



 **SAMSON**

Building User Guide

1 March 2023

Geyser 100 Parnell Road Parnell Auckland

Hi we're Samson,



Welcome to the Geyser building.

We are acutely aware of the need to manage our environmental impacts. We also know that efficient buildings lead to healthier people, improved productivity for your teams, and reduced operational costs. To really generate positive change, we need you, our tenants on board.

This Building User Guide sets the expectations on operations within Geyser. It details the care that we have taken so far, and what we intend to work on moving forward. It also sets guidelines on how you, our tenants, are to operate within the built environment.

The Building User Guide forms part of the lease agreement. It may change from time to time as research, best practice, and the built environment changes. You will be notified of these changes.

1. Executive Summary

Thank you for your support of our initiative to promote the environment and maintain a green building. We can make a big difference together. Here's the TLDR for each section, to make getting started easy.

2. Design Principles

Geyser was awarded New Zealand's first 6 Star As-Built Greenstar rating.

3. Environment Champion

We ask that you nominate someone to be the environment champion for your tenancy. This will give us a point of contact to allow for a cooperative approach towards sustainability and a greener future.

4. Waste

Waste should be separated into 7 waste streams: food waste/compost, cardboard, paper, soft plastics, mixed recycling for cans glass and recyclable plastic, electronics waste, and landfill for anything that doesn't fit these. (Note: Coffee Cups are landfill NOT recycling).

5. Natural Ventilation or Air Conditioning

The Geyser building is a naturally ventilated building which provides 100% fresh air to occupants. Heating, cooling and ventilation is managed via the twin skin façade. The external façade is controlled by the building management system, whilst the internal skin has large sliding windows tenants will need to manually open/close to control the temperature.

6. Water & Wastewater

Water is precious. It should not be wasted. Report any leaking taps or toilet fixtures to Samson.

7. Transport

End of Trip facilities are provided, and we encourage you to take advantage of active transport or nearby public transport options whenever possible.

8. Car Stacker

Geyser has an automated car park stacker system which has many benefits for users and the environment. It is your responsibility to ensure that prior to utilising the benefits of the car park stacker, any person under your control and or employ has completed training and signed the Terms and Conditions to make use of the car park stacker and has been approved and signed off by Samson.

9. Electricity & Energy Use

- **Let Samson know if there are any unusual energy spikes**
- **Consider using a carbon certified energy supplier like Ecotricity or Prime Energy**

10. Carbon Emissions & Offsetting

Across our portfolio we're measuring our carbon emissions, working hard to reduce them, and offsetting what remains. The largest contributor to base building carbon emissions at Geyser has been the waste to landfill. You can reduce this by following the waste hierarchy.

11. Environmental Assessment & Reporting

This building is being assessed under two different rating tools developed specifically for New Zealand buildings. By measuring building performance in this way, we can see how the building performs against others in the country. We use these results to drive better results for you.

12. Fitout Guidelines

All fitout plans and any alterations to your tenancy require landlord approval prior to the commencement of works.

2. Design Principles



Designed by Patterson Architects, Geyser takes its inspiration from New Zealand's thermally active geography.

Geyser's floor plates are divided into five sub-buildings set around a system of atriums, courtyards and pedestrian linkages. This maximises natural daylight penetration into, and exterior views out from office and retail spaces. Each sub-building is wrapped in a dynamic, semi reflective white twin walled façade which opens and closes in order to moderate the tenant's thermal environment.



Geyser is New Zealand's first 6 Green Star – Office Design rated building. Its high-tech design innovations meet 'energy efficient' building criteria, meaning it has a lower energy demand, with the capability to use 27% of the energy of a similar building its size, and half the amount of artificial lighting of a typical retail/office building.

The site has three street frontages and occupies the entire end of a city block. Each building is wrapped in a unique twin-skin façade, interspersed with GRC glass (fibreglass) reinforced concrete panels, which is designed to allow natural heating and cooling, eliminating the need for mechanical air conditioning or heating.

The façade creates thermal currents, which rise up through the void spaces between the two skins. The outer laminate of the façade is Pilkington's Eclipse Advantage 'Low E' manufactured in the US. The façade naturally heats each building by trapping warm air between the two walls in the winter, significantly minimising heat losses overnight and 'pre-warming' outside air during the day. In the hottest months the entire outer skin opens electronically to fully ventilate the cavity by creating cross convection currents from the cooler southern elevations of the buildings, and occupants can open a series of sliding panels to regulate ventilation.

There are individual weather stations on each of the five buildings, which are connected to the building's management system, and

they monitor wind speed and rain, along with internal sensors for temperature and carbon dioxide, to control the twin skin façade.

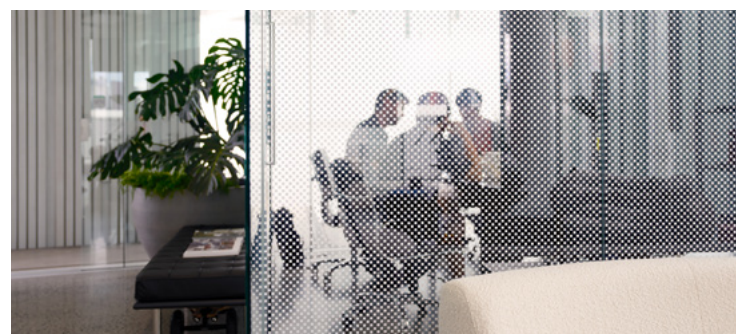
The 165-car stacking machine means parked vehicles can be spaced with only a 75-100mm space between wing mirrors.

Geyser's considered design provides tenants with tangible benefits including:

- Reduced operating costs by using less electricity
- Reduced water costs with the low-flow bathroom fittings and rainwater collection system
- Increased staff health, happiness and productivity: reduced lost productivity through sickness and absenteeism.

Andrew Patterson of Pattersons says

"We wanted to make Geyser holistic, not just about accommodation and technical performance but also about expressing an Auckland sense of place for people."





3. Environment Champions

Sustainability requires good collaboration and communication. Samson requires that an environment champion is appointed for each tenancy. We recommend that the appointed person is comfortable in communicating with team members and Samson, and passionate about promoting new and better ways of keeping things green.

The role of the environment champion is to be the point of contact between your business, and Samson's sustainability manager.

The sustainability manager will communicate with the environment champion when environmental improvements are being implemented in the building. They will share statistics on how the building is performing environmentally, and update on best practice and research.

Specific to your tenancy, the sustainability manager will share errors in waste separation if found.

