SAMSON

Building User Guide

1 March 2023

Ironbank 150—154 Karangahape Rd Auckland CBD

Hi we're Samson,

Welcome to the Ironbank 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 Ironbank. 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

Ironbank was awarded New Zealand's first 5 Star As-Built Greenstar rating.

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 and a greener future.

4. Waste

Read More

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

Read More

The Ironbank building is a naturally ventilated building which provides 100% fresh air to occupants. The range of ventilation options range from low/high level cross ventilation using locally controlled automated windows to large cross flow ventilation using the sliding doors and vertically hinged windows on the North and South facades.

6. Water & Wastewater

Read More

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

7. Transport

Read More

End of Trip facilities are provided, and we encourage you to take advantage of active transport including use of the new Karangahape cycle paths or nearby public transport options whenever possible.

8. Car Stacker

Read More

Ironbank 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.

Conditions of Parking

9. Electricity & Energy Use

Read More

- **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

Read More

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 Ironbank has been the waste to landfill. You can reduce this by following the waste hierarchy.

11. Environmental Assessment & Reporting

Read More

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.

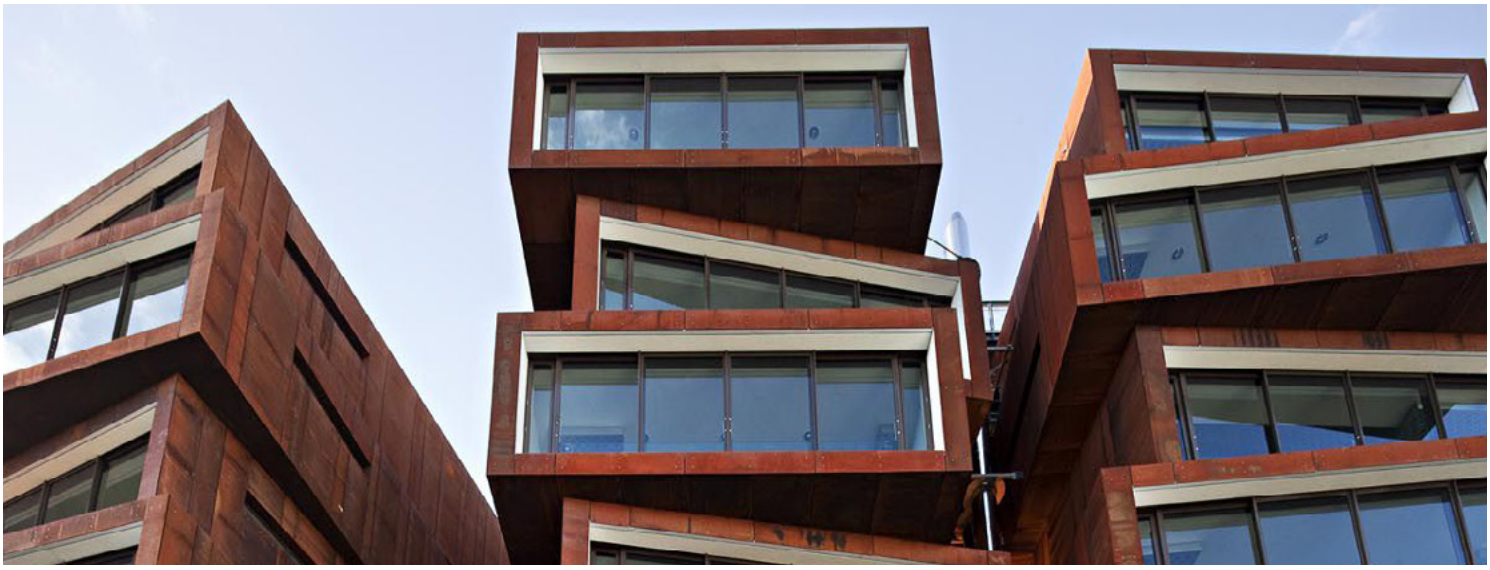
12. Fitout Guidelines

Read More

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

2. Design Principles

Ironbank was proudly recognised as ‘one of the world’s best office buildings’ in 2008 with its revolutionary design collecting prizes in commercial, sustainable architecture and urban design awards.



