

Office buildings guidebook

IREM[®] Certified Sustainable Properties (CSP)

CSP

CERTIFIED
SUSTAINABLE
PROPERTY

Made possible by a Yardi Energy Efficiency Grant.

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 **YARDI**

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Key resources

Certification materials

irem.org/csp

Application platform

irem.org/cspplatform

Questions

sustainability@irem.org

Introduction

This guidebook details what office buildings must achieve and submit to IREM® to earn the IREM Certified Sustainable Property (CSP) certification. Requirements include prerequisites, baseline requirements, and point items in the energy, water, health, recycling, and purchasing categories.

Prerequisites

The property must meet these minimum requirements to apply for the IREM CSP.

- At least 25,000 square feet
- At least 18 months after substantial completion or repositioning
- At least 75% occupancy
- Smoke-free building
- In compliance with all environmental law

Baseline requirements

The property must complete all requirements to qualify for certification.

- B.1 Perform a sustainability and climate-related risk and opportunity assessment of the property
- B.2 Align sustainability and investment goals for the property and include sustainability metrics in owner reporting
- B.3 Implement at least five policies to advance sustainability at the property
- B.4 Part 1: Benchmark energy usage and greenhouse gas emissions
- B.4 Part 2: Submit an energy assessment that includes a 3-year improvement plan or meet an accepted initial construction standard
- B.5 Part 1: Benchmark water usage
- B.5 Part 2: Submit a water assessment that includes a 3-year improvement plan or meet an accepted initial construction standard
- B.6 Establish a healthy property operations program
- B.7 Assess recycling practices, options, and compliance requirements
- B.8 Assess procurement practices and options

Category points

Point items in the energy, water, health, recycling, and purchasing categories are listed below. Office buildings must earn at least 61 points, or 70% of available points, to qualify for certification.

Energy

- E.1 Demonstrate ongoing training on energy management for engineering team (1 pt.)
- E.2 Conduct a walk-through to detect malfunctioning equipment and opportunities for improvement (1 pt.)
- E.3 Provide information on energy management to tenants (1 pt.)
- E.4 Recommend ENERGY STAR® equipment for tenant improvements (1 pt.)
- E.5 Achieve one of the following: (1) ENERGY STAR score of 70+ or (2) 5%+ reduction in energy use (1 pt.)
- E.6 Achieve one of the following: (1) ENERGY STAR score of 75+ or (2) 10%+ reduction in energy use (2 pts.)
- E.7 Achieve one of the following: (1) ENERGY STAR score of 80+ or (2) 15%+ reduction in energy use (3 pts.)
- E.8 Install EV charging stations (3 pts.)
- E.9 Use renewable energy (3 pts.)
- E.10 Implement a green lease program (3 pts.)
- E.11 Demonstrate innovation in energy efficiency through new methods, technologies, and pilot programs (3 pts.)

Water

- W.1 Demonstrate ongoing training on water management for engineering team (1 pt.)
- W.2 Check for water leaks (1 pt.)
- W.3 Provide information on water management to tenants (1 pt.)
- W.4 Reduce water use by 5% over baseline (1 pt.)
- W.5 Install high-efficiency fixtures in areas under management control (2 pts.)
- W.6 Reduce water use by 10% over baseline (2 pts.)
- W.7 Reduce water use by 15% over baseline (3 pts.)
- W.8 Demonstrate innovation in water efficiency through new methods, technologies, and pilot programs (3 pts.)

Health

- H.1 Establish a green construction policy for renovations and tenant improvements (1 pt.)
- H.2 Engage tenants in health and wellness (1 pt.)
- H.3 Follow ventilation and filtration best practices (1 pt.)
- H.4 Establish at least three additional policies that foster health and wellness among tenants, staff, vendors, the neighborhood, and/or the community (1 pt.)
- H.5 Recommend healthy, low-emitting materials for tenant improvements (1 pt.)
- H.6 Use healthy, low-emitting materials in areas under management control (2 pts.)
- H.7 Conduct an IEQ survey (2 pts.)
- H.8 Employ green cleaning services for areas under management control (2 pts.)
- H.9 Conduct or obtain regular indoor air quality testing (3 pts.)
- H.10 Provide an onsite fitness facility or other wellness-inspired amenity for building occupants (3 pts.)

- H.11 Demonstrate innovation in healthy operations through new methods, technologies, and pilot programs (3 pts.)

Recycling

- R.1 Install recycling signage throughout the property (1 pt.)
- R.2 Provide information on recycling program to tenants (1 pt.)
- R.3 Establish a construction waste management plan for renovations and tenant improvements (1 pt.)
- R.4 Establish a policy for recycling e-waste, batteries, light bulbs, and bulk items (1 pt.)
- R.5 Set diversion rate goals for the property (1 pt.)
- R.6 Achieve a minimum diversion rate of 20% for the property (1 pt.)
- R.7 Hold regular recycling and/or donation drives for building occupants (2 pts.)
- R.8 Establish recycling services (2 pts.)
- R.9 Determine the property's diversion rate (2 pts.)
- R.10 Achieve a minimum diversion rate of 25% for the property (2 pts.)
- R.11 Achieve a minimum diversion rate of 30% for the property (3 pts.)
- R.12 Establish additional recycling services (3 pts.)

