SAMSON

Building User Guide

February 2026

137 Great North Road Building Auckland

Hi we're Samson,

Welcome to 137 Great North Road.

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 137 Great North Road. 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

Read More

137 Great North Road was designed to achieve a 6 Green Star rating under the New Zealand Green Building Council Design & As Built Framework

3. Environment Champion

Read More

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.

4. Operational Waste

Read More

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.

5. Air Conditioning

Read More

A maintenance contract must be in place for aircon units as this is key to reducing the risk of refrigerant leaks and the associated carbon emissions.

6. Water & Wastewater

Read More

Water is precious. It should not be wasted. Water tanks are used to provide non-potable rain water to the toilets and the building wash down taps.

7. Transport

Read More

End of Trip facilities are provided, which include bike parks for staff and visitors, as well as staff showers and lockers are provided on site.

8. Electricity & Energy Use

Read More

Solar panels are utilised onsite to reduce energy consumption and costs. Energy meters are in place for monitoring and reporting usage.

9. Carbon Emissions & Offsetting

Read More

We're measuring our carbon emissions, working hard to reduce them, and offsetting what remains. The carbon emissions associated with common areas in this building are being measured and offset.

10. Environmental Assessment & Reporting

Read More

Your building is one of the wider Samson portfolio, and the entire portfolio is being assessed in order to reduce the operating carbon footprint and to improve building performance for you.

11. Environmental Assessment & Reporting

Read More

We've set environmental targets for the building to drive and verify efficiencies in building operations. Targets are jointly shared, for ourselves as building owners and for our tenants to adhere to and will be monitored and reported on quarterly.

12. Fitout Guidelines

Read More

All fitout plans and any alterations to your tenancy require landlord approval prior to the commencement of works. We have included a tenancy action table which details the important considerations for any fitouts in this Green Star rated building. The tenancy action table works to ensure that the careful considerations that went into the building at design phase to make it a sustainable and healthy building, will be will not be negatively implemented by tenancy fitout works.

13. End of Life Waste Performance

Significant volumes of construction waste can be attributed to office and retail fitout works, the best time to reduce waste to landfill is during the design phase. As such we have set targets in place for the building to reduce the end-of-life waste performance. Achieving these targets will require joint efforts between the tenant and landlord. You will need to make efforts to reduce waste at end of life, and to collect data on waste and diversion. These will be monitored in conjunction with the property sustainability manager.

14. Green Cleaning Policy

As part of our commitment to sustainability we've got a green cleaning policy in place with our cleaners. This promotes good health for you the occupants and for the environment. Please review the policy and share with your own cleaners.

2. Design Principles

137 Great North Road has been designed to meet requirements for a 6-Star Green Star rating as assessed by the New Zealand Green Building Council.

The greenest building is the one that has already been built and that's the approach taken on the design and upgrade of this building. The building was previously two stories, and had a brutalist architectural style. It needed a refresh, it needed seismic upgrade, and it needed and improved comfort for the occupants.

Architects RTA Studios took inspiration from the buildings elevated position on the ridgeline, centring the design concept around the idea of misty cloud hovering above the treetops.

This was embodied through the use of a custom designed aluminium screen with perforations forming 'droplets' that rundown its face.

The screen provides solar control to the upper-level offices while still allowing views to the outside so occupants can connect to their surroundings.

Internally, the building utilises reclaimed timber to bring a warmth.

Finishing materials including paints and timbers have been selected to prioritise occupants health and reduce environmental impact. The finishes have been designed to meet strict acoustic reviews to ensure occupant comfort and productivity.

The ground floor retail/showroom will enjoy superb street presence whilst the upper floors access filtered viewshafts through the branches of a plane tree east to the sacred Maungawhau/Mt Eden and an unfettered sightline west to the Waitematā.

To the west, on the new fifth level, a balcony is a place for occupants to retreat and socialise with Friday drinks.

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.

As part of the Greenstar rating for the building, we will be looking for feedback on your experience in the space via an occupant feedback survey. It is the responsibility of the nominated tenancy environment champion to share this survey with the team members and return the information to the Property Sustainability manager. We will be targeting a 10% response rate from staff.

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:

Separation at source is one of the most effective ways to reduce waste to landfill.

Given our commitment to waste to landfill reduction, we have provided 7 different waste streams on site. See the guides on the following pages which detail what can go where within each stream.