Innovative from the start, Ironbank was awarded New Zealand's first 5 Star As-Built Greenstar rating, which began with the recycling of ninety percent of construction and demolition waste on the old Deka site.

There's attention to detail at every level. The tower of stacked weathered steel cladded boxes holds a strong sculptural quality, which is harmonised into its surrounds perfectly through a glass reinforced concrete façade on the Karangahape face acting as a 'veil', conceived as an abstraction of the historical facades adjacent.

Some of the key features of the original building design include:

- Minimal PVC and formaldehyde used in the components of construction to alleviate the impact of the development on the environment and to alleviate health issues associated with formaldehyde emissions.
- Most paints applied within the tenancy spaces are selected for their low Volatile Organic Compound (VOC) content and 'NZ Environmental Choice tick' to minimise the effects of internal emissions on the building occupants.
- An average base building energy consumption of 27.65 kWh/m²/yr was predicted for the combined office towers. This is equivalent to just 4.1 kg CO2/m2 of office area and much lower than the standard industry benchmark of 120 kWh/m²/yr. The intention of the building design was to use 27% of the energy of a typical retail/office building of its size.
- Compared to standard commercial buildings in New Zealand, the Ironbank is designed for a predicted 66% reduction in metred water consumption.

The building's environmental accolades have been achieved through a combination of features including automated natural ventilation systems, which has the double-whammy positive effect of reduced emissions and increased employee productivity.

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 desk 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 Ironbank:

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 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	●		●
Worm Farm compost		●	
Commercial Compost		●	

Waste Reduction Goals for the Building

Ironbank is aiming for a 70% reduction in waste to landfill from a 2018 base year by 2025. In 2018 carbon emissions from the building waste to landfill was 7.5 Tonnes CO_{2e}, whilst in 2021 this was 3.8 tonnes CO_{2e}. This demonstrates nearly 50% improvement already. Our target waste reduction is 1.2 kgs waste per / m2.

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	No
Tea bags	Plastic Bags
Coffee grinds	Recyclable coffee cups or lids
Paper Towels + Napkins	Plastic lined takeaway containers
Food scraps	
Certified compostable packaging	

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	No
Bread Bags, frozen food bags, fresh produce bags	Compostable plastic bags
Wrappers for toilet paper, cereals, snacks, dairy products	Face masks
Lightly foiled bags – chip packets, confectionery	Disposable gloves or RAT test packaging
Courier Packs	Hard food or drink plastic containers
Bubble Wrap	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	No
Glass	Takeaway coffee cups
Cans	Food containers that still have food or liquid in them
Milk Bottles	
Plastic containers	
Tetra Pak cartons	

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	No
Takeaway coffee cups	Large bulky items
Takeaway food containers lined with plastic	Hazardous waste such as batteries, gas cylinders, chemicals or paint
Polystyrene	

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.

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 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.

5a. Natural Ventilation

The Ironbank 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!

To eliminate the use of ozone depleting or potentially global warming refrigerants used in commercial air conditioning, Ironbank is designed to facilitate good natural ventilation during summer and winter seasons, this is achieved with the following features:

1. High levels of thermal insulation allow the building to retain winter heat and block the summer heat.

2. Use of exposed concrete surfaces within the tenancies absorbs and slowly releases heat to help maintain stable internal temperatures.

3. Windows for night time flush ventilation during the summer months to refresh the tenancy spaces and reduce peak daytime temperatures within.

4. Design of large overhangs to the Northern facades to minimise direct solar heat gain and glare into the workspace.

Each tenancy is provided with local controls to enable each tenancy occupant to adjust internal conditions to meet individual needs. The range of ventilation options range from low/high level cross ventilation using locally controlled automated windows to large cross flow ventilation using the sliding doors and vertically hinged windows on the North and South facades. This enables a full range of options for the tenant to tailor the internal environment to their own needs.