Purchasing

- P.1 Use green-certified products in building management operations (1 pt.)
- P.2 Implement paperless management operations (1 pt.)
- P.3 Use reusable or compostable kitchen products (cups, forks, etc.) for management operations (1 pt.)
- P.4 Assess vendor and supplier compliance with sustainability requirements (2 pts.)
- P.5 Include sustainability clauses in vendor contracts (3 pts.)
- P.6 Use green power or purchase renewable energy credits (3 pts.)

Fast track eligibility

The dark blue cells at the end of each category point section in the IREM checklist list green building certifications that allow the applicant property to “fast track” by claiming all the available points in that category. The certifications specified are all operational, or for existing buildings.

To claim the fast-track points:

- The property must have one of the certifications listed for that category.
- The certification must be active through no earlier than December 31 of the year prior to the year in which the application is submitted.
- The applicant must submit proof of certification with the application. Proof of certification includes a letter or certificate from the certifying body or a direct link to the property on the organization’s directory of certified properties.

Baseline requirements

B.1 Perform a sustainability and climate-related risk and opportunity assessment of the property

A structured assessment of the property can provide a holistic view of opportunities and risks related to climate change and help craft sustainability and resilience strategies in response. Opportunities to address those risks may bring added benefits, such as attracting tenants to the property and operating those parts of the property in the landlord's control more efficiently.

Risks include:

- **Transition risks:** Financial and reputational risks that properties face as they adapt to climate change. There may be operational risks as the property devotes time and resources to adaptation.
- **Physical risks:** The threat of damage caused by climate-related events, including extreme weather and natural disasters.

To meet this baseline requirement

- Conduct an assessment that includes the following sections:

Basic property information

1. Year built
2. Site description
3. Areas under management control

Tenants

1. Current tenants
2. Tenants' commitment to sustainability
3. Tenant sustainability contacts

Location and market risk exposure

1. What is the property's exposure to the following risks?
 - Drought
 - Excessive snowfall
 - Extreme heat
 - Extreme precipitation
 - Extreme storms (e.g., hurricanes, tornados, typhoons)
 - Floods
 - Potable water shortages/depleting water sources
 - Landslides
 - Sea level rise
 - Wildfires
 - Other (e.g., wildfire smoke, strong winds)
2. What utility rates apply to the property? How much have they increased over the past five years?
3. What are the property's insurance rates? How much have they increased over the past five years?

4. What climate ordinances (e.g., benchmarking and disclosure, Building Performance Standards) apply to the property? Is the state and/or municipality planning any new climate ordinances?
5. Has the property adopted technology at pace with the competition to maintain efficiency and prevent obsolescence?

Risk management and resilience strategies

1. What is the landlord's process for ongoing identification, assessment, and management of climate-related risks?
2. Identify the risk management strategies the property employs. What strategies are planned? What additional strategies are feasible?

Specific strategies employed will vary according to the risks identified above. Examples include:

- Alternative insurance models – loss-cost modeling, parametric insurance, captive insurance
- Business continuity planning
- Emergency management planning
- Emergency management proptech
- Energy contract(s) to secure utility rates
- Environmental Management System
- Insurance rider(s)
- Loss control inspections
- Portfolio-level benchmarking to comply with benchmarking and disclosure ordinances

3. What resilience strategies have been implemented? What strategies are planned? What strategies are feasible?

Specific strategies employed will vary according to the risks identified above.

Strategies related to reductions in energy and water use will be identified as part of B.4 Part 2 and B.5 Part 2.

Examples of resilience strategies include the following. See the resources linked below for additional information.

- Backup power
- Cool surfaces
- Elevated mechanical systems
- Firebreaks
- Flood barriers
- New stormwater management infrastructure/ongoing maintenance of existing infrastructure
- New vegetation for shading
- Passive solar features
- Permeable pavement/pavers
- Prescribed burns

- Tree canopy maintenance
- Vegetation/fuel management
- Zone of non-combustible material around property

To claim this baseline requirement

- Submit a completed assessment that includes the sections listed above.
- Applicants may also submit assessments completed through the standards and frameworks listed below.

Standards and frameworks

ASTM E3429-24: Standard Guide for Property Resilience Assessments

Climate Risk Real Estate Monitor (CCREM)

GRESB Real Estate Assessment – Management: Risk Management

ISO 14091: Adaptation to climate change—guidelines on vulnerability, impacts and risk assessments

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy

Task Force for Climate-Related Financial Disclosures (TCFD): Risk Management

ULI Developing Resilience Toolkit: Protecting Buildings and Sites

Resources

[Climate Central](#)

[Floodsmart.gov](#)

[High Plains Regional Climate Center](#)

[Institute for Market Transformation \(IMT\) Building Performance Policy Center](#)

[IREM proptech resources and data](#)

[Midwest Regional Climate Center](#)

[Northeast Regional Climate Center](#)

[Western Regional Climate Center](#)

[Southeast Regional Climate Center](#)

[Southern Regional Climate Center](#)

[Utility Rate Database](#)

[Wildfire Risk to Communities](#)

B.2 Align sustainability and investment goals for the property and include sustainability metrics in owner reporting

This baseline requirement ensures that the property's sustainability program aligns with its asset investment goals, and progress toward sustainability goals are communicated to ownership in regular reporting. "Ownership" may be investors, shareholders, internal stakeholders, and/or third-party clients.