The environment champion needs to share this information with their wider team.



4. Waste

A significant portion of a building's carbon footprint is related to tenant waste. Join us in striving towards a zero-landfill building as we implement principles to focus on waste separation, reusables and keeping materials in flow.



Here's how you can have the most impact:

1. **Focus on reusables first.**
The best way to reduce waste is not to create it in the first place.
 - a. **For offices:** Do your staff have access to keep cups for their coffees, chopsticks and cutlery for takeaways, takeaway containers that can be filled at restaurants?
 - b. **For restaurants:** Consider signing up with a reusable provider like AgainAgain or Reusabowl who can help reduce your spend on single use. It's a great way to give customers the convenience of takeaways without the throw aways!
 - c. **For retailers and industrial:** Consider the packaging that you receive from suppliers and the packaging that you are sending to your customers. What can be reused?
2. **Best practice for reducing waste sent to landfill is to sort as soon as possible after use.**
Method bins are a beautiful solution for this. We also suggest you do away with bins by your team's desks as this is the common culprit for co-mingling and waste doesn't get separated.
3. **Educate your teams and your cleaners. Chat about waste more!** Communication is key to sustainability. It is important that your staff, colleagues and cleaners are kept informed and aware of Samson's sustainability principles and policies. Whilst your team may be great at separating waste, this can all be lost if cleaners aren't aware and everything gets taken to the same bin.

Waste separation policies for Geyser:

Waste is to be separated into the below 7 waste streams

Food Waste

For offices, food scraps are being processed by onsite worm bins. For hospitality tenants we have commercial compost collections

Cardboard

All cardboard boxes must be flattened. Cardboard can't be contaminated with food scraps

Paper

Office paper, magazines, books

Soft Plastics

Soft plastics that can be easily scrunched into a ball with one hand

Mixed Recycling

Glass, cans, recyclable plastics, and Tetra Pak

E-Waste

Any electronics powered by battery or electrical cords (from TVs to radios, to whiteware, and their cables)


















Landfill

Anything that doesn't fall into the above categories. (Note: coffee cups are landfill NOT recycling)

Bin liners:

Whilst you may want to line your method bins with bags/ bin liners to make it easier for your teams / cleaners to transfer waste to the rubbish room – **it's important that no bin liners / plastic bags end up in any of the cardboard, paper, mixed recycling, or e-waste bins in the waste areas.** If bin liners are placed into these bins the whole bin can be considered contaminated and therefore not collected, or the liners can jam the sorting machines at the recycling facilities causing damage.

The below matrix details acceptable bin liners which can be placed in the communal bins in the rubbish room. You'll note that the only bins that are ok to put plastic bin liners/bags into are general waste and soft plastic.

Waste Stream	Plastic Liner	Compostable Liner	No Liner
 Mixed recycling			
 Paper recycling			
 Cardboard recycling			
 General waste			
 Soft Plastic			
 Worm Farm compost			
 Commercial Compost			

Waste Reduction Goals for the Building

Geyser is aiming for a 70% reduction in waste to landfill from a 2018 base year by 2025. In 2018 the building waste to landfill was 24.1 Tonnes , whilst in 2022 this was 10.7 tonnes . This demonstrates more than 50% improvement already.

Waste Guides

The following pages detail what goes where within each stream. You may wish to print and keep some of these guides near your bin area, and you may wish to include them in your onboarding of new staff and team members.

Understanding what happens to your waste after it disappears from sight, helps to reinforce why it is so important to separate the waste streams — to maximise recycling potential and close the loop on waste!



Trash talk 101:

Sort your Sh%☺!

Don't get it twisted — keep your trash separated to make life easy for us and the environment.

Worm Bins

Compost worms benefit from a balanced diet. They will eat most normal kitchen fruit and vegetable scraps.

We want to make this process as easy as possible for each of our tenants.

We will monitor the health of the worms and what is disposed of in the bins to ensure that the worms are receiving a balanced diet. Using onsite worm farms we reduce the transportation emissions associated with compost collections, and the worms castings and juices are adding nutrients back into our gardens!

● Likes

Scraps from food plates

Most fruit and vegetable scraps from food preparation or juicing

Cooked food

Tea leaves/bags and coffee grounds

Crushed/ground eggshells

Hair, vacuum cleaner dust, soiled paper, tissues, handy towels, shredded egg cartons, toilet roll inners, paper lunch wrap

Shredded moist newspaper & cardboard

Lawn clippings in small quantities (spray free), weeds, clippings, pruning's, dirt and leaves

Sawdust (untreated), wood ash

● Dislikes

Citrus, acidic fruit skin

Bulk quantities of the following:

Spicy foods, onion, garlic, leeks, capsicums

Meat and dairy products

Bread, pasta and processed wheat products

Shiny paper

Fats or oils

Avoid large quantities of meat, citrus, onions and dairy foods.

The smaller and softer the scraps, the easier it is for the worms to digest and process them into castings.

If in doubt email the Samson Sustainability manager for guidance.

Compost Bins

Food waste, paper towels, and certified compostable packing can be turned into compost.

Food waste is collected and delivered to a commercial composting facility in Tuakau. Local farmers and growers use the finished compost in Waikato to help rebuild soils and reduce the need for petrochemical fertilisers and pesticides.

● Yes

Tea bags

Coffee grinds

Paper Towels + Napkins

Food scraps

Certified compostable packaging

● No

Plastic Bags

Recyclable coffee cups or lids

Plastic lined takeaway containers

Paper Bins

The paper and cardboard are recycled and repurposed by Oji Fibre Solutions right here in Auckland.

Typically, the recycled cardboard is used to make the middle layer of corrugated cardboard or things like toilet roll cores. Around 85% of the paper and cardboard collected can be recycled. Please ensure all cardboard boxes are flattened! Flattening them also helps to ensure that there's no plastic or polystyrene packaging hidden in there.

● Yes

Envelopes

Printer paper

Magazines

Newspapers

Scrap paper and light card

● No

Paper Towels

Tissues

Tissue Paper

Cardboard Bins

● Yes

Flattened cardboard

● No

No plastic or polystyrene packing tucked inside

Soft Plastics

If you can scrunch your plastic bag or wrapper into a ball with your hand, we can recycle it in this bin.

Soft plastics in New Zealand are being made into fence posts and planter boxes and parking bumpers. Please don't put any bio-degradable or compostable bags in this bin. It's also important that all bags and wrappers are clean and dry before going into this bin, so give it a wash first, and consider drying it before it goes in the bin – we find hanging it inside out over the tap to dry out does the trick. The soft plastics is preferred to be put into a clear bag or none at all, this is collected by Abilities Group who are a not-for-profit incorporated society dedicated to enriching the lives of people with disabilities.

