

Sample Premises Questionnaire



HOW TO USE THIS DOCUMENT

This sample Premises Questionnaire is an example that individual retailers can use to develop their own questionnaires. Company questionnaires should reflect the corporate sustainability strategy, goals, and policies. As an external document, a questionnaire like this may accompany a Letter of Intent to the Landlord, or be used before the LOI process. As an internal document, this questionnaire should be relevant in discussions about the impact of the site selection process on sustainability goals. Not every question in this document will be relevant for every retailer or site, but the answers to many of these questions will directly impact a potential site's operating expenses.

References to commonly used sustainability-related standards are only for illustrative purposes and are not intended to constitute or imply endorsement of any particular standard or approach.

PREMISES SUSTAINABILITY ASSESSMENT

INTRODUCTION

The purpose of this document is to gather information to help us understand sustainable building features and operations currently in place in Landlord premises so that Tenant can ensure site performance is in alignment with corporate sustainability and high efficiency goals.

TENANT has a corporate sustainability strategy which focuses on five key impact areas:

1. **ENERGY EFFICIENCY & RENEWABLE ENERGY:** Reducing our greenhouse gas footprint through judicious reduction of energy consumption and use of renewable energy where financially feasible.
2. **WATER EFFICIENCY:** Minimizing our use of water, consuming only what's needed to meet health and hygiene needs on premises.
3. **INDOOR ENVIRONMENT:** Providing a clean and healthy indoor environment for our customers and employees.
4. **MATERIAL & RESOURCE EFFICIENCY:** Using recycled materials and rapidly renewable resources.
5. **WASTE MANAGEMENT:** Diverting waste from landfill to recycling and composting facilities in ways that are financially beneficial.

The Tenant contributes to meeting these goals in its retail environments by designing, constructing, and operating its stores according to a standard developed to ensure a high level of building performance. Additionally, the Tenant seeks to locate its stores in centers that reflect a strong environmental ethos whenever possible, with first consideration to business viability, and always through active collaboration with the Landlord.

Therefore, the Tenant respectfully requests that Landlord partner with Tenant in this important effort by providing the following information for purposes of gaining visibility to sustainable building features and practices on the premises.

I. GENERAL		Yes	No
1	Is the building LEED or other system rated?		
2	If yes, specify rating system, rating level:		
3	If no, are there any plans to pursue a rating at a later point in time?		
4	If yes, specify rating system and rating level to be pursued:		

I. ENERGY EFFICIENCY		Yes	No
A Energy Usage Visibility			
1	Are the premises submetered in such a way as to provide visibility to independent Tenant's energy consumption?		
2	If no, are there plans to install submeters?		
3	If no to above, will Landlord install submeter at Tenant request? Who will pay for the submeter and what is the cost?		

B Building Envelope Features			
	<i>Please indicate and describe (if available):</i>		
1	Insulation R-Values:		
2	Roof type and color:		
3	Presence and number of skylights/solatube/clerestory or other daylighting systems:		
4	HVAC unit type(s) performance specifications and last date of service:		
5	Presence of renewable energy systems on rooftop and type:		

C Common Area Space		Yes	No
1	Does the common area use more than 90% high-efficiency lighting systems?		
2	Does the parking lot use more than 90% high-efficiency lighting systems?		
3	Does the common area use daylighting systems?		
4	Is the parking lot using high-efficiency lighting systems?		
5	Are lighting controls in place to optimize the use of lighting?		

D Rooftop Access		Yes	No
1	Does Landlord currently grant Tenant access to rooftop or another location at the building for purposes of renewable energy installation?		
2	If not, is there an opportunity for Tenant to access the rooftop for the purposes of renewable energy installation?		

E Building Quality Control		Yes	No
1	Does the Landlord perform building commissioning, recommissioning or have in a place a quality control process to monitor and ensure efficient, consistent operation of base building systems at handoff?		

II WATER/STORMWATER		Yes	No
A Stormwater Management System to Avoid Excessive Runoff			
	<i>Please indicate and describe:</i>		
1	Use of "smart" irrigation controllers and technologies like drip irrigation sprinkler heads		
2	Use of native and/or drought resistant landscaping in common areas:		
3	Presence of parking area bioswales/stormwater retention reservoirs:		
4	Presence of stormwater/rainwater harvest system(s) and type:		

B Potable Water Management:		
1	Presence of low flow lavatory fixtures in common areas (if restrooms are provided by Landlord):	

III INDOOR ENVIRONMENT		Yes	No
A Air Quality			
	<i>Please indicate and describe:</i>		
1	Use of a CAM green housekeeping program and type:		
2	Practice of using low VOC paints, sealants and adhesive policy for all work performed within premises:		
3	Presence of policy or Landlord standard practices for pollutant control/ensuring indoor environmental quality during onsite construction projects:		

IV WASTE MANAGEMENT		Yes	No
A Recycling			
	<i>Please indicate and describe:</i>		
1	Does Landlord have in place a center-wide recycling/waste management program for Tenant participation? If yes, please attach copy of program document.		
2	Is Tenant participation required?		
3	Please indicate waste types recycled or provide policy/program:		
	• Single-stream recycling		
	• Cardboard		
	• Paper		
	• Bottles / cans		
	• Polybag plastic bags from apparel companies		
	• Hangers		
	• Electronics		
	• Organics		
	• Greases from restaurants		
	• Packing Styrofoam		
	• Polystyrene		
	• Fluorescent bulbs with mercury		
4	Describe the procedure for store employees to recycle the above materials:		
5	Does Landlord provide recycling collection receptacles for shoppers?		
6	Does Landlord regularly audit waste stream to identify recycling opportunities?		
7	Are tenants rewarded for recycling participation?		

Sincerely,
TENANT LEGAL NAME OR AGENT
TITLE

LANDLORD/TENANT:

By: _____

Its: _____

Date: _____