To meet this baseline requirement

1. Clarify ownership's investment goals, sustainability goals, and willingness to invest in sustainability. Discuss the following issues with ownership.
 - 1) The company's investment objectives for the asset.
 - How would you characterize your investment approach and motivations? (Value-add? Tax shelter/income tax advantage? Capital appreciation? Periodic return/cash flow? Safety/capital preservation?)
 - To the extent we need to know, are there additional investors or stakeholders? If so, what are their expectations for the sustainability and resiliency of the property?
 - Do you have access to capital to make any improvements, such as cash investments or borrowed funds? If so, how do you evaluate such improvements? (Payback? IRR? Value enhancement? etc.)
 - Is there any aspect of your exit strategy, including timeline, that would impact sustainability goals for the property?
 - 2) Has the company established targets to manage climate-related risks and opportunities and assess performance against targets? Identify the targets and timelines. Describe any standards and frameworks the company used to establish those targets (e.g., U.N. Sustainable Development Goals, Science-Based Targets).
 - 3) Which of the following sustainability benefits are most important to your company and its stakeholders? Choose all that apply.
 - Sustainability is critical to meeting investment goals for the asset.
 - Sustainability keeps the asset and/or business competitive.
 - Sustainability lowers operating costs and builds value.
 - Sustainability manages risk (adds resiliency in the face of climate change impacts, prevents obsolescence, protects reputation, prepares for regulations).
 - Sustainability attracts tenants.
 - Sustainability helps create healthy indoor environments.
 - Sustainability enhances business reputation.
 - Sustainability reduces greenhouse gas emissions and conserves natural resources.
 - Other (please identify)

- 4) Characterize your company's willingness to invest in sustainability.
 - Operational improvements are fine, but the company typically does not spend any capital.
 - The company will invest capital in projects with quick paybacks or paybacks well within the asset holding period.
 - The company will consider larger investments with proof that the project will lead to tangible and intangible benefits.
 - The company is committed to sensible investments in sustainability.
2. Include sustainability metrics in owner reporting. There is no prescribed format for owner reporting. Specific metrics should be discussed with ownership and aligned with investment goals as discussed above. Potential metrics include:
 - Building certifications earned and in progress
 - Current ENERGY STAR score
 - Energy and/or water reductions over a set baseline
 - Energy and/or water cost reductions over a set baseline
 - Progress toward project paybacks
 - Progress toward sustainability targets
 - Risk management issues and strategies
 - Status of resilience projects
 - Status of sustainability projects
 - Others as agreed upon with ownership

To claim this baseline requirement

1. Submit the results of the discussion with ownership that includes the points and issues detailed above.
2. Submit an example of ownership reporting that includes sustainability/resilience information and metrics.

Standards and frameworks

IREM Best Practices: Real Estate Management Service

GRESB Real Estate Assessment—Management: Reporting

GRESB Real Estate Assessment—Performance: Targets

Science-Based Targets Initiative

Task Force for Climate-Related Financial Disclosures (TCFD)

U.N. Sustainable Development Goals

Resources

[Investment Real Estate: Finance and Asset Management](#)

B.3 Implement at least five policies to advance sustainability at the property

Sustainability policies establish formal commitments and help ensure that site teams conform to organizational expectations around sustainable operations. They facilitate goal setting, assign roles, and lead to action.

To meet this baseline requirement

Core and optional policies

1. Implement the following core sustainability policies. Terminology may differ (e.g., energy efficiency vs. energy management). Policies may be scoped to the entire portfolio, including the property applying for certification, or to the individual asset.
 - Energy management
 - Water management
 - Waste management
2. Implement at least two additional policies according to the company's sustainability goals. Additional policies may include those listed below.
 - Biodiversity/habitat preservation
 - Climate/Climate change adaptation
 - Code of ethics
 - Greenhouse gas emissions
 - Health and wellness
 - Indoor environmental quality
 - Material sourcing
 - Net zero
 - Renewable energy
 - Resilience
 - Responsible vendor
 - Site management
 - Sustainable purchasing
 - Others may apply. Contact sustainability@irem.org with questions.
3. Describe the company's process for ongoing assessment and revision of sustainability policies.

To claim this baseline requirement

1. Submit copies of the three core and two additional sustainability policies with the application.
2. Submit a description of the company's process for ongoing assessment and revision of sustainability policies

Related IREM CSP items

H.1 Establish a green construction policy for renovations and tenant improvements (1 pt.)

H.4 Establish at least three additional policies that foster health and wellness among tenants, staff, vendors, the neighborhood, and/or the community (1 pt.)

Policies established for B.3 may not be claimed for H.1 or H.4 eligibility.

Standards and frameworks

IREM Best Practices: Real Estate Management Service

GRESB Real Estate Assessment—Management: Policies

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Governance

Resources

[IREM CSP tools and templates](#)

B.4 Part 1: Benchmark energy usage and greenhouse gas emissions

Benchmarking energy use is fundamental to sustainability practices. Understanding usage and costs can lead to improvements and help track the impact of resource efficiency projects. It's also critical to benchmark and track greenhouse gas emissions and understand how energy usage relates to emissions.

To meet this baseline requirement

- Benchmark and track energy use and greenhouse gas emissions.