Food Waste	Food scraps are being processed through commercial compost collections
Cardboard	All carboard boxes must be flattened. Carboard 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	●		●
Commercial Compost		●	

Waste Reduction Goals for the Building

137 Great North Road is aiming to divert as much from landfill as possible. This will support the overall carbon emissions reduction.

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.

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	No
Envelopes 	Paper Towels
Printer paper 	Tissues
Magazines 	Tissue Paper
Newspapers 	
Scrap paper and light card 	

Cardboard Bins

Yes	No
Flattened cardboard 	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 not commercially compostable
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.

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.

Waste FAQ'S

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.

What should I do with ink cartridges?

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

6. Ventilation and Aircon Use

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.

Some of the key sustainability features of the building include:

All taps are to be 5-star WELS water rated where possible, toilets are to be 4 stars rated and showers 3 star rated.

Hot and cold potable water is provided to the sanitary fixtures in the bathrooms, kitchenettes and cleaners sink. All sanitary ware and tapware are to be star WELS rated. Hot water is generated by an electric hot water cylinders. Hot water is tempered before going to the wash hand basins, kitchenette and showers. All non-potable rain water is provided to the toilets and building wash down taps.

An Energy Management System (EMS) is provided to measure power and water (hot and cold) consumption in the building. The EMS is capable of storing usage data, provide report and alert the user of system faults and any usage outside the normal usage amounts for further investigation. 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

Hey road rager
n ya 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 2022 Auckland Council set a clear goal to reduce transport emissions by 64% by 2030. We encourage you to think about what this means in practical terms for you. Can you leave your car at home for more trips?

- ### 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!

  Sustainable methods of transport have been incorporated into the design of 137 Great North Road. The use of public transport systems is well supported and facilities for walking and cycling have been provided for occupants.

- ### Bike Parking

  20 cycle parks have been provided for users of the facility.

- ### End of Trip Facilities

  Showers and lockers are provided.

- ### Public Transport

  The nearest train station is located at Mt Eden. The closest bus stop is located on Great North Road, which is a 150m walk (2-minutes) from 137 Great North Road. This bus stop is served by the 18, 20, 11T and 11W buses. Buses runs every 15 min to 20 min from 5:30am-23:30pm every day.

  Plan your journey on at.govt.nz.

- ### Car Parking

  137 Great North Road has 32 car park spaces and 4 motorcycle park spaces, including 2 accessible parks.

  Tenants who are allocated parks within their lease are responsible for marking their space with signage, make sure you follow the signage guidelines for your 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.

Follow these WorkSafe guidelines:

1. Only use electric vehicle charging adaptors supplied by the vehicle manufacturer or by an electric vehicle supply equipment (EVSE) manufacturer.
2. Don't use any household adaptor (such as a multi-box, double plug or a travel plug) between EVSE such as an In-Cord Control and Protection Device IC-CPD and a socket outlet.
3. Never use damaged or modified charging equipment – such as overseas equipment that has been fitted with a New Zealand plug.
4. Don't use any faulty charging equipment, get it checked by the manufacturer.
5. We recommend you install a specialized charging unit to manage electricity load. When you install a smart charger contact Samson Corp for approval.

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.
6. Where the electricity supply is shared, we will require a smart charger is installed which 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.

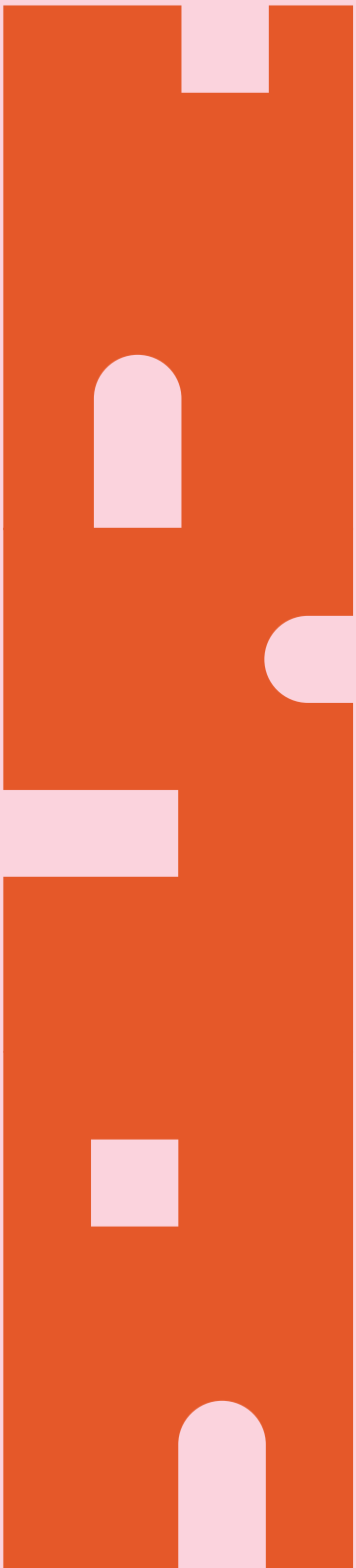
8. Electricity & Energy Use

Low energy LED lighting is used throughout the building to minimise energy usage and maintenance costs.