Spring:

In Spring you will notice the days becoming warmer but the temperatures still drop in the evening. Remember to dress for the season! At this time of year we can have 4 seasons in a day so layers are good, especially merino type underlayers.

If you open the windows during the day, remember to close them at night before you leave to trap the warmth inside the building.

Summer:

During the Summer months in a naturally controlled building such as Ironbank we ask again that you dress appropriately for the season. We ask that you open your windows to ensure good air movement across the tenancies on warm days. There are various combinations available to you to enable localised air movement (vertical casement windows on North and South) or larger cross flow ventilation (East & West windows and sliding windows on North and South).

At night you can leave your East/ West windows open as they are secure and unable to be accessed from outside. By leaving these open a small amount through the night the internal space is refreshed and your peak internal temperatures during the day will be reduced by the coolness stored in the concrete.

Autumn:

In Autumn you will notice the days become cooler but we may still have some hot sunny days. The temperatures will however start to drop in the late afternoon. It's time to adjust your dressing for this variable time of year and we recommend you add a layer or two in case the temperatures swing over the course of a day.

If you open the windows during the day, remember to close them at night before you leave to trap the warmth inside the building.

Winter:

At this time of the year the building facade should be shut down to keep as much warmth in the building as possible. Should we get a sunny day you are still able to open your windows, just remember to close them again before you leave for the day!

The internal temperatures will fluctuate and the mornings may be chilly as it is a natural 'free running' building so to minimise the artificial heating required and maximise comfort we recommend thermal underlayers and jumpers (jerseys!). Also we have found that keeping your feet warm affects your overall feeling of comfort so warm socks and perhaps a winter mat under your desk will help. If any of your staff have a particular issue with cold feet (we are all different!) then we can recommend some small under desk heaters.

Heater Use:

To take the edge off very cold winter days use the low carbon emitting electric heaters mounted to the ceiling. To turn these on push the on button and the blue light will show, also make sure that the switch above the button is turned to on. Once activated the heaters will run for 2 hours and then automatically switch off, you will need to push the button again through the day to achieve another 2 hours of heating.

Most tenancies will have the heaters auto-programmed to run from 6am-8am to take the edge off the chilly mornings before staff start arriving. Get in touch with the Samson Sustainability manager if this needs amending.

Toilet Extract:

Toilet extract ventilation is provided to each bathroom. The fans run when activated by an occupancy sensor and will continue to run for 15 minutes.

Ground Floor Retail Tenancies:

Ducted fresh air is provided to the Retail tenancies at ground floor level within Towers 1, 2 & 3. The ducts are sized to allow for a fresh air rate of 1.5litres/sec/person.

5b. Aircon Use

Ironbank is predominantly a naturally ventilated building, however we've included the below guidelines on aircon use for your reference.

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 Ironbank results in a predicted 66% 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. Collected rainwater is used for non-drinking fixtures, such as toilet cisterns, irrigation connection points and any nominated hose taps around the facility.

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

● Provided at Ironbank

◒ In progress / partially provided

○ Being considered for future

Hey road rager in 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 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 Ironbank 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 courtyard. (If you're walking into the courtyard from the Karangahape Rd entrance, it's on your right). 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 courtyard. (If you're walking into the courtyard from the Karangahape Rd entrance, it's on your left).

- ### Public Transport

  #### Bus

  15 stops within easy walking distance

  #### Ferry

  22 minute walk to downtown ferry

  #### Train

  3 minute walk to City Rail Link station, once opened

8. Car Stacker

Ironbank 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 maintenance@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 Ironbank 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.

Tenancy Lighting

The tenancy lighting is provided by the Landlord as part of the base building via an integrated system of recessed channels with efficient T5 luminaries. The tenancy lighting is switched in small groups via a central switch panel to enable users to switch off lighting not required. Tenancy toilet lighting is switched via a movement sensor.