Current energy date

The current year ending date can be no earlier than December 31 of the year prior to the year in which the application is submitted.

To claim this baseline requirement

- Share the property's profile with IREM's account (username: IREMCSP) in ENERGY STAR Portfolio Manager. See the video at irem.org and the [IREM CSP FAQs](#) for additional instructions.

Important notes

- Remember: The current energy date can be no earlier than December 31 of the year prior to the year in which the application is submitted.
- This information does not need to be certified by a Professional Engineer.
- Submit equivalent information from the tool you use if you don't use ENERGY STAR Portfolio Manager
 - Site EUI (kBtu/ft²)
 - Total location-based GHG emissions (metric tons CO₂e)

Related IREM CSP items

E.5 Achieve one of the following: (1) ENERGY STAR score of 70+ or (2) 5%+ reduction in energy use (1 pt.)

E.6 Achieve one of the following: (1) ENERGY STAR score of 75+ or (2) 10%+ reduction in energy use (2 pts.)

E.7 Achieve one of the following: (1) ENERGY STAR score of 80+ or (2) 15%+ reduction in energy use (3 pts.)

The energy point items for ENERGY STAR score thresholds or energy reductions are based on the property's benchmarking in B.4 Part 1.

Standards and frameworks

GHG Protocol

GRESB Real Estate Assessment—Performance: Energy

GRESB Real Estate Assessment—Performance: GHG

GRI 305: Emissions

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy
S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy
Science-Based Targets Initiative
TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

[ENERGY STAR—Find Utilities that Provide Energy Data for Benchmarking](#)

B.4 Part 2: Submit an energy assessment that includes a 3-year improvement plan or meet an accepted initial construction standard

Outside energy efficiency consultants can determine a building's energy consumption profile and recommend targeted improvements that often result in reduced energy consumption and cost savings.

Some utilities have free or low-cost audits, assessments, or building tune-up services. You can also find energy efficiency consultants through the [ENERGY STAR Partner List](#), the Association of Energy Engineers (AEE) [Certified Professionals Directory](#), and [ASHRAE](#).

To meet this baseline requirement

- You have two options to meet the requirement:

Option 1: External or internal assessment

- Only audits or assessments completed in the calendar year in which the IREM CSP application is submitted meet this requirement.
- Obtain an audit or assessment. The audit should include a 3-year improvement plan, or you should formulate a plan from the audit results, or,
- Perform an in-house assessment. Applicants may use the in-house energy assessment with the IREM tools and templates to meet this requirement.
- At minimum, the assessment must include the following sections.
 - Basic property information
 - Current energy performance
 - Building systems
 - Past and in-progress retrofits and improvements
 - Lighting system equipment
 - HVAC system equipment
 - Building envelope components
 - Potential operational improvements for lighting, HVAC, and building envelope systems
 - Upgrade opportunities for lighting, HVAC, and building envelope equipment and components
 - Three-year action plan for operational and equipment improvements

Option 2: Meet an accepted initial construction standard

- The property meets this requirement if it has achieved one of the following standards. The property must be **no more than five years old** to qualify under this option.
 - BREEAM New Construction
 - In compliance with California Green Building Standards Code (CALGreen)
 - In compliance with an energy code that aligns with 2021 IECC at minimum
 - Green Globes for New Construction
 - LEED BD+C: Core and Shell
 - LEED BD+C: New Construction and Major Renovation

To claim this baseline requirement

Option 1: External or internal assessment

- Submit the results of an outside energy audit or assessment that includes at minimum the sections listed above, or,
- Submit the results of an internal energy audit or assessment that includes at minimum the sections listed above.

Option 2: Meet an accepted initial construction standard

- Submit evidence that the property meets one of the initial construction standards listed above.
- The property must be **no more than five years old** to qualify under this option.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. You must report progress on the property's three-year improvement plan as part of its recertification application.

Standards and frameworks

2021 International Energy Conservation Code (IECC)

ASHRAE Procedures for Commercial Building Energy Audits

GRESB Real Estate Assessment – Performance: Risk Assessment

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

TCFD: Risk Assessment

Resources

[ENERGY STAR Treasure Hunts](#)

[IREM tools and templates](#)

B.5 Part 1: Benchmark water usage

Benchmarking water usage is fundamental to sustainability practices. Understanding usage and costs can lead to improvements and help track the impact of resource efficiency projects.

To meet this baseline requirement

- Benchmark and track water use.

Current water date

The current year ending date can be no earlier than December 31 of the year prior to the year in which the application is submitted.

To claim this baseline requirement

- Share the property's profile with IREM's account (username: IREMCSP) in ENERGY STAR Portfolio Manager. See the video at irem.org and the [IREM CSP FAQs](#) for additional instructions.

Important notes

- Remember: The current water date can be no earlier than December 31 of the year prior to the year in which the application is submitted.
- This information does not need to be certified by a Professional Engineer.
- Submit equivalent information from the tool you use if you don't use ENERGY STAR Portfolio Manager
 - Water use – all sources (kgal), or water use intensity (gal/ft²)

Related IREM CSP items

W.4 Reduce water use by 5% over baseline (1 pt.)

W.6 Reduce water use by 10% over baseline (2 pts.)

W.7 Reduce water use by 15% over baseline (3 pts.)