Lighting controls are provided in all common areas, offices, lobbies, toilets and stairs. Lighting shall be controlled to optimize the energy consumption while meeting the user needs. The lighting controls include zone switching, occupancy detection, daylight controls and dimming functions. Exterior lighting is controlled by photo-cell sensors and time clock.

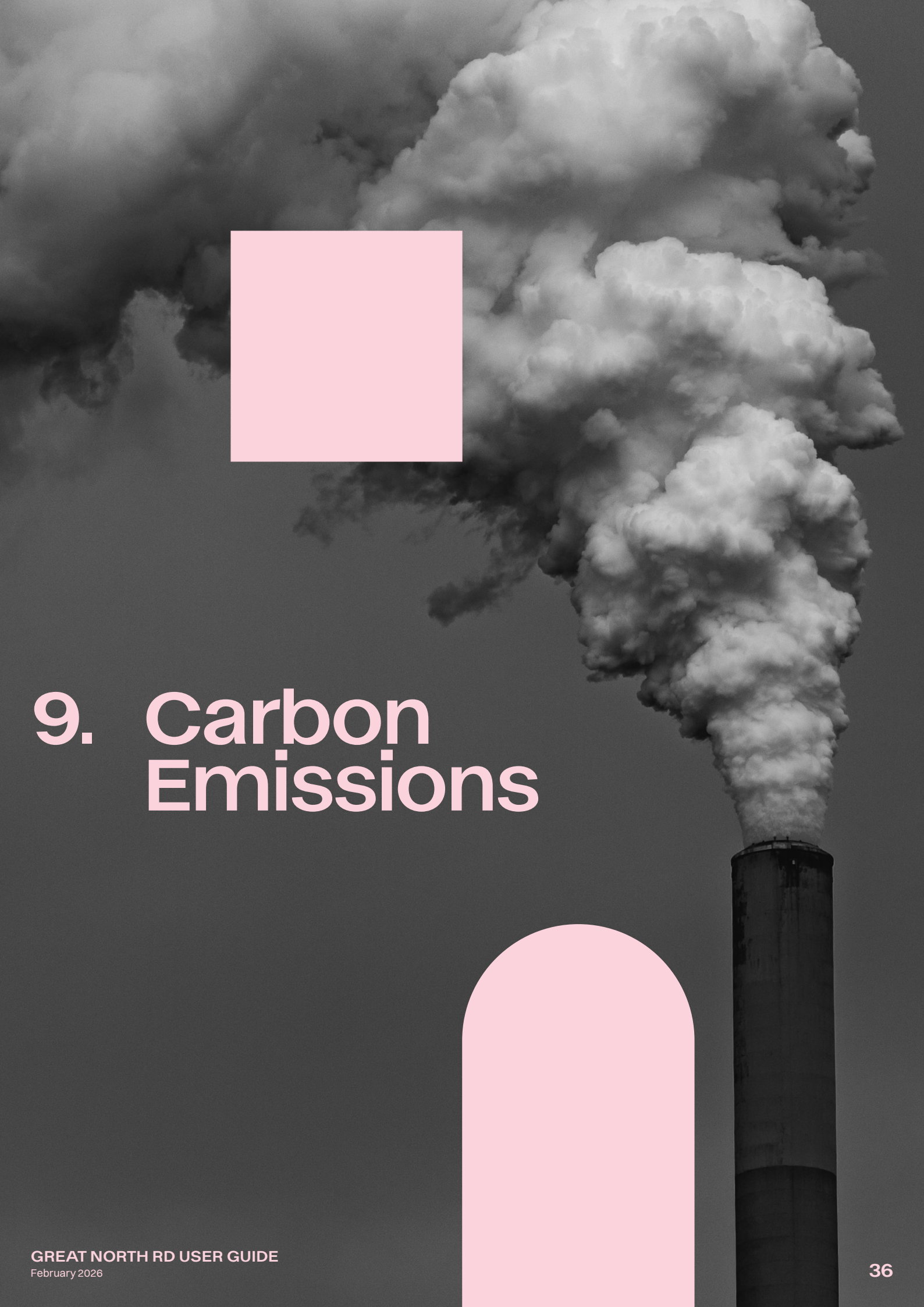
Socket outlets are provided throughout the office and carpark areas with accessibility purpose.