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

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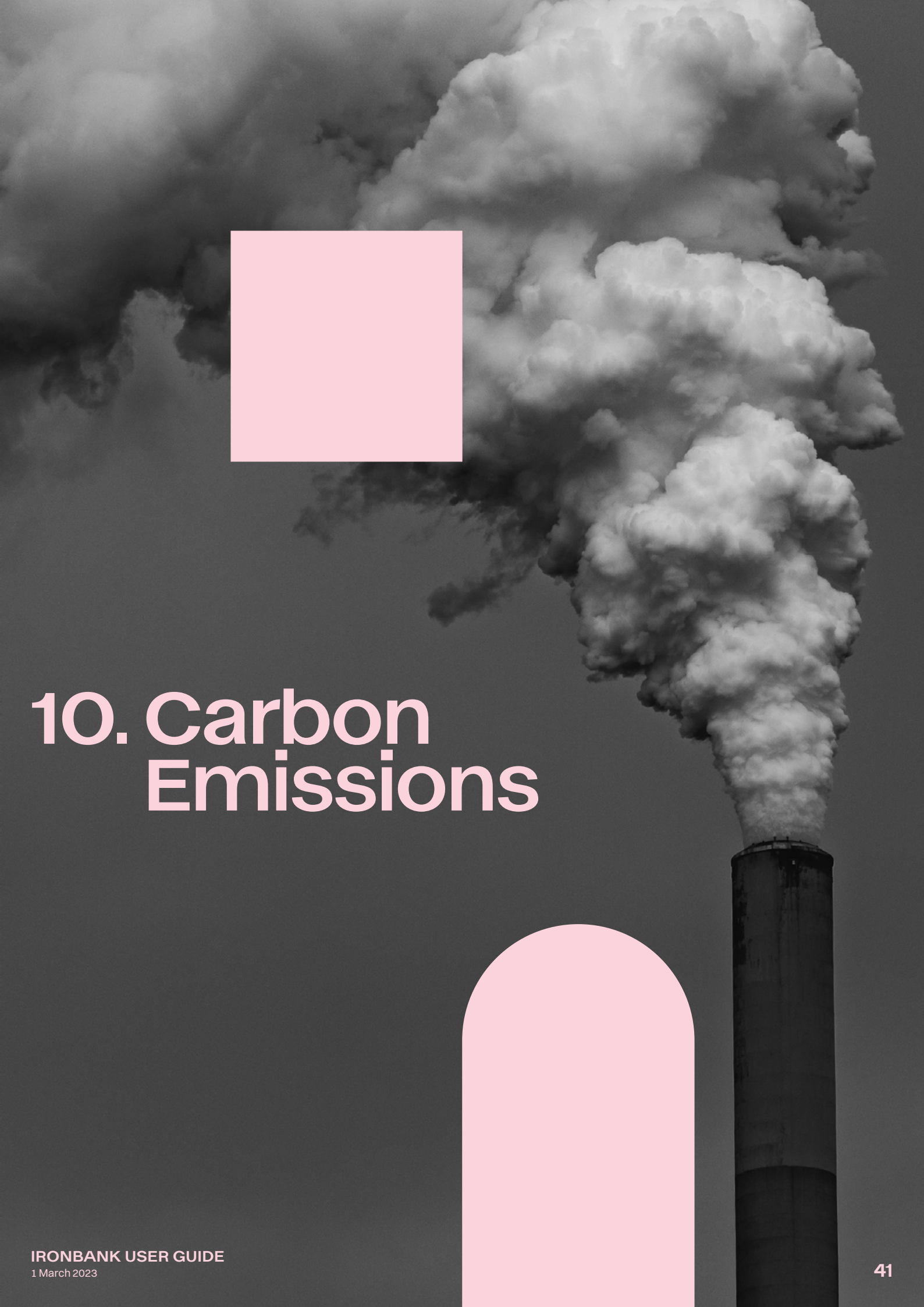
Provided at Ironbank