The water point items for water reductions are based on the property's benchmarking in B.5 Part 1.

Standards and frameworks

GRESB Real Estate Assessment—Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

Science-Based Targets Initiative

TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

[U.S. EPA WaterSense](#)

B.5 Part 2: Submit a water assessment that includes a 3-year improvement plan or meet an accepted initial construction standard

Regular water audits or assessments can examine water systems and identify targeted improvements that often result in reduced water consumption and cost savings.

You can find water efficiency consultants to perform an assessment through the [U.S. EPA WaterSense Find a Pro directory](#).

To meet this baseline requirement

- You have two options to meet the requirement:

Option 1: External or internal assessment

- Only audits or assessments completed in the calendar year in which the IREM CSP application is submitted meet this requirement.
- Obtain an audit or assessment. The audit should include a 3-year improvement plan, or you should formulate a plan from the audit results, or,
- Perform an in-house assessment. Applicants may use the in-house water assessment with the IREM tools and templates to meet this requirement.
- At minimum, the assessment must include the following sections.
 - Basic property information
 - Current water performance
 - Water systems and fixtures
 - Past and in-progress retrofits and improvements
 - Description of water fixtures
 - Size and description of landscaped area with types of plantings
 - Description of irrigation systems
 - Description of any other water systems
 - Potential operational improvements for water systems
 - Upgrade opportunities for water fixtures, landscaping, irrigation systems, and other water systems
 - Three-year action plan for operational and equipment improvements

Option 2: Meet an accepted initial construction standard

- The property meets this requirement if it has achieved one of the following standards. The property must be **no more than five years old** to qualify under this option.
 - BREEAM New Construction
 - In compliance with California Green Building Standards Code (CALGreen)
 - Green Globes for New Construction
 - LEED BD+C: Core and Shell
 - LEED BD+C: New Construction and Major Renovation

To claim this baseline requirement

Option 1: External or internal assessment

- Submit the results of an outside water audit or assessment for systems that includes at minimum the sections listed above, or,

- Submit the results of an internal water audit or assessment that includes at minimum the sections listed above.

Option 2: Meet an accepted initial construction standard

- Submit evidence that the property meets one of the initial construction standards listed above.
- The property must be **no more than five years old** to qualify under this option.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. You must report progress on the property's three-year improvement plan as part of its recertification application.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessment

GRESB Real Estate Assessment – Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

TCFD: Risk Assessment

Resources

[IREM tools and templates](#)

B.6 Establish a healthy property operations program

Healthy property operations that includes a health and wellness policy, regular IAQ walk-throughs, response plans for IAQ issues, tenant engagement around health and wellness, and other strategies can mitigate risk and help maintain a healthy indoor environment for the people who work in the building.

To meet this baseline requirement

- Establish a health and wellness policy for the property.
- Conduct an IAQ inspection of the property and perform these checks on a regular basis.
- Implement a system for the building's tenants to submit indoor environmental quality issues and concerns to management.

To claim this baseline requirement

1. Submit a copy of the health and wellness policy that applies to the property.
2. Submit the completed IAQ inspection checklist from the most recent inspection.
3. Describe management's approach to regular inspections.
4. Explain the property's system for tenants to submit indoor environmental quality issues and concerns to management.

Related IREM CSP items

B.3 Implement at least five policies to advance sustainability at the property

If the landlord has implemented a health and wellness policy to meet the B.3 requirement, the applicant may submit that policy for the policy requirement in B.6.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessment

GRI 403: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Risk Assessment

Resources

[Canadian Centre for Occupational Health and Safety – Indoor Air Quality](#)

[IREM tools and templates](#)

B.7 Assess recycling practices, options, and compliance requirements

Regular, ongoing evaluation of recycling programs can help the building achieve diversion rate goals and potentially save the property money through adjustments to services.

To meet this baseline requirement

1. Assess and document recycling practices, options, and compliance requirements. Assess the following at minimum:
 - What types of waste management and recycling services does the property currently have?
 - If the property does not have recycling, is conventional recycling (plastic, glass, paper) available in the property's location? What party or parties offer recycling?
 - What other recycling programs are available in the property's location (e.g., composting, e-waste)?
 - Does management conduct tenant outreach and education on the building's recycling efforts?
 - Do waste management and/or recycling ordinances apply to the property? If yes, is the property compliant?
2. Assess and document recycling practices, options, and compliance requirements at least annually.

To claim this baseline requirement

- Submit the assessment and any related documentation.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Risk Assessment

Resources

[IREM tools and templates](#)

B.8 Assess procurement practices and options

An assessment of procurement practices and options will help the property transition to environmentally preferable and low-emitting products in a practical, cost-effective manner.

To meet this baseline requirement

1. Assess and document procurement practices and options. Assess the following at minimum:
 - List of products and materials used in management operations and whether each product is conventional or certified low-emitting, green, or sustainable.
 - Estimate of the percentage of products and materials by quantity used in management operations that are certified low-emitting, green, or sustainable.
 - Products and materials used in management operations that management will switch to certified low-emitting, green, or sustainable. There are no requirements under B.8 to switch to certified low-emitting, green or sustainable. See related IREM CSP items below for points available.
2. Assess and document procurement practices and options at least annually.

To claim this baseline requirement

- Submit the assessment and any related documentation.