● Yes

Bread Bags, frozen food bags, fresh produce bags

Wrappers for toilet paper, cereals, snacks, dairy products

Lightly foiled bags – chip packets, confectionery

Courier Packs

Bubble Wrap

● No

Compostable plastic bags

Face masks

Disposable gloves or RAT test packaging

Hard food or drink plastic containers

Foil or metal

Biscuit trays

Mixed Recycling

Glass, cans, recyclable plastics, and Tetra Pak

Always wash your glass, cans, and recyclable plastics to ensure they aren't contaminated with foods or liquids.

Glass is 100% recyclable and is typically processed here in Auckland by Visy Glass. When it comes to plastic containers, wherever possible we recommend sticking to 1, 2 or 5 as these are the most easily recyclable in New Zealand. If there's no recycling code/symbol on your plastic container, it will need to go to landfill. Plastics code 1 (PET) and code 2 (HDPE) such as soft drink bottles and milk bottles are processed locally into the chip to be recycled into plastic resin. Plastic code 3 (PVC) is now being recycled by, Plastic code 5 (Polypropylene) are hard plastics which are recycled to produce irrigation piping or air conditioning ducts. Tetra Pak are starting to see a second life being used in saveBOARD construction materials. Steel and tin cans are very easy to recycle because they can be magnetically separated from the rest of the waste, and like glass, can be recycled again and again in New Zealand.

● Yes

Glass

Cans

Milk Bottles

Plastic containers

Tetra Pak cartons

● No

Takeaway coffee cups

Food containers that still have food or liquid in them

E-Waste

Anything powered by either an electrical power cord or a battery can be individually stripped of parts and recycled.

This includes TV's, Printers, Audio & Video Equipment (VCR's & DVD Players), Radios & stereo systems, computers and peripherals, telephones (mobile & landline), whiteware, home appliances, cables & wires (both computer and power cables). These are dismantled and components exported for processing to extract the precious metals. Abilities Group collect these and process them at their Glenfield site. Batteries need to go into a bucket separate to e-waste and weigh no more than 15Kgs.

● **Yes**

● **No**

Screens

Computers

Telephones

Anything powered by an electrical power cord or battery!

Batteries - Please pop these in an ice-cream container or the likes with a lid and store next to the e-waste bin. (Weight sitting on top of the batteries can be dangerous because of the downward pressure)

Landfill

Anything that doesn't fall into the above categories goes in landfill. We want to keep this amount as small as possible!

Waste to landfill should be our last resort.

Landfills present a problem in that decomposing organic waste generates a greenhouse gas called methane and many chemically treated materials generate leachates. Modern landfills are working to reduce this problem through gas capture and leachate control, but the less we can contribute to landfills the higher our carbon emission reductions. Items we typically see going to landfill include plastic lined takeaway containers and takeaway coffee cups, so consider switching these out for reusables.

● Yes

Takeaway coffee cups

Takeaway food containers
lined with plastic

Polystyrene

● No

Large bulky items

Hazardous waste such as batteries,
gas cylinders, chemicals or paint

Waste FAQ'S

Where can I buy bin liners?

For the green compost caddies, 8L bin liners can be ordered from Friendlypak or Green Gorilla.

The Method Bins will take 60L bin liners, these can be ordered from a variety of places including Method Bin directly. If Westferry are your office cleaners talk to them about managing your supply of liners for you.

What should we do with bulky items we need to remove?

Please email us with a photo and the location and we can arrange a removal. Alternatively, please contact Junk Run, or All Heart NZ directly as these organisations will help find a second life for used office goods.

What should I do if we get fruit flies in our rubbish room or the bins are smelly?

Call or email your Samson representative to book in a bin swap or clean.

Why does Samson provide worm farms on-site instead of compost collections for office tenancies?

The benefits of the worms is that they can process our food waste directly onsite, thereby keeping the circular loop closed, and avoiding the carbon emissions associated with driving trucks around town for compost collections. Plus the worms create super healthy vermicast which is great regeneration and soil health in our onsite gardens.

Waste FAQ'S

But what about commercially compostable packaging?

Whilst commercially compostable packing can have its place, the first steps should always be to reduce and reuse, so we encourage you to bring your own keep cups and containers for your takeout's instead. For more detailed guidance on this have a read of the [Ministry for the Environment Position Statement on Compostable products.](#)

What can I do with fluorescent light bulbs for disposal?

Get in contact with your Samson representative who can arrange for our electrical contractor to collect your lamp/tube for recycling. Alternatively electrical wholesalers like Ideal, Active or J.A Russell's have solutions for recycling.

How do I report on my waste stats?

Samson receives a monthly report of the overall waste stats for each collection location where we have a private collection which includes bin weights for each stream. For your own tenancy we recommend speaking with the Samson Sustainability Manager to get a prorated breakdown of the collection weight for each stream based on the size of your office.

What should I do with ink cartridges?

Many office and printing supply stores have takeback schemes for all brands.

5a. Natural Ventilation

The Geyser building is a naturally ventilated building which provides 100% fresh air to occupants, as compared with the average of 25% for air conditioned buildings in New Zealand. This is a great thing for your staff's productivity levels!

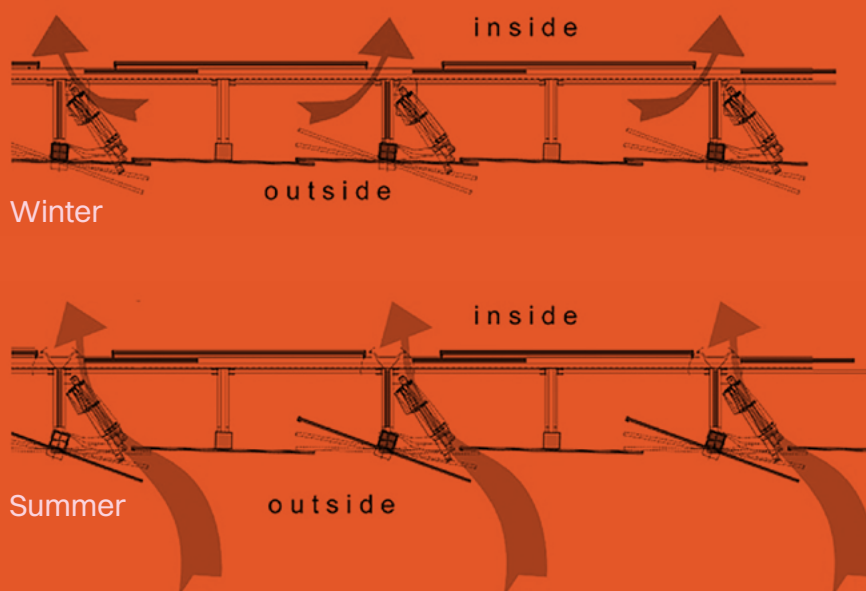
The Geyser building utilises the natural warming and cooling effects of an active façade to control the indoor air temperatures.