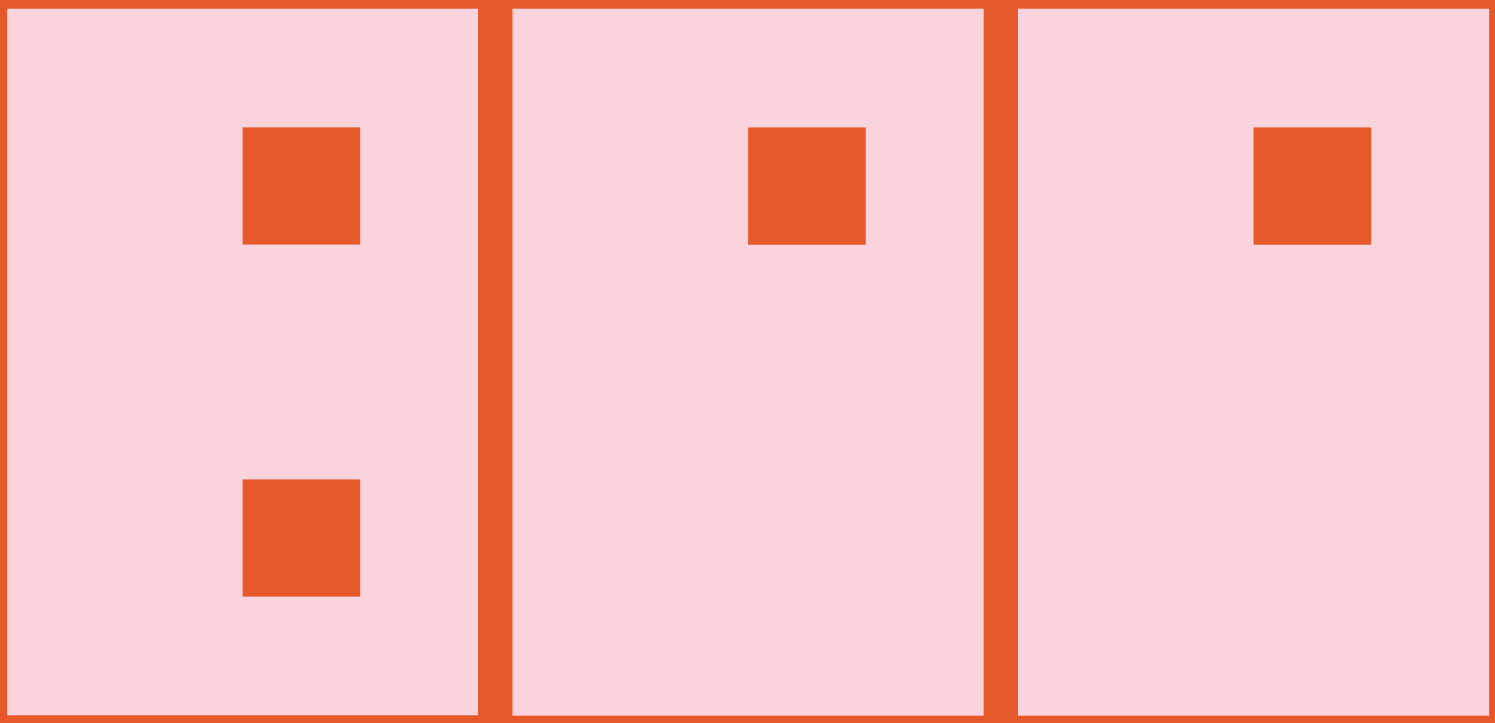
In progress / partially provided

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, Ironbank'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 Ironbank, including Method Bins for your tenancy. Worm farms at Ironbank 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. Lucky for Ironbank tenants there's minimal refrigerant through choosing a naturally ventilated building. Nice!

But what can I do?

The largest contributor to base building carbon emissions at Ironbank 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.

NABERS
NEW ZEALAND

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 Ironbank 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.

greenstar

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.