An Energy Management System (EMS) is provided to measure power and water (hot and cold) consumption in the building. The EMS is capable of storing usage data, provide report and alert the user of system faults and any usage outside the normal usage amounts for further investigation. This may help for early identification of leaks and is useful to understand your consumption over time and spot opportunities for savings.



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.



9. Carbon Emissions

Samson continues to monitor and reduce its carbon emissions across our portfolio, and offset what remains. For our tenanted properties, we measure the carbon emissions over which we have operational control, i.e. the common utilities.

We set out below the common services that may be applicable to your property and what we can do together to reduce our carbon footprint:

Emissions source	What we're doing
Common area electricity	Common area electricity is purchased from our supplier as certified carbon net zero. Notwithstanding the above, Samson is still committed to reducing electrical consumption. You can find further information on the steps to achieve this under the electricity and energy section.
Tenant waste to landfill	The emissions from sending the waste to landfill will be reported and offset. Separation at source is one of the most effective ways to reduce waste to landfill, hence we aim to provide additional recycling and compostable waste streams where possible to reduce what is sent to landfill.
Refrigerant	Refrigerants can cause significant emissions when they leak into the atmosphere. Regular servicing of your units is the most effective way to reduce the risk of leaks.

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

Your building is one of the wider Samson portfolio, and the entire portfolio is being assessed in order to reduce the operating carbon footprint. The office building will be formally assessed using NABERS NZ and Greenstar Performance.

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.

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.

11. Environmental Targets for Nominated Building Systems

Sterling Nominees Ltd has set environmental targets to measure and monitor the overall environmental performance of the 137 Great North Road Building to demonstrate our efficient, sustainable and low emission producing operations.

As part of this we have set joint targets for ourselves as building owners and our tenants to adhere to, that will be measured and monitored quarterly.

These will focus on the overall Water consumption in the building and the Greenhouse Gas Emissions in the form of Energy used by the building. The latter will allow us to review out site electricity consumption and annually review our carbon footprint for the site, whilst the former will allow us to identify any water inefficiencies in our operation and trigger an internal review of water use as we strive to have efficient water conservation in our building operations.

Greenhouse Gas Emissions – Energy Targets

Metric	Target Value	Unit	Milestone Check Point	Check Point Target Value	Notes
Operational Energy use Intensity	210915.84	kWh/m²/ year	1st Quarter	52,728.96 Consumed	52,728.96 kWh/m²/year per quarter
			2nd Quarter	105,457.92 Consumed	
			3rd Quarter	158,186.08 Consumed	
			4th Quarter	210,915.84 Consumed	
Greenhouse Gas Emissions	16472.53	kgCO2-e/ m2/year	1st Quarter	4118.10	Based on operational Energy Use Intensity
			2nd Quarter	8236.3	
			3rd Quarter	1234.4	
			4th Quarter	16,472.5	

Potable Water Targets

Water Targets compared to standard building practice:

Metric	Target Value	Unit	Milestone Check Point	Check Point Target Value	Notes
Overall water consumption reduction	63.8	% Reduction	1st Quarter	121.5 KL	121.5 KL per quarter
			2nd Quarter	243 KL	
			3rd Quarter	364.5 KL	
			4th Quarter	486 KL	
Potable water demand	19.5	% Reduction	1st Quarter	54 KL consumed	54KL Mains water consumed per quarter
			2nd Quarter	108 KL consumed	
			3rd Quarter	172 KL consumed	
			4th Quarter	216 KL consumed	
Rainwater Re-use contribution	55.5	% Reduction	1st Quarter	67.5 KL consumed	67.5KL contribution per quarter
			2nd Quarter	135 KL consumed	
			3rd Quarter	202.5 KL consumed	
			4th Quarter	270 KL consumed	

Sterling Nominees Ltd will separately monitor the agreed targets for water consumption and energy use (Greenhouse Gas Emissions) as above for each tenancy, by using the automatic metering and monitoring system as part of our Environmental Management System (EMS) and overall Building Management System.

The sustainability manager will be responsible for this monitoring and will share the results with your nominated tenancy environment champion quarterly via email.

