example of case(s) of adoption where available.



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Form 2





B. 組別 (請選擇一項) Categories (please select one)

組別二 *Group 2 categories*

- 辦公室 Office
- 商舖／餐廳／超級市場 Shop/ Restaurant/ Supermarket
- 非政府機構／社區設施 Non-governmental Organization/ Community Facility
- 學校（幼稚園／中小學） School (Kindergarten, Primary and Secondary)



A. Please set out energy saving targets with a timeline

- | | | |
|--|---|------|
| (i) Base Year | : | Year |
| (ii) Target Year | : | Year |
| (iii) Percentage of Energy Reduction by Target Year
when compare with Base Year | : | % |
| (iv) Total Energy Consumption ⁶ of Base Year | : | (MJ) |



B

**ENERGY SAVING
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If you have implemented measures for encouraging inhabitants (including staff/ students/ occupants/ tenants) or even the community to work together on the energy saving activities, please give a brief summary on your engagement measures and results.



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C Please also put tick(s) in appropriate box(es) for implemented engagement measures



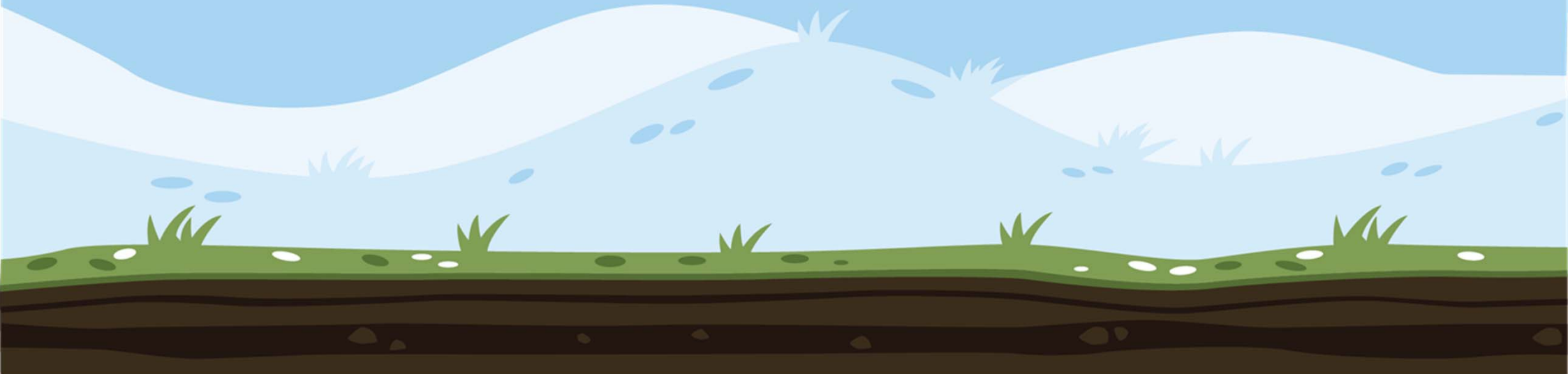
ENERGY SAVING FOR ALL

- Involve inhabitants in setting target and planning of energy saving programme
- Communicate regularly with inhabitants on energy saving programme
- Provide feedback to inhabitants on progress of energy saving programme
- Encourage participation of inhabitants in energy saving programme
- Provide briefing or supportive coaching for inhabitants on energy saving
- Create opportunities for sharing of goals and accomplishments
- Others: *please specify below*



**ENERGY SAVING
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D. If you adopted following method(s) to publish your energy saving results, please put tick(s) in appropriate boxes





- Annual Report
- Website/ Social Media
- Newsletter with staff/ inhabitants (such as eNewsletter, notice)
- Newsletter with general public (such as eNewsletter, notice)
- Others: *please specify below*



**ENERGY SAVING
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E. If you have set target to reduce energy consumption, please briefly describe your energy saving target with timeline and associated implementation plan, if any



**ENERGY SAVING
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A. Please give a summary on innovative or practical energy saving technologies/practices being adopted, including following specific aspects:-

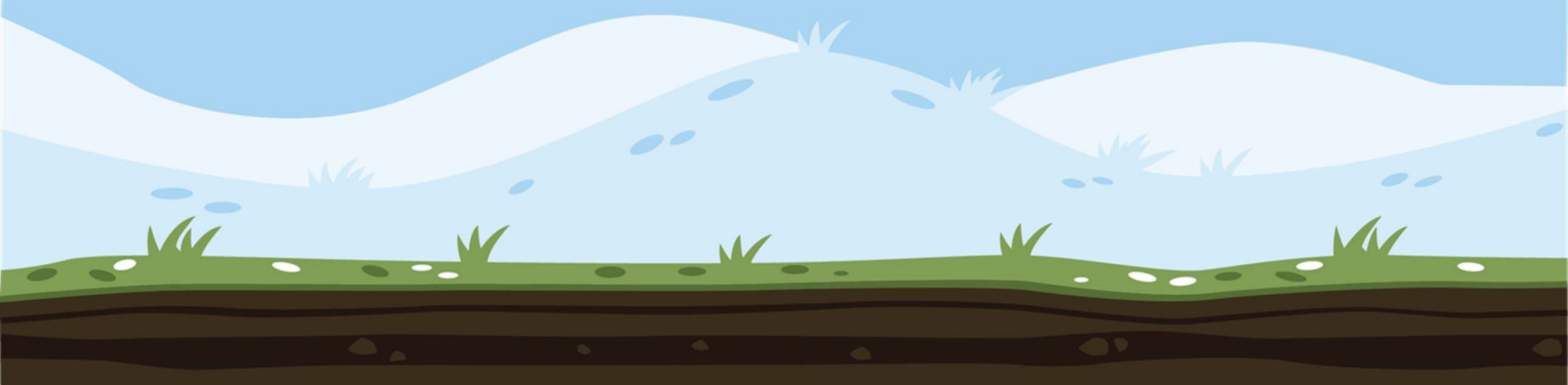
- signing up Energy Saving Charter 2017 and 4Ts Charter**
- conducting energy audit and implementing energy management opportunities**
- adopting renewable energy technologies**



Part 4

**ENERGY SAVING
FOR ALL**

Energy Saving Technologies and Practices for modelling by others





**ENERGY SAVING
FOR ALL**

Please kindly give a summary on specific energy saving technologies and practices adopted by you (as mentioned in Part 3) can be modelled by other organizations in your trade or similar premise. Please provide real example of case(s) of adoption where available



**ENERGY SAVING
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THANK YOU