Related IREM CSP items

H.6 Use healthy, low-emitting materials in areas under management control (2 pts.)

P.1 Use green-certified products in building management operations (1 pt.)

The property is eligible for the H.6 and P.1 points if at least 75% of products by quantity necessary for management operations are certified low-emitting, green, or sustainable.

Standards and frameworks

GRESB Real Estate Assessment – Management: Stakeholder Engagement

GRI 204: Procurement Practices

GRI 308: Supplier Environmental Assessment

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Management

TCFD: Strategy

Resources

[IREM tools and templates](#)

[Sustainable Purchasing Leadership Council](#)

Energy points

E.1 Demonstrate ongoing training on energy management for engineering team (1 pt.)

Efficiency in day-to-day operations requires a knowledgeable engineering/maintenance team. Commit to dedicating the resources and time necessary to skill-building in energy management for the engineering team.

Training can include live and online courses, conference sessions, on-the-job activities, and self-study. Training resources are listed below.

To be eligible for the point

- Provide the building's engineering team with regular training on energy management.

To claim the point

- Submit at least two documents showing completion of training on energy management by separate members of the building's engineering team. Documentation may include:
 - Course completion certificates
 - Course completion emails
 - Directory entries for team members who earn energy management certifications
 - Learning management system (LMS) reports
 - Screenshots of digital badges
 - Other documentation may apply

Standards and frameworks

GRESB Real Estate Assessment—Management: Stakeholder Engagement

GRI 404: Training and education

S&P Global Corporate Sustainability Assessment—Social Dimension: Human Capital Management

TCFD: Strategy

Resources

[Association for Energy Affordability \(AEA\)](#)

[Association of Energy Engineers \(AEE\)](#)

[ASHRAE](#)

[ENERGY STAR](#)

[IREM](#)

[U.S. Green Building Council \(USGBC\)](#)

E.2 Conduct a walk-through to detect malfunctioning equipment and opportunities for improvement (1 pt.)

Regular walk-throughs of the property can help identify issues and identify opportunities for improvement in energy systems.

To be eligible for the point

- Use a checklist to conduct regular walk-throughs, at least monthly, to detect malfunctioning equipment and opportunities for improvement.

Alternative path

Fault detection technology throughout the building's energy systems qualify the property for this point.

To claim the point

1. Submit a copy of a completed energy efficiency walk-through checklist or evidence of fault detection technology throughout energy systems.
2. Provide a description of the process management follows for conducting regular energy efficiency walk-throughs, including staff involved and schedule, as well as the process for remedying an issues discovered.

Related IREM CSP items

B.4 Part 2 Submit an energy assessment that includes a 3-year improvement plan or meet an accepted initial construction standard

B.4 Part 2 focuses on planning for energy efficiency measures while E.2 involves spotting issues that might impact energy efficiency. Regular walk-throughs will help the management team spot potential long-term improvements, contributing to ongoing planning for energy efficiency upgrades.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessment

GRESB Real Estate Assessment – Performance: Energy

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

TCFD: Risk Management

Resources

[ENERGY STAR Checklist of Energy-Saving Measures](#)

[ENERGY STAR Treasure Hunt](#)

[IREM tools and templates](#)

E.3 Provide information on energy management to tenant(s) (1 pt.)

Tenant engagement ensures tenants are familiar with best practices in energy management and helps the landlord integrate tenant concerns into its sustainability initiatives.

To be eligible for the point

- Send tenant(s) energy management best practices.

To claim the point

- Submit a sample of a tenant communication or from the company's tenant engagement program.
- The sample must have been sent to tenants no earlier than one year prior to date of IREM CSP application.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

E.4 Recommend ENERGY STAR equipment for tenant improvements (1 pt.)

ENERGY STAR products and equipment can reduce energy consumption in tenant spaces.

To be eligible for the point

- As tenant improvements occur, recommend that tenants install ENERGY STAR products, equipment, and appliances.
- Include the recommendation in any design standards for tenant improvements or reach out to new tenants or their agents during the design phase of tenant improvement projects.

To claim the point

- Submit a sample communication to a tenant or an excerpt from design standards.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

TCFD: Strategy

Resources

[ENERGY STAR products](#)

[IREM tools and templates](#)

E.5 Achieve one of the following: (1) ENERGY STAR score of 70+ or (2) 5%+ reduction in energy use (1 pt.)

Setting energy targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program, reduce carbon emissions, and control utility expenses.

To be eligible for the point

Option 1: ENERGY STAR score 70+

The current energy date must be **no earlier than three months** prior to the application date.

Option 2: 5%+ reduction in energy use

The current energy date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline energy measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison energy measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current energy date.
3. Achieve at least a 5% reduction in energy use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the point

1. **Share the property** with IREM's account in ENERGY STAR Portfolio Manager. See the **video on this page** and the **CSP FAQs** for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the energy reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

E.6 Achieve one of the following: (1) ENERGY STAR score of 75+ or (2) 10%+ reduction in energy use (2 pts.)

E.7 Achieve one of the following: (1) ENERGY STAR score of 80+ or (2) 15%+ reduction in energy use (3 pts.)