The building has a double skin façade (DSF) which is a double layer of glass between the internal office space and the exterior environment. This forms a natural temperature controlled cavity with openable shutters at the top and bottom of the cavity and windows and trickle ventilators across the cavity into the tenancy space. These shutters are activated by internal and external temperature sensors (refer winter and summer operation figures below). Wind and rain sensors override the opening of the windows in the event of bad weather.

Naturally ventilated buildings have a wider thermal comfort range that mirrors the outdoor air temperature, therefore it is important that occupants accept

temperature leniency, dress accordingly for personal comfort and actively manage the internal façade. The building is designed to achieve an indoor temperature range of 19-25 °C in Winter and 21-27 °C in Summer, active management from the tenants is required to achieve these temperature ranges as instructed below for each season. Fine tuning of individual zone temperature set points can be made via the BMS. The BMS is also capable of monitoring and logging room temperatures.

Naturally ventilated buildings are similar to air-conditioned buildings in that there is a person to square meter ratio to ensure desired tenant comfort, in Geyser the desired ratio is one person per 10sqm. If you breach that ratio your tenancy will be prone to overheating, and if you fall far short of that ratio your tenancy may also experience cooler temperatures in winter.



Winter Operation

Generally, the outer skin operable windows remain closed throughout the heating season. The top and bottom cavity dampers are closed out of working hours to retain heat within the buildings. Internal windows are manually operable by building occupants.

Heating

Each tenancy has ceiling mounted electric heaters for the cooler months to maintain acceptable thermal comfort. They operate on timers but each tenant has an override switch to turn the heating back on if required.

Creating an air flow

To encourage an air flow, where possible, make sure opposite sides of your tenancies have their windows open.

Don't block windows or place cabinets to obstruct air flow through your space.

Consider impact of the use of full height partitioning within your space and how this will impact airflow in the area.

Dress according to personal comfort at the designed set temperature of 21.5 C.

Summer Operation

Generally, the top and bottom cavity dampers remain open 100% during the Summer season (unless raining), the internal windows shall be manually operable by building occupants whilst the windows in the external skin shall remain open 24hrs to provide assisted cross ventilation effect.

Cooling

The late afternoon sun is particularly intense in New Zealand and tenancies on the Western side should use their blinds to mitigate solar gain heat spikes inside tenancies.

Night purge

At night the inner windows are recommended to be left open for night time flush ventilation during the summer months to refresh the tenancy spaces and reduce peak daytime temperatures within.

Outdoor Air Supply

In addition to the building's natural ventilation features, an outdoor air supply has been provided to each tenancy to enable the tenant (with Landlord approval) to add individual air conditioning to the tenancy space. Spatial provision has been made within the service risers for tenant AC refrigerant pipe work and on the roof for limited outdoor condensing equipment based on a commercial variable refrigerant volume (VRV) system.

5b. Aircon Use

Geyser is predominately a naturally ventilated building; however we've included the below guidelines on aircon use for your reference. Where air conditioning units are installed you must have a maintenance contract in place for these units.

Refrigerants used in air conditioning can cause major carbon emissions when they leak, but these invisible gasses often go totally unnoticed. Here's how we can work together to reduce the negative impact:

1. Regularly service your air conditioning unit. This helps to spot any leaks early, and to get the unit performing efficiently which saves you money.
2. Talk to your air-con contractors about how they dispose of refrigerants. In NZ the Trust for the Destruction of Synthetic Refrigerants collect and dispose of refrigerants in a manner that reduces environmental damage.
3. Choose less environmentally damaging refrigerant types. Samson have been upgrading these as best practice and technology has evolved to use refrigerants and gasses with a lower GWP (Global Warming Potential). We will continue to monitor this and replace where appropriate.
4. Only use your aircon units as and when needed. Encourage your teams to bring layers of clothes to work to manage how each of us feel temperatures differently. Use your windows – fresh air is great for our brains and our productivity levels. Where possible, open windows on opposite ends of the tenancy to promote airflow. Use your blinds for cooling in summer. Western facing windows may need blinds closed in the afternoons, or eastern facing windows in the morning.

Let's maximise the efficiency of your air conditioning unit; simply follow our best practice guidelines:

Don't set it to auto:

- **Heating and cooling modes can fight against each other in pursuit of the setpoint.**
 - Instead choose cooling or heating function only, dependant on the season.
- **Heating**
set between 19°—21°
- **Cooling**
set between 22°—24°

1 degree of difference = 10% difference in energy efficiency:

- It's important to dress for the season and bring layers!

Use the correct fan position to maximise efficiencies:

- **Cooling**
Direct the cold air high across the room where it will sink down, cooling the room.
- **Heating**
Direct the warm air down across the floor where it will rise up, warming the room.

6. Water and Wastewater



Water is precious. It should not be wasted.

The design of Geyser results in a reduction in metered water consumption when compared to standard commercial buildings.

Potable water is supplied via the street mains however non-potable water is provided by rainwater collection tanks. In the basement there are two 10,000 litre rainwater tanks for reuse at the non-drinking fixtures, such as toilet cisterns, irrigation connection points and any nominated hose taps around the facility.

Geyser building now has smart water meters installed by Watercare. This may help for early identification of leaks and is useful to understand your consumption over time and spot opportunities for savings.

The treatment of water is a significant process, and we encourage those of you who don't know to check out Watercare's overview at [Watercare - Wastewater collection and treatment](#).

To truly appreciate the value of water, it's useful to look at the way Māori understand the interconnected nature of the water system. Kei te ora te wai, kei te ora te whenua, kei te ora te tangata (when the water is healthy, the land and people are nourished).

