

# Health, Wellbeing and Productivity in Offices Toolkit: Guidance for Tenants

This is a proposed guidance sheet for tenants (and potential owner-occupiers) seeking new space, in the form of a list of questions to raise with the landlord's letting or sales agent.

It deliberately poses questions that it may not be possible to answer easily at the moment, but serves to provide a steer for the direction we believe discussions are likely to go in, in the future. It therefore should prove instructive to landlords as well who may want to stay ahead of the curve on this issue and be better prepared to handle questions from prospective investors/occupants.

## Indoor Air Quality

Tenant to ask if it is possible for the landlord to provide the following information (or to allow their own technical assessment):

- What level of particulates is present in the indoor air in the tenants' demise?
- What systems do the buildings have in place to filter outdoor/indoor air?
- What CO<sub>2</sub> levels are present in the indoor air in the tenants' demise?
- What VOCs levels are present in the indoor air in the tenants' demise?
- What CO levels are present in the indoor air in the tenants' demise?
- What NO<sub>x</sub> levels are present in the indoor air in the tenants' demise?
- How easy is it to fit monitors to existing systems to allow for monitoring?

## Thermal comfort

- What is the source of ventilation for the building?
- What is the ventilation rate for the building?
- What are the temperature set-points for the HVAC system?
- What is the level of relative humidity in the tenants' demise?
- What is the level of personal control in the tenants' demise?
- Is there a record of physical complaints and can this be viewed?

## Lighting

- Does daylighting meet industry standard lux levels for specific tasks, to allow artificial lighting to be switched off around desk areas for the majority of the working day?  
Where the landlord has installed the lighting:
- What type of lamps have been installed and what is their predicted annual energy consumption?
- What is the lamp colour temperature?
- Please provide lux levels for the demised space.

## Biophilia

- What is the provision of green space adjacent to the building?
- What is the nature of the provision of planting in common areas?
- What are the external views of, and are there views of trees and green space from the building?

## Design including active design

- Please provide photographs to illustrate the design character & brand ethos – incl. colour, shape, texture & art
- What is the provision of cycling facilities in the building (bicycle racks, showers, drying rooms, lockers)
- Does the design of the building encourage the tenants to use the stairs rather than the lift?

## Amenities & location

- Describe public transport provision within ten minutes walk of the building
- Describe the services available local to the building (e.g. shops; restaurants; post office; leisure facilities; healthcare facilities; childcare)
- Describe any services within the buildings, e.g. canteen, onsite childcare facilities, gym, laundry/dry-cleaning service, etc.
- Describe the local public realm in terms of standards of maintenance and perceptions of personal security, and please provide photographs to illustrate aesthetics
- Are there any communal spaces conducive to interaction with colleagues (and people from adjacent enterprises)?

## Post-Occupancy Evaluation

- Has the building/space undertaken POE studies?
- Are these able to be reviewed?
- Beyond energy, does the building/space publicly report other areas of environmental performance, including IEQ indicators?