If the property's ENERGY STAR score or energy reduction meets the E.6 and E.7 thresholds, you may claim those points as well as the E.5 points for up to six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have maintained an ENERGY STAR score of 60+ and/or reduced energy consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Energy

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

Science-Based Targets Initiative

TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

E.6 Achieve one of the following: (1) ENERGY STAR score of 75+ or (2) 10%+ reduction in energy use (2 pts.)

Setting energy targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program, reduce carbon emissions, and control utility expenses.

To be eligible for the points

Option 1: ENERGY STAR score 75+

The current energy date must be **no earlier than three months** prior to the application date.

Option 2: 10%+ reduction in energy use

The current energy date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline energy measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison energy measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current energy date.
3. Achieve at least a 10% reduction in energy use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the points

1. **Share the property** with IREM's account in ENERGY STAR Portfolio Manager. See the **video on this page** and the **CSP FAQs** for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the energy reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

E.5 Achieve one of the following: (1) ENERGY STAR score of 70+ or (2) 5%+ reduction in energy use (1 pt.)

E.7 Achieve one of the following: (1) ENERGY STAR score of 80+ or (2) 15%+ reduction in energy use (3 pts.)

Since the property's ENERGY STAR score or energy reduction meets the E.5 threshold as well, you may claim those points in addition to the E.6 points. If the property's ENERGY STAR score or energy reduction meets the E.7 threshold, you may claim those points for up to six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have maintained an ENERGY STAR score of 60+ and/or reduced energy consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Energy

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

Science-Based Targets Initiative

TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

E.7 Achieve one of the following: (1) ENERGY STAR score of 80+ or (2) 15%+ reduction in energy use (3 pts.)

Setting energy targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program, reduce carbon emissions, and control utility expenses.

To be eligible for the points

Option 1: ENERGY STAR score 80+

The current energy date must be **no earlier than three months** prior to the application date.

Option 2: 15%+ reduction in energy use

The current energy date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline energy measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison energy measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current energy date.
3. Achieve at least a 15% reduction in energy use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the points

1. **Share the property** with IREM's account in ENERGY STAR Portfolio Manager. See the **video on this page** and the **CSP FAQs** for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the energy reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

E.5 Achieve one of the following: (1) ENERGY STAR score of 70+ or (2) 5%+ reduction in energy use (1 pt.)

E.6 Achieve one of the following: (1) ENERGY STAR score of 75+ or (2) 10%+ reduction in energy use (3 pts.)

Since the property's ENERGY STAR score or energy reduction meets the E.7 threshold, you may claim those points as well as the E.5 and E.6 points for six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have maintained an ENERGY STAR score of 60+ and/or reduced energy consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Energy

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

Science-Based Targets Initiative

TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

E.8 Install EV charging stations (3 pts.)

EV charging stations help reduce emissions related to occupant transportation and offer an amenity to tenants. They may also provide an opportunity for ancillary income.

To be eligible for the points

- The property must have installed at least one onsite EV charging station available for occupant use.

To claim the points

- Submit a contract, work order, invoice, photo series, service documentation, or other proof of installation.

Standards and frameworks

GRESB Real Estate Assessment – Performance: GHG

GRI 305: Emissions

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy

TCFD: Strategy

Resources

[Database of State Incentives and Renewables \(DSIRE®\)](#)

[Natural Resources Canada – Energy efficiency for buildings](#)

E.9 Use renewable energy (3 pts.)

Improve the resource efficiency of the property and potentially contribute to regional climate goals by using renewable energy.

To be eligible for the points

- The property must have installed a renewable energy system, have installation under contract, or be enrolled in a community solar program at the time of application.
- There are two options for eligibility:

Option 1: Onsite system

Option 2: Community solar

To claim the points

Option 1: Onsite system

- Submit proof of the installation, such as a contract or work order, invoice for installation or maintenance, photos, or satellite mapping image of a rooftop system

Option 2: Community solar

- Submit proof of enrollment in the community solar program.

Related IREM CSP items

P.6 Use green power or purchase renewable energy credits (3 pts.)

Renewable energy produced onsite or contracted through community solar may be counted for P.6.

Standards and frameworks

GRESB Real Estate Assessment – Performance: GHG

GRI 305: Emissions

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy

TCFD: Strategy

Resources

[Clean Energy States Alliance](#)

[Coalition for Community Solar Access \(CCSA\)](#)

[Database of State Incentives and Renewables \(DSIRE®\)](#)

E.10 Implement a green lease program (3 pts.)

Green leases (also called energy-aligned and high-performance leases) align the financial and energy incentives of property owners and tenants so that they can work together on energy efficiency.

To be eligible for the points

- The company must have a green leasing program. New leases and lease renewals must be executed with the green lease to the extent possible in lease negotiations.
- Leases may be in the process of transitioning to the green lease as renewals occur.
- The green lease must have the following clauses, at a minimum:
 - (1) Tenant cost recovery clause for capital expenses intended to save energy. In this case the annual pass-through amount is typically determined either by an amortization schedule or projected savings.
 - (2) A clause whereby the tenant agrees to share utility data for whole-building energy benchmarking.

To claim the points

1. Submit a current leasing plan or summary of current lease(s) showing:
 - Square footage of each suite
 - Lease origination dates
 - Lease expiration dates
 - Whether each lease includes the two clauses listed above
2. Provide a copy of a lease or an excerpt with the applicable clauses. This copy may be redacted.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Strategy

Resources

[Green Lease Library](#)

E.11 Demonstrate innovation in energy efficiency through new methods, technologies, and pilot programs (3 pts.)