Here's how you can help:

1. Consider water conservation by limiting your shower time
2. Ensure all taps are completely turned off when not in use
3. Report any leaking taps or toilet fixtures to Samson
4. Use the toilet half flush as appropriate
5. Fully load dishwashers before use and operate on economy cycles where appropriate

Here's how building design and management can support water conservation

- Rainwater collection tanks
 - Smart water meters allowing building managers to track use and identify any leak detections early.
 - Use of water efficient sanitary fixtures to w.c's, basins and showers (4 star WELS rated).
-



Provided at
Geyser



In progress /
partially provided



Being considered
for future

Hey road rager Anya Bike!

Bring back the Pedal-pushers and cycle to work in style. Easy and breezy, commuting by bike helps the environment too.



7. Transport

In 2023 Auckland Council set a clear goal to reduce transport emissions by 64% by 2028. We encourage you to think about what this means in practical terms for you. Can you leave your car at home for more trips? Here's what we've considered at Geyser to support you in these goals.

- **Active Transport**

Cycling or walking to work are great ways to improve your commute. With benefits for your health, the environment, mental health, and productivity we have no doubt that those who can, will love active transport! Check out this link for cycle ways near the building. The new cycle path on Karangahape Road is sure to make the commute fun! Auckland Council also fund courses which help with bike skills for navigating the streets at all levels. Consider getting your team together for a training day and making an event of it!

- **Bike Parking**

At the end of your trip, you can store your bike in the secure bike park racks located in the carpark on 1 & 2 car stacker side of the building. You'll need your access card to enter.

- **End of Trip Facilities**

Showers and toilets are provided to freshen up at the end of trip when needed. These can be accessed via swipe card in the carpark.

- **Public Transport**

Plan your journey on the Auckland Transport website.

- **Car Parking**

Tenants who are allocated parks within their lease are responsible for marking their space with signage, make sure you follow the signage guidelines for the building. If an unauthorized vehicle is in your allocated park, tenants can arrange the vehicle to be towed with Super City Towing only.

- **Electric Vehicle Charging Policy**

If you wish to charge your electric vehicle at work this is only permitted by following our internal process. Charging of electric cars has to be safe, the demand on the building energy supply has to be managed, and it has to be fair.

Tenants are required to:

1. Seek approval to charge their EV onsite from Samson Corp.
2. Pay to install a smart charger that is certified safe, manages building energy load and creates monthly bills for energy use. We have permitted the installation of the wallbox charger which is supplied by TransNet e-mobility.
3. Service their charger once a year and keep a certification record and provide upon request.
4. Only use electric vehicle charging adaptors supplied by the vehicle manufacturer or by an electric vehicle supply equipment (EVSE) manufacturer.
5. Make good the removal of charger when tenancy ends.



8. Car Stacker

Geyser has an automated car park stacker system which has many benefits for users and the environment.

Make use of the benefits that come with car stackers:

- Increased vehicle and personal property security as there is no access to cars parked within the Stacker.
- Reduced carbon monoxide emissions from vehicle queuing and travelling within the car park.
- Reduced electrical consumption through a reduced need for lighting and ventilation when compared with traditional parking.
- Easily accessible for disabled use.
- Reduction in physical footprint and construction materials.

Prior to a new staff member using the car stacker they must be signed off as having completed Samson training and have signed our Car Stacker terms and conditions (included in Appendices).

Please contact us to arrange access and training for the Car Stacker.

It is a tenant responsibility to prepare visitors intending to park for onsite appointments.

In the unfortunate circumstance that there is a fault with the car stacker, and we are not able to repair in the nominated time as per the terms and conditions of parking, a taxi ride will be refunded if the team from IMF Group have instructed you to take a taxi.

Please email your receipt to facilitiesmanagement@samson.co.nz for a refund. Please note that we will need to check our records to prove that the stacker was out of action at the time you used a taxi.

9. Electricity & Energy Use



NZ is well known to have a reasonably highly renewable grid, but this certainly doesn't mean we can take our eye off the ball when it comes to energy savings. As we switch away from relying on fossil fuels in our cars and buildings, energy savings are only going to become more important.

- Turn off lights within your tenancy that aren't required.
- Choose efficient lighting options such as LEDs and group lighting with separate switches to enable users to switch off lighting that is not required.
- Instruct colleagues to turn off computers at the end of the day.
- Choose electrical devices with a higher energy rating label.
- Let Samson know if you identify any sensor lighting issues.
- Let Samson know if there are any unusual energy spikes.
- Consider using a carbon certified energy supplier like Ecotricity or Prime Energy.

The design of the Geyser Building supports energy efficiency through:

● Solar Hot Water Heating

Central roof-mounted solar panels provided for heating hot water to the tenancies to minimise electrical consumption.

● External Lighting

External lighting is on photocell and time clock control with manual override switches. The lighting is designed to operate around normal business hours after dusk.

● Energy Meters

Base building and tenancy HVAC electricity use is tracked using check meters, this information informs us of ways to make the building more efficient and also improves our NABERS NZ rating. Tenants will be provided with data on their energy use with suggestions on how to increase efficiencies.

● Car Park and Common Area Lighting

All public space luminaires are controlled via a series of movement sensors which will turn the lights on/off if personnel movement or vehicular movement is detected/not detected during normal hours.