If there are deviations from the targets, the first step will be for the sustainability manager to meet the environment champion for your tenancy to review business needs and usage and to understand where there may be room for improvement.

This collaborative approach will be flexible and the sustainability manager for the building can be contacted to discuss and resolve any energy and water use issues and possible realignment of targets as we measure and monitor quarterly.

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 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

In addition to the above, the building design as a Green Star rated building requires consideration of the tenant action table on the following page, so as not to interfere with the intended design.

In addition to the above, the building design as a Green Star rated building, the Tenant must incorporate the below ESD initiatives if doing fitout:

ESD Initiative	Provided by Basebuild for Tenancies	Tenant Action Required	Tenant Action Required
Building Commissioning	**Commissioning of basebuild services will be undertaken to approved standards and guidelines.** The 'Services and Maintainability Report' included a review of the entire base building, constituting a "warm shell" fitout.	**Any additional Tenant commissioning must avoid negative impact* on basebuild systems.** If applicable, Tenant must provide completed commissioning method statement for each system provided by them, including: Heating, cooling, ventilation, supplemental units, lighting, metering, hot water, cold water, fire and controls. *Negative impact means to cause the basebuild system to perform inefficiently or in an unintended way such that performance is not as per the design intent.	**Commissioning plan demonstrating that Tenant commissioning will avoid impact on basebuild systems.** Handover documentation (commissioning results and O&M information) demonstrating Tenant commissioning avoided negative impact on basebuild systems. Completed commissioning method statements for each system provided.
Operational Waste	**Facilities have been provided that covers the base build and the tenancy requirements, as well as a dedicated operational waste management plan for the site.** A dedicated waste storage areas for storage and collection of waste streams has been provided. It has been sized to accommodate all bins / containers for all applicable waste steams for at least 1 collection cycle.	**Tenants must follow the protocol and requirements outlines in the operational waste management plan for the building.** Tenants must utilise waste and recycling facilities provided. Tenants must ensure that bins are in their correct positions in the Rubbish refuse area and internal areas.	**No documentation required.**

Provision of Outside Air	**The base building is mechanically ventilated.**	**Tenants must not install any additional ventilation systems that could have a negative impact on the base build's performance.** Tenants must confirm design occupancy, and ensure that their installed ventilation system provides outdoor air at least 50% above the minimum requirements of AS 1668.2:2012	Calculations demonstrating outdoor air at least 100% above minimum requirements of AS 1668.2:2012
Exhaust or Elimination of Pollutants	**Basebuild has provided provisions for exhausting domestic kitchen steam and odour via domestic style kitchen rangehoods to kitchenette areas.**	**Tenants must exhaust kitchen pollutants directly to the outside by used of the provided systems.** **All printing and photocopying equipment** provided by the tenant must be certified in accordance with one of the following test standards: ECMA-328; RAL-UZ 171; or GGPS.003.	**Printing and photocopying equipment manufactures literature detailing certified standard.**
Reverberation	**An acoustic assessment has been conducted on the base building design with all further design considerations for future tenants highlighted in the acoustic report.**	**Tenant must ensure that all requirements of Acoustic report are met, such that:** All primary and secondary spaces meet the 'Recommended Reverberation Time' provided in Table 1 of AS/NZS 2107:2016.	Architectural detail of acoustic treatment showing compliance.
Acoustic Separation	**Any full height intertenancy walls delivered under the base build are compliant with the requirements as per the acoustic report.**	Tenants must ensure that any additional partitions installed do not have a negative impact on the base build's performance. Tenant must ensure that all requirements of Acoustic report are met.	Architectural detail of acoustic treatment and material selections showing compliance.

Minimum Lighting Comfort	**Minimum Lighting Comfort items have been provided in the basebuild including to all primary and secondary spaces and this must be continued through any additional fitout lighting provided**	**The tenant must ensure that any additional lighting fixtures installed do not have a negative impact on the base build's performance.** If applicable Tenant must provide internal lighting with a minimum Colour Rendering Index (CRI) of 80. If applicable Tenants must provide flicker free internal lighting that meets the requirements detailed in Appendix A – Minimum lighting comfort.	Internal lighting schedule confirming CRI of 80 and compliance with Appendix D.
General Illuminance and Glare Reduction	General Illuminance and Glare Reduction items have been provided in the basebuild including to all primary and secondary spaces and this must be continued through any additional fitout lighting provided	**The tenant must ensure that any additional lighting fixtures installed do not have a negative impact on the base-build's performance.** If applicable, Tenant must provide best practice lighting levels for each area/task in line with relevant tables in AS 1680.1,1680.2, 1680.2.1, 1680.2.4 & 1680.2.5 and limit glare from lighting either through baffles (or other means which obscure direct light sources) or through luminaire selection system detailed in clause 8.3.4 of AS 1680. See Appendix B for the lighting levels required and the glare reduction methodologies required.	Internal lighting schedule detailing compliant: Lighting levels for each area/task Glare reduction methodology.