- **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

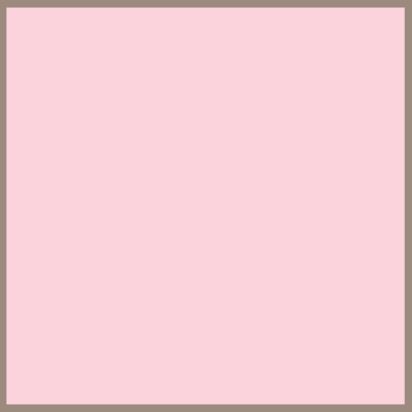
Still have questions or queries? Just get in touch with us, we're here to help in any way we can.

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

SAMSON

Geyser Building
102/100 Parnell Road
Parnell
samson.co.nz

Appendix



Ironbank 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**
Your carpark is available for you to use 24 hours/7 days per week unless scheduled maintenance is advised by the Samson Corporation office.

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 by Signage or on-site personnel and with all relevant by-laws.

6. **Responsibility for Damage**
   - You are liable for any damage caused to the Carpark and all equipment and fittings by your vehicle
   - 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
   - You agree to indemnify us in respect of any claim made against us arising from your use of the premises
   - 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**
   - We cannot guarantee the security of your vehicle
   - 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
   - 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

Ironbank 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

- You agree not to do anything to obstruct any other vehicle or person using the carpark
- You shall ensure your vehicle does not pose a hazard or leak oil
- There is to be no loitering on the premises
- There is to be no rubbish or debris left in the car park
- You must not park in this carpark if you do not have a valid proximity tag and card.
- If the machine is unable to provide access from your proximity card due to machine fault, do not park in this carpark and remove your car from the virtual garage.
- You will not leave dangerous goods, passengers or animals in your parked vehicle.

11. Liability for Damage to Carpark

You are liable to us for any costs incurred in repairing damage to the Carpark caused by yourself or your vehicle. You shall pay such costs immediately upon demand.

12. 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 you inability to use the Carpark.

13. Personal Information

You agree to provide us with your driver's license number, full name and address details if requested.

14. Lost Proximity Tag or Card

- If you lose your tag or card, call the Support desk listed on the machine for assistance.
- The retrieval charge will be invoiced to you plus any other charges incurred.

15. 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.

16. Non Compliance

- Failure to correctly position your vehicle in the Virtual Garage or general failure to follow the parking procedure or to comply with these terms and conditions, constitutes a breach of these terms and conditions.

In such event, we are entitled, at our absolute discretion, and you accept our entitlement to do so:

1 Issue an infringement notice requiring you to pay within 7 days the amount of $280 plus GST for a car stacker callout fee, and any administration costs for having to enforce these conditions, costs

Ironbank Conditions of Parking Continued...

of notice issue, and loss of parking revenue directly or indirectly attributable to your breach

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

3 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.

17. 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.

18. Interpretation

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

- "Bay" means parking bay
- "Premises" means this car parking area whether open-air, multi-story, stacking machine, covered or uncovered
- "Carpark" means all bays, building, equipment, surrounding fixtures, fencing and all property
- "Damage" includes direct, indirect, consequential and special damage
- "Vehicle" includes all accessories and contents
- "We" and "Us" means Samson Corporation Ltd and includes any of its employees, Directors, Shareholders and contractors
- "You" includes both the Driver and Owner of the vehicle entering the carpark and applies to any passengers in the vehicle
- "Your vehicle" means the vehicle you are driving or a passenger in, regardless if owned or not by you
- "Virtual Garage" the accepting garage to the stacking machine

19. 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

Ironbank Conditions of Parking Continued...

20. Maximum Weights and Dimensions of Vehicles Permissible to use the car stacker

a. Maximum vehicle weight on all levels: 2200 kg

b. Minimum under car clearance: 100 mm

c. Maximum vehicle length including tow bars: 5000 mm

d. Maximum vehicle width (over wing mirrors): 2100 mm

e. Maximum vehicle height incl. roof racks & coffins: 1950 mm