● Solar PV Panels

Central roof mounted solar panels to minimise common area electricity use



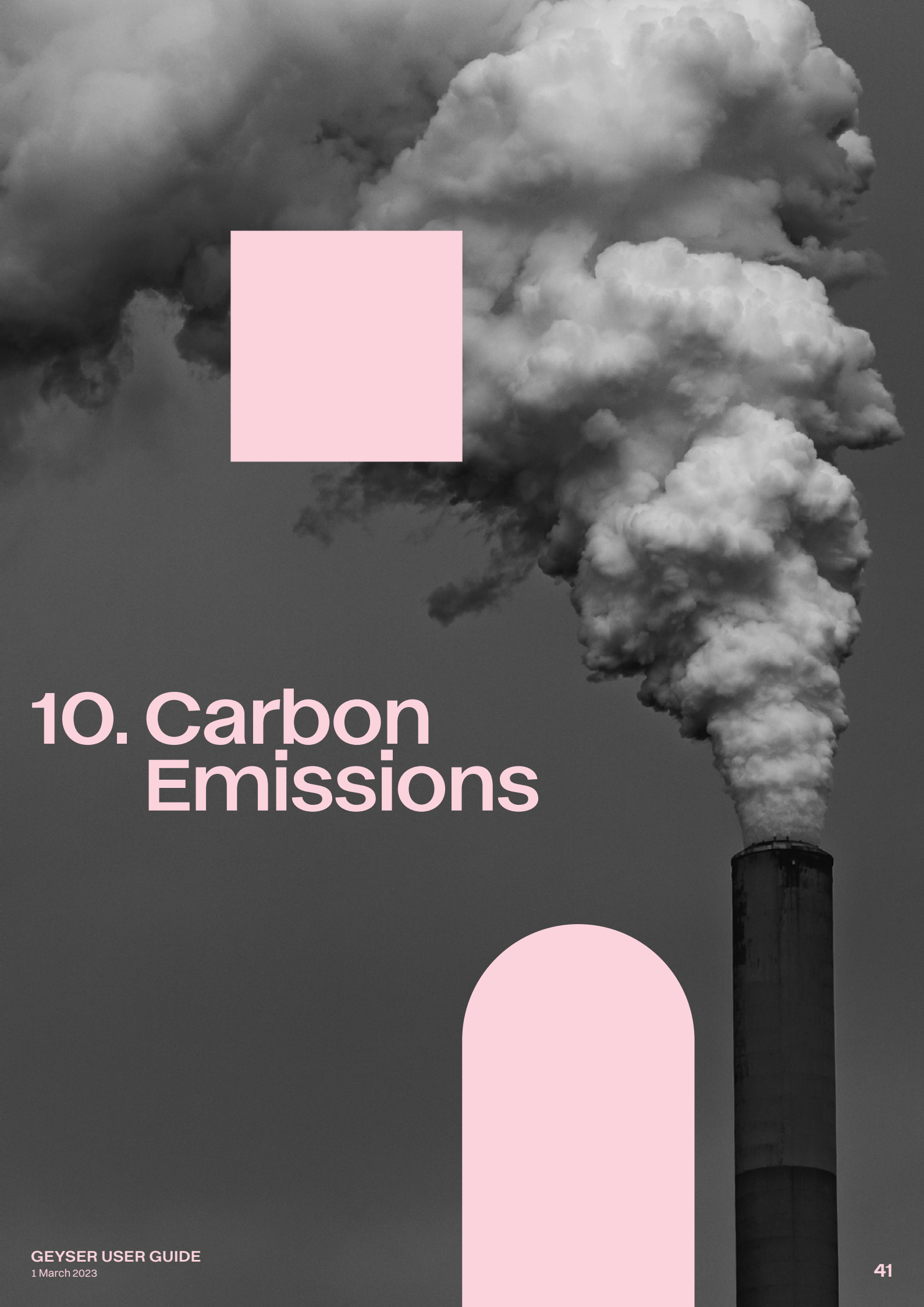
Provided at
Geyser



In progress /
partially provided

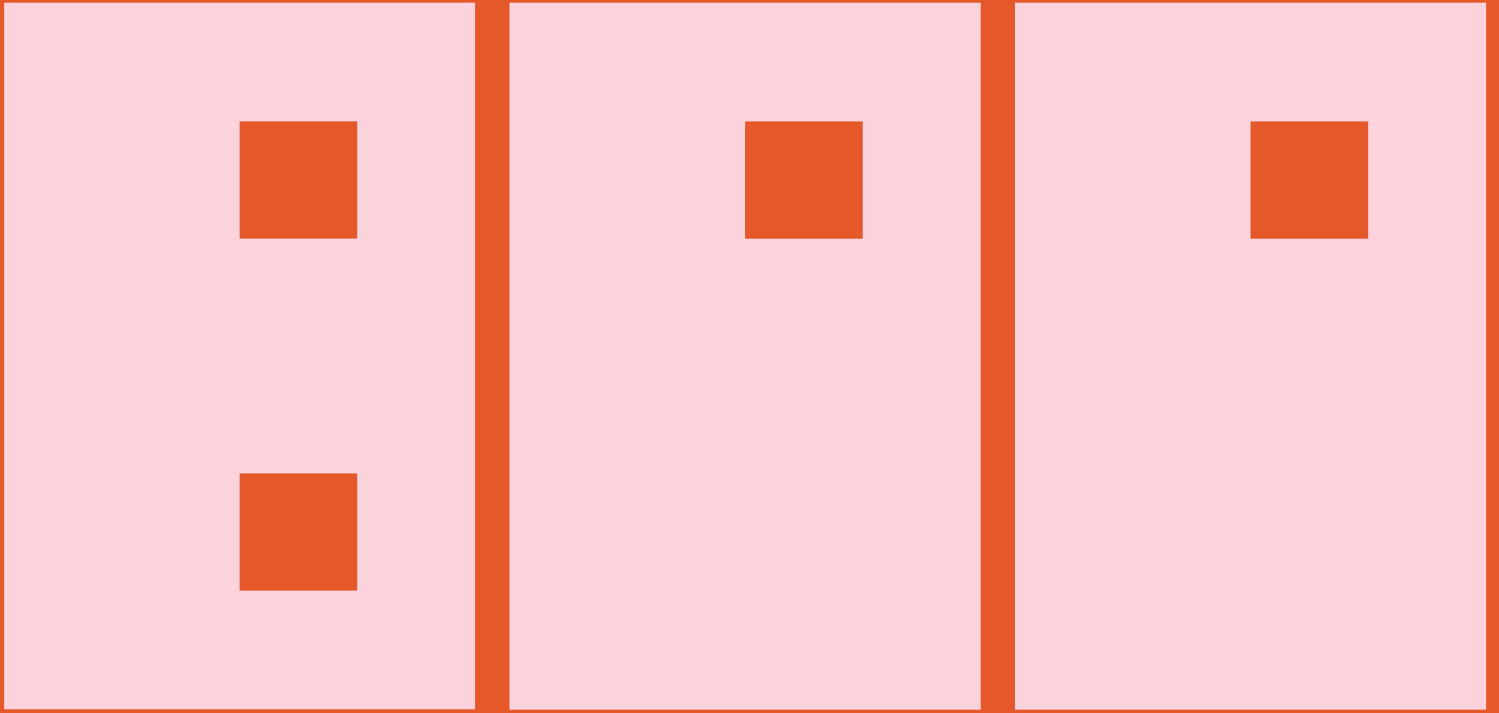


Being considered
for future



10. Carbon Emissions

T-Minus:



days!

We need to reduce carbon emissions. Fast. IPCC reporting from 2023 states that for a 'liveable future' we need to see global emissions peak by 2025. This is less than 800 days away!

Samson continues to monitor and reduce its carbon emissions across our portfolio, and offset what remains. We set out below, Geyser’s common services and what we can do together to reduce our carbon footprint:

Emissions Source

What we're doing

Diesel Generator
(backup power supply)

Diesel is stored in the generator, and only used when backup power supply is needed. This is infrequent, however the machine is serviced regularly to avoid any leaking and to ensure that it works as efficiently as possible if and when needed.