Localised Lighting Control	**Localised lighting control has been provided in the basebuild including to all primary and secondary spaces and this must be continued through any additional fitout lighting provided.**	If applicable, the Tenant must provide lighting control that allows staff to turn the lights on and off and adjust their light levels (minimum requirement is a light switch with dimming capability). Where offices are installed as part of fitout, a separate light switch (with dimming capability) must be provided for this area.	Lighting layout and/or specification/functional descriptions detailing compliant control system.
Lighting Power Density	The entire basebuild including all primary and secondary spaces has been designed to reduce lighting power density and this must be continued through any additional fitout lighting provided.	**The tenant must ensure that any additional lighting fixtures installed does not have a negative impact on the base-build's performance.** If applicable, Tenant must provide energy efficient lighting with a reduced lighting power density that is less than the maximum illumination power densities defined in NZS4243.2 / AS/NZS 1680.2.	Calculations table demonstrating compliance.
Glare Reduction	The entire basebuild including to all primary and secondary spaces have been designed and demonstrated to minimize the risk of glare, and this must be continued through any additional fitout lighting provided.	**The tenant must ensure that any additional fixtures installed do not have a negative impact on the base-builds' performance.** If applicable, Tenant must provide blinds or screen as noted in accordance with the recommendations outlined in the glare modelling report prepared for the base building.	Internal Materials Schedule and supporting data sheets showing compliance.

Paints, Adhesives, Sealants and Carpets	Low Volatile Organic Compounds (VOCs)* paints, adhesives, sealant, carpets and flooring have been used in all building areas and this must be continued in the tenancy. No paints, adhesives, sealant, carpets or flooring provided for the Tenancies *Volatile Organic Compounds (VOCs) – organic chemicals that easily evaporate (at room temperature) from solid form and enter the surrounding air; they are often dangerous to human health when inhaled.	**The tenant must ensure that any additional paints, adhesives, sealants, and carpets installed do not have a negative impact on the base-builds' performance.** Tenant must provide low VOC paints, adhesives, sealant, carpets and flooring. The VOC levels are to meet the maximum VOC limits and the TVOC paint levels detailed below. To also comply with requirements, tenants can use materials that are certified under a recognised Product Certification Scheme e.g. Eco-Choice Approved. See Appendix C for information detailing the maximum VOC limits allowed.	Internal Materials Schedule and supporting data sheets showing compliance.
Engineered Wood Products	All engineered wood products (CLT, MDF, etc) used within the base building meet emissions standards for indoor pollutants*. *Formaldehyde – a highly toxic poisonous strong smelling gas. Resins used in making pressed wood products contain formaldehydes. It is a VOC and evaporates quickly at room temperature, which people can then inhale.	Where engineered wood is used within the fitout, Tenant must provide engineered wood with low formaldehyde levels. The formaldehyde levels are to meet the maximum formaldehyde limits detailed in Appendix C. To also comply with requirements, tenants can use products that are certified under a recognised Product Certification Scheme stipulating that they meet formaldehyde limits and are compliant with Greenstar. See Appendix C for formaldehyde engineered wood and the maximum limits allowed.	Internal Materials Schedule and supporting data sheets showing compliance.

