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What is the Green Office Tool?

The Green Office Tool (GOT) is an easy to use, workplace sustainability assessment tool, designed for any-sized business.

Using the GOT, organizations can measure their environmental performance across 6 key indicators: energy, waste, water, transportation, procurement and leadership; then compare their scores to businesses of similar size, industry, location or other factors. Results also include practical solutions for each business to reduce its workplace footprint.



Who uses the GOT?

The GOT is especially practical for the **millions of businesses who lease space in commercial buildings**, where often they haven't direct control over the building's operating systems.

- **Organizations with multiple locations** use the GOT to track and compare the workplace, environmental performance of each of their offices.
- **Landlords use the GOT as a tenant engagement tool.** They distribute it to their tenants to gain valuable insights into where gaps and opportunities exist to improve the efficiency of their buildings and better support their tenants' sustainability performance and ESG business objectives.
- **Tenants use the GOT** to identify, measure and benchmark the environmental performance of factors under their control. Because the GOT is user-specific, it will only prompt assessment questions based upon the user's unique workplace design and systems control.



Winner of the 2017
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What will it give you?

Individual users of the GOT get:

- ✓ comprehensive scorecard for tracking sustainability progress
- ✓ comparisons to similar workplaces
- ✓ specific recommendations to reduce their workplace footprint

Distributors of the GOT get:

- ✓ macro-comparative data across a portfolio, region, or industry from a master dashboard
- ✓ cumulative data for each user group, including categorical scores and scores for every question

How does it work?

Users are provided an access key to the site where they log in and complete their online assessment, comprising over 80 sustainability actions and opportunities applicable to their workplace, ranging from design and equipment choices, planning, policies and procedures, utilities monitoring (where applicable) and staff behaviours.

All this information filters up to a master dashboard where distributors of GOT access keys can review their users' scores by building, region, size, industry and a number of other factors.

What differentiates the GOT from other sustainability assessment programs?

- **site-specific** – measures the performance of individual locations, not just the corporation at large.
- **scalable** to any-sized organization, regardless of whether they own or lease their space. The GOT addresses a market gap, where many businesses in leased space have struggled with other assessment tools. They want something that fits their environment. Often they are not independently metered for utilities, nor do they have control over their buildings' mechanical, electrical and operating systems, so why should they be measured on these? The GOT focuses on **their workplace** and what's **within their control**.
- **structures tenant engagement** – the GOT's **two interactive platforms** allow for benchmarking and reporting at the **user-level** and at the **distributor-level** (be it the landlord, head office or any other overseeing body).



Measure, Compare, Improve, Repeat

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