Common area electricity

Electricity supplied to the common areas of the building are certified carbon net zero by Toitū.

Notwithstanding the above, Samson is still committed to reducing electrical consumption. You can find further information on the steps Samson is taking to achieve this under the electricity and energy section.

Tenant waste to landfill

Separation at source is one of the most effective ways to reduce waste to landfill. We’ve provided seven different waste streams in Geyser, including Method Bins for your tenancy.

Worm farms at Geyser help to reduce emissions from organic materials which would emit methane if they were disposed of in landfill.

Refrigerant

Refrigerants can cause significant emissions when they leak into the atmosphere. We’ve been upgrading to more efficient refrigerants, with less global warming potential (GWP) in the units where appropriate.

But what can I do?

One of the largest contributors to base building carbon emissions at Geyser has been the waste to landfill. You can reduce this by following the waste hierarchy:

1. Reduce consumption.
2. Reuse materials.
3. Recycle.

Waste going to landfill should be seen as last resort.

Whilst we're working hard to reduce emissions, we're not yet at zero. This means that our remaining emissions are being offset by supporting projects which reduce emissions.

The cost to offset your portion of the common area carbon emissions for your tenancy will be recharged annually at the proportional % rate as detailed in your lease. For new leases, your tenancy budget will allocate the estimated costs for this based on last year's recharged figures. Speak to the Samson Sustainability Manager if you'd like a more detailed breakdown on this.

10. Environmental Assessment & Reporting



Built Environment Ratings & Certifications

This building is being assessed under two different rating tools developed specifically for New Zealand buildings. By measuring building performance in this way, we can see how the building performs against others in the country. We use these results to drive better results for you, including efficiencies for lower power bills, healthier spaces leading to improved productivity. It also means that you have certifiable ways to communicate your commitment to sustainability to clients and staff, by choosing to work in a certified sustainable building.



NABERSNZ is a system for rating the energy efficiency of office buildings. Its Aussie equivalent has been well established across the ditch for around 15 years and has been commended for its brilliant results in driving an average energy saving of 42% across the rated offices. We're undertaking a 'base building' certification, which looks at all the common area electricity, as well as the tenancy HVAC systems. Office tenancies in Geyser will have submeters installed to measure the HVAC (i.e. electric heaters), and our common area power supply has submeters installed to help us identify energy spikes and areas for improvement.

NABERSNZ tenancy ratings can also be completed which certify how energy efficient your space is. Have a chat to the Samson Sustainability Manager if you're interested in investing in this.



Green Star Performance Tool expands on the above by looking at the holistic impact of the building on its environment and on the people who use it. Green Star Performance focuses on nine different categories including Management, Materials, Water, Land Use & Ecology, Emissions, Energy, and Indoor Air Quality.

There will be times when we may require tenant participation and request your energy or water data, or conduct a tenant survey, and we appreciate your cooperation in providing this information.

Other Certifications

Further to the above, we are also certifying the Samson portfolio under a Carbon Net Zero programme managed by Toitū. The Toitū Carbon Net Zero programme is relevant to all industries, not just to buildings. There's more detail on what's included within our portfolio in the Carbon Emissions section. If you're looking for Toitū certification of any kind yourself, please feel free to reach out to your Samson Sustainability Manager as we can share some of the information already measured and offset within the building, which can help improve data quality.



12. Fitout Guidelines

All fitout plans and any alterations to your tenancy require landlord approval prior to the commencement of works.

In your fitout the base building lighting and ceilings must not be altered in your tenancy works. Prior to the commencement of any tenancy alterations, tenants must check with Samson if a contaminants report exists for the tenancy which will outline specific health and safety guidelines for completing work on site. The layout must allow for airflow throughout your tenancy to keep cool in summer months and to fit with design intentions for a naturally ventilated building.

The overarching objectives of the lessee's fitout should be:

- **Minimising energy consumption**
- **Water conservation**
- **Waste minimisation**
- **Reduction in pollution**
- **Improvement in indoor environment quality (IEQ)**
- **Reducing operating costs**
- **Ethical sourcing**

- **Which can generally be achieved by:**

- The use of rating and certification tools where possible.
- Improving the indoor environment by maximising natural daylight, reducing glare, maximising external views, reducing internal noise, VOCs and formaldehydes.
- Reduction of energy from fitout components, including lighting and equipment, improving thermal efficiency of the space by adding rugs under people etc.
- Reducing waste by sourcing sustainable components and materials that provide an end-of-life solution and improve the circular economy.
- Consider donating unwanted office furniture to relevant charitable organisations like All Heart NZ Charitable Trust, Habitat for Humanity or engaging Junk Run NZ.

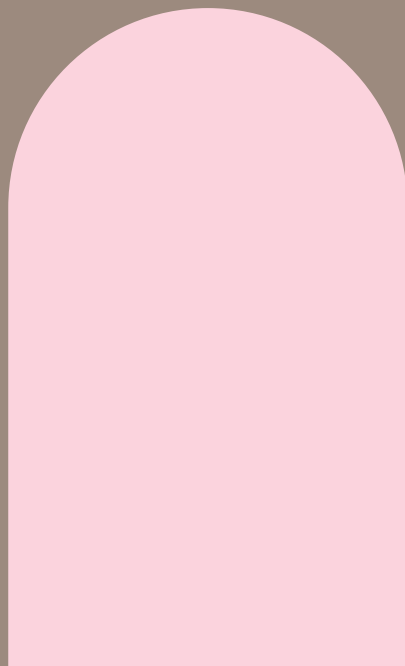
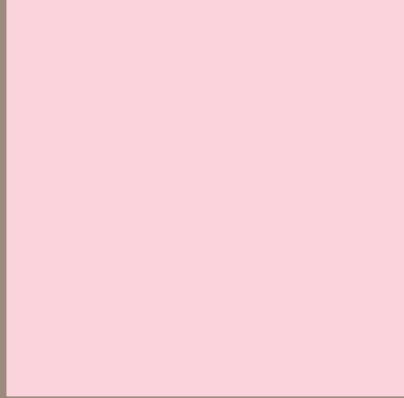
For a full and comprehensive sustainable fitout guidelines refer to the Ministry for the Environment's Guide to Sustainable Office Fit-outs or the Circular Economy Model Office Guide



Still have questions or queries? Just get in touch with us, we're here to help in any way we can.