Light Pollution to Night Sky	Compliant external lighting / signage has been provided in the base-build for the Tenancies.	**The tenant must ensure that any additional lighting fixtures installed do not have a negative impact on the base-build's performance.** Where applicable, all tenant provided external lighting / signage must have reduced light pollution levels so that no external luminaire on the project has an upward light output ratio (ULOR) that exceeds 5%, relative to its actual mounted orientation. (lighting inside glazed atria is included within this requirement) The light pollution levels to neighbouring bodies is to comply with AS 4282:1997 Control of the obtrusive effects of outdoor lighting.	External Lighting schedule confirming compliance.
Refrigerant Impacts	Low global warming potential (GWP) refrigerant used in base build cooling systems (R32 or lower). It is not anticipated that tenant supplied cooling systems are required except for as standalone process cooling e.g. server room cooling.	Where applicable, all tenant provided standalone cooling systems must be R32 or have equivalent/ lower GWP. R410a systems must not be installed to ensure compliance with the credit.	Equipment data sheets showing compliance.
Potable Water	The base build has provided efficient sanitary fixtures and fittings for the basebuild's amenities and recycled water is used for WCs and rooftop hosetaps to reduce usage of potable water. It is not anticipated that tenants will add any taps, toilets, urinals or showers as part of fitout works, however dishwashers shall be compliant with the requirements.	Where applicable, Tenant must provide low flow sanitary fixtures and fittings with the below minimum flow/flush rates: Taps – N/A: no additional taps should be installed Toilets – N/A: no additional toilets should be installed Urinals – N/A: no additional urinals should be installed Showers – N/A: no additional showers should be provided. Dishwashers – WELS 5 Star Laundry Machine: N/A none provided or anticipated	Fixture data sheets showing compliance

13. End of Life Waste Performance

We recognise the impact that fitouts can have on construction waste and both landlord and the tenant acknowledge the joint goal to achieve the Salvage Target in relation to all Waste removed from the Premises as part of any reinstatement and strip-out works at the End Date.

The salvage target for this building is a 60% diversion from landfill. Here's what each party can do to minimise the waste to landfill from a fitout:

Base Build/ Sterling Nominees Responsibility

We commit to extend to extend life of interior fitout of base building to 10 years:

- Office flooring: We've provided timber that should last, we have considered a reasonable depth of timber flooring which will allow for it to be sanded when needed rather than requiring replacement of the floor.
- The kitchenettes installed are by Spacebar kitchen, and they have an ability to repair or replace damaged parts (See image below of interior solution for kitchenettes)
- Sturdy ceiling tiles have been installed made in aluminum. Should any need replacement - individual tiles can be replaced.
- Gib walls can be repainted

By the lease End Date the Tenant must have removed all Permitted Works unless and to the extent that the Landlord gives formal notice to the Tenant not later than 6 weeks before the End Date specifying which Permitted Works should not be removed.

Tenancy fit out and make good at end of lease

When considering whether any Permitted Works should not be removed the Landlord will have due regard to any adverse impact on the Environmental Performance of the Premises (disregarding Waste generated by the removal of any Permitted Works for these purposes) of the removal of any Permitted Works except where removal of Permitted Works is required due to the Landlord's intentions in respect of the use or re-letting of the Premises after the End Date.

In order to achieve the outcomes, it is expected that the sustainability manager will meet with the environment champion 6 weeks prior to the end date to discuss strategies to achieve the salvage target, with check ins occurring 2 weekly till move out to track progress.

If you conduct the make good works, you must as use reasonable endeavours to:

- Minimise the amount of Waste sent to landfill;
- Salvage as much Waste as reasonably practicable;
- Achieve the Salvage Target;
- Capture and provide the Landlord with data relating to the amount of Waste removed from the Premises, the amount of Waste Salvaged and the amount of Waste sent to landfill; and deal with all Waste in accordance with the Waste Policy.

There are various methods which support reducing waste ate the end of life, and Samson's Sustainability Manager can be contacted prior to the fitout to support you in achieving the salvage target through various methods including:

- Deconstruction contractors with high diversion and rehoming such as Levela Commercial
- Rehoming with All Heart NZ or Junk Run
- Replacing components only as per image above

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

A. Minimum Lighting Conditions

1. Sustainability Benefits

The Colour Rendering Index (CRI) is a measure of a light source's ability to show object colours 'realistically' or 'naturally' compared to daylight, and an increased CRI can lead to higher levels of comfort for the human eye.

Light flicker can have a negative impact on health, wellness and productivity as flicker contributes to headaches, eye strain and fatigue.

Flicker free lighting with a high CRI can provide health and wellness benefits over conventional lighting.

2. Type Of Light Fittings Required

Flicker-free lighting refers to luminaires that have either:

- A minimum Class A1 & A2 ballast for all fluorescent lighting;
- Electronic ballasts for all High Intensity Discharge (HID) lighting;
- Electronic drivers that feature 12-bit or greater resolution for all Light-emitting Diode (LED) lighting; or
- High frequency ballasts for all other lighting types, including incandescent (incl Halogen, dichroic (e.g. low-voltage downlights), and High-Intensity Discharge (e.g. metal halide, low/high pressure sodium).high pressure sodium).

B. Best Practice Lighting Levels & Reduced Lighting Glare

Dimly lit work environments can negatively affect mental and emotional well-being, while too much light can produce glare headaches and stress if not designed correctly. However bright, diffused light can increase focus and reduce stress levels.