**P. 09 522 2636
info@samson.co.nz**

Appendix



Geyser Conditions of Parking

On entering and using these premises **YOU AGREE** to the terms and conditions detailed below.

Should you **NOT ACCEPT** these conditions please **EXIT** the Carpark immediately.

- 1.** **These conditions apply immediately upon entering these premises and apply 24hr, 7 days.** You hereby also bind the Owner of the vehicle you are driving to all these terms and conditions and warrant your authority to do so. For further clarification on any of these terms and conditions please contact Samson Corporation Ltd
Phone: 09 522 2636
- 2.** **Hours of Use**
The Carpark will be available for use 24 hr, 7 days with a valid swipe tag issued to you by Samson Corporation Limited directly or by the leaseholder of the leased premise your carpark is allocated to. The carpark may be closed from use at any time.
- 3.** **Permitted use**
You agree that you may use an individual parking space for one vehicle parking and no other purpose.
- 4.** **Payment of Parking Penalties**
You agree to the payment in full of the parking rental and penalties where applicable as displayed at the entrance or as otherwise directed.
- 5.** **Compliance with Directions**
You agree to comply with all rules and directions as provided to you both by Signage or on-site personnel and with all relevant by-laws.
- 6.** **Responsibility for Damage**
 - 1** You are liable for any damage caused to the Carpark and all equipment and fittings by yourself or your vehicle, you shall pay costs for repairs immediately upon demand.
 - 2** We accept no liability for any loss or damage done to your vehicle whilst within these premises, whether resulting from using the Carpark or being unable to use the Carpark or from our negligence or otherwise.
 - 3** You agree to indemnify us in respect of any claim made against us arising from your use of the premises.
 - 4** The vehicle you are driving must have a current warrant of fitness, current registration and be roadworthy when using this Carpark.
- 7.** **No Safe Custody/Security**
 - 1** We cannot guarantee the security of your vehicle.
 - 2** We shall not be responsible for the security protection of vehicles parked in the premises nor do we accept any item in our custody for safekeeping.
 - 3** Our employees are not authorised to accept any of your possessions for safe custody, except the keys to your vehicle where possession is taken at our request.

Geyser Conditions of Parking Continued...

- 8. Disclaimer of Liability**
We accept no liability for any claim by you or any other person whether for loss or damage to you or any other person or your vehicle or any other vehicle resulting from using the Carpark or being unable to use the Carpark due to our negligence or otherwise.
- 9. Right to Relocate**
We have the right to relocate your vehicle at our absolute discretion, and accept no liability for any claim made for loss or damage resulting from such relocation.
- 10. Conduct**
 - 1 You agree not to do anything to obstruct any other vehicle or person using the carpark and shall ensure your vehicle does not pose a hazard or leak oil.
 - 2 There is to be no loitering on the premises.
 - 3 There is to be no rubbish or debris left in the car park.
 - 4 You must not park in this car park if you have not, or are unable to obtain a valid swipe tag.
 - 5 You will not leave dangerous goods, passengers or animals in your parked vehicle.
- 11. Indemnity**
You agree to indemnify us in respect of any claim made against us, for any physical, direct or indirect damage, loss or cost (including legal and lawyer/client costs) arising from your use of the carpark or your inability to use the Carpark.
- 12. Personal Information**
You agree to provide us with your driver's license number, full name and address details if requested.
- 13. Lost Proximity Tag or Card**
 - 1 If you lose your swipe tag, call the Support desk on Ph 09 869 8821 listed on the machine for assistance.
 - 2 The retrieval charge will be added to your parking fee plus any other charges incurred.
- 14. Towed Vehicles**
If your vehicle has been towed, please call Amalgamated Towing 09-360-1845

To retrieve your vehicle from Amalgamated Towing, all penalties, callout charges and towing charges will need to be paid.
- 15. Non Compliance**
 - 1 Failure to pay for parking, correctly position your vehicle in the Virtual Garage or generally fail to comply with these terms and conditions, constitutes a breach of these terms and conditions.
 - 2 In such event, we are entitled, at our absolute discretion, and you accept our entitlement to do so:
 - Issue an infringement notice requiring you to pay within 21 days the amount of \$280 plus GST for liquidated damages, and administration costs for having to enforce these conditions, costs of notice issue, and loss of parking revenue directly or indirectly attributable to your breach
 - Failure to retrieve your car, could result in further action being taken and additional cost recovery charges being added to this fee, and you agree to such debt owed and passed on to a debt collection agency to enforce collection of said

Geyser Conditions of Parking Continued...

debt, and agree to any additional fees the debt collection agency may add to recover the costs of this debt

- You further agree that we shall be permitted to tow your vehicle at our discretion instead of any other enforcement measure, and you agree to any such release costs as may be charged by the towing company. In such event we shall not be liable for any towing costs, damage arising from towing, nor any other incidental costs directly attributable to the towing of your vehicle.

16. No Transfer/Assignment
You shall not directly or indirectly transfer or assign your rights or obligations under these Conditions of Parking to anyone else without prior written consent.

17. Interpretation
To avoid any confusion as to the meaning of these conditions:

- 1 “Bay” means parking bay
- 2 “Premises” means this car parking area whether open-air, multi-story, stacking machine, covered or uncovered.
- 3 “Carpark” means all bays, building, equipment, surrounding fixtures, fencing and all property
- 4 “Damage” includes direct, indirect, consequential and special damage
- 5 “Vehicle” includes all accessories and contents
- 6 “We” and “Us” means Samson Corporation Ltd and includes any of its employees, Directors, Shareholders and contractors
- 7 “You” includes both the Driver and Owner of the vehicle entering

the carpark and applies to any passengers in the vehicle

- 8 “Your vehicle” means the vehicle you are driving or a passenger in, regardless if owned or not by you
- 9 “Virtual Garage” the accepting garage to the stacking machine

18. Variation
We reserve the right to vary these terms and conditions on provision of no less than 7 days notice. Such notice shall be displayed in the car park, posted in writing.

No one is authorised to amend these terms and conditions on our behalf; parking attendants and staff are not authorised to vary or amend any of these conditions on our behalf

Parking attendants and staff are not authorised to vary or amend any of these conditions on our behalf

Maximum dimensions and weights of vehicles permissible to use the car stacker

Maximum vehicle weight on all levels	2750 kg
Minimum under car clearance	120 mm
Maximum vehicle length including tow bars	5.2 meters
Maximum vehicle width (over wing mirrors)	223 meters
Maximum vehicle height including roof racks and storage additions	2.3 meters

**For Support Contact:
09 869 8821**