3. Lighting Levels Required

Best practice lighting levels for each task within each space type is defined as lighting with a maintained illuminance that meets the below levels for the different space types and activity types:

Type of Task/Activity	Guidance
Circulation (intermittent use)	80 lux
Office spaces (screen based task)	320 lux
Workshop rough bench or machine work	240 lux
General use	160 lux
Food preparation areas	240 lux
Sales areas	240 lux

4. Glare Reduction Methodologies

Glare from lamps must be limited within the main activity spaces. Two prescriptive methods options are provided for demonstrating compliance with this requirement. A combination of methods can be used to demonstrate compliance.

Method 1	Bare light sources must be fitted with baffles, louvers, translucent diffusers, ceiling design, or other means that obscures the direct light source from all viewing angles of occupants, including occupants looking directly upwards.
Method 2	The lighting system must comply with the Luminaire selection system as detailed in Clause 8.3.4 of AS/NZS 1680.1-2006.

Appendix C – VOCs & Formaldehyde

The health effects associated with internal air pollutants (Volatile Organic Compounds & Formaldehyde) may include eye, nose a throat irritation, headaches, loss of coordination, nausea and even damage to the central nervous system. Reductions in indoor pollutants can help to improve the internal air quality which benefits the occupants health and well- being, as well as the levels of air pollution externally. Products with lower VOCs also have a less strong odour, and reduce the chances of the fumes causing headaches.

To note, to comply with requirements, tenants can use also materials that are certified under a recognised Product Certification Scheme for paints, adhesives & sealants, carpets and engineered wood that state they meet the testing limits and pollutant requirements. e.g. Eco-Choice Approved.

CARPET TEST STANDARDS AND TVOC EMISSIONS LIMITS

Test protocol	Limit
ASTM D5116 - Total VOC limit	0.5mg/m2 per hour
ASTM D5116 - 4PC (4Phenylcyclohexene)	0.05mg/m2 per hour
ISO 16000 / EN 13419 - TVOC at three days	0.05mg/m2 per hour
ISO 10580 / ISO/TC 219 (Document N238) - TVOC at 24 hours	0.05mg/m2 per hour

MAXIMUM TVOC LIMITS FOR PAINTS, ADHESIVES AND SEALANTS

Product Category	Max TVOC content (g/L of ready-to-use product)
General purpose adhesives	50
Interior wall and ceiling paint, all sheen levels	16
Trim, varnishes and wood stains	75
Primers, sealers and prep coats	65
One and two pack performance coatings for floors	140
Acoustic sealants, architectural sealant, waterproofing membranes and sealant, fire retardant sealants and adhesives	250
Structural glazing adhesive, wood flooring and laminate adhesives and sealants	100

Appendix C – Continued...

FORMALDEHYDE EMISSION LIMIT VALUES FOR ENGINEERED WOOD PRODUCTS

Test protocol	Limit
AS/NZS 2269:2004, testing procedure AS/NZS 2098.11:2005 method 10 for Plywood	≤1mg/L
AS/NZS 1859.1:2004 - Particle Board, with use of testing procedure AS/NZS 4266.16:2004 method 16	≤1.5 mg/L
AS/NZS 1859.2:2004 - MDF, with use of testing procedure AS/NZS 4266.16:2004 method 16	≤1mg/L
AS/NZS 4357.4 - Laminated Veneer Lumber (LVL)	≤1mg/L
Japanese Agricultural Standard MAFF Notification No.701 Appendix Clause 3 (11) - LVL	≤1mg/L
JIS A 5908:2003- Particle Board and Plywood, with use of testing procedure JIS A 1460	≤1mg/L
JIS A 5905:2003 - MDF, with use of testing procedure JIS A 1460	≤1mg/L
JIS A1901 (not applicable to Plywood, applicable to high pressure laminates and compact laminates)	≤0.1mg/m²hr
ASTM D5116 (applicable to high pressure laminates and compact laminates)	≤0.1mg/m²hr
ISO 16000 part 9, 10 and 11 (also known as EN 13419), applicable to high pressure laminates and compact laminates	≤0.1mg/m²hr (at 3 days)
ASTM D6007	≤0.12mg/m³
ASTM E1333	≤0.12mg/m³
EN 717-1 (also known as DIN EN 717-1)	≤0.12mg/m³
EN 717-2 (also known as DIN EN 717-2)	≤3.5mg/m²hr