This point item encourages landlords of office buildings to be innovative in achieving greater levels of efficiency. Developments in proptech have allowed buildings to advance their energy management programs and further reduce carbon emissions. Property companies are demonstrating climate leadership through innovative project financing and tenant engagement programs, among other efforts.

To be eligible for the points

- Deploy at least one of the following strategies to advance the property's energy efficiency goals:
 - Advanced energy management system
 - Building technology solution
 - Collaboration between landlord and tenant(s)
 - Tenant engagement program beyond standard
 - Project financing that overcame capital limitations, the split incentive, or another hurdle
 - Project design that overcame site or structural limitations
 - Technology pilot

To claim the points

- Submit a description of a program that advances the property's energy efficiency goals and aligns with those listed above.
 - Identify any partners, tenants, service providers, and other organizations the applicant company engaged for the program.
 - Provide a detailed implementation timeline.
 - Provide estimated or actual energy reductions resulting from the project.

Standards and frameworks

GRESB Real Estate Assessment – Management: Risk Management

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 302: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Energy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Strategy

Resources

[IREM technology resources](#)

Water points

E.1 Demonstrate ongoing training on water management for engineering team (1 pt.)

Efficiency in day-to-day operations requires a knowledgeable engineering/maintenance team. Commit to dedicating the resources and time necessary to skill-building in water management for your team.

Training can include live and online courses, conference sessions, on-the-job activities, and self-study. Training resources are listed below.

To be eligible for the point

- Provide the engineering team with regular training on water management.

To claim the point

- Submit at least two documents showing completion of training on water management for the engineering team. Documentation may include:
 - Course completion certificates
 - Course completion emails
 - Directory entries for team members who earn water management certifications
 - Learning management system (LMS) reports
 - Screenshots of digital badges

Standards and frameworks

GRESB Real Estate Assessment—Management: Stakeholder Engagement

GRI 404: Training and education

S&P Global Corporate Sustainability Assessment—Social Dimension: Human Capital Management

TCFD: Strategy

Resources

[Alliance for Water Efficiency](#)

[Association of Energy Engineers \(AEE\)](#)

[ASHRAE](#)

[ENERGY STAR](#)

[IREM](#)

[U.S. Green Building Council \(USGBC\)](#)

W.2 Check for water leaks (1 pt.)

Hundreds of gallons of water are lost through leaks. Large leaks can lead to water damage, mold, and other issues. Regularly checking for leaks will help the property reach its water efficiency goals.

To be eligible for the point

1. Conduct regular water leak inspections as part of the property's preventive maintenance program.
2. Implement a system or process for tenants and staff to submit service requests when water leaks arise.

Alternative path

Water leak detection technology throughout the building's water systems qualify the property for this point.

To claim the point

1. Submit a completed water leak inspection checklist and a description of the process management follows for regular leak inspections or evidence of water leak detection technology throughout the building's water systems.
2. Describe the system or process for tenants and staff to submit service requests when water leaks arise.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessment

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

TCFD: Risk Management

Resources

[IREM tools and templates](#)

W.3 Provide information on water management to tenants (1 pt.)

Tenant engagement ensures tenants are familiar with best practices in water management and helps the landlord integrate tenant concerns into sustainability initiatives.

To be eligible for the point

- Send tenants water management best practices.

To claim the point

- Submit a sample of a tenant communication or from the company's tenant engagement program.
- The sample must have been sent to tenants no longer than one year prior to date of IREM CSP application.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

W.4 Reduce water use by 5% over baseline (1 pt.)

Setting water targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program and control utility expenses.

To be eligible for the point

The current water date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline water measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison water measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current water date.
3. Achieve at least a 5% reduction in water use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the point

1. [Share the property](#) with IREM's account in ENERGY STAR Portfolio Manager. See the [video on this page](#) and the [CSP FAQs](#) for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the water reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

W.6 Reduce water use by 10% over baseline (2 pts.)

W.7 Reduce water use by 15% over baseline (3 pts.)

If the property's water reduction meets the W.6 and W.7 thresholds, you may claim those points as well as the W.4 points for up to six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have reduced water consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

Science-Based Targets Initiative
TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

W.5 Install high-efficiency fixtures in areas under management control (2 pts.)

After operational changes to increase water efficiency, a property can reduce water use with high-efficiency fixtures. Faucets, toilets, urinals, and showerheads are all available as high-efficiency models under water use standards.

To be eligible for the points

- The following fixtures must be included:
 - Toilets
 - Urinals
 - Public lavatory faucets
 - Private lavatory faucets
 - Kitchen faucets
 - Showerheads
 - Dishwashers
 - Washing machines
- At least 75% of applicable water fixtures/equipment must be high-efficiency models according to at least one of the standards in the table below. Dishwashers and washing machines are eligible under the ENERGY STAR label.

Eligible water efficiency standards for interior fixtures

Standard	Toilets (gpf)	Urinals (gpf)	Public lavatory faucets (gpm)	Private lavatory faucets (gpm)	Kitchen faucets (gpm)	Showerheads
High efficiency	1.28	0.125	0.5	1.5	2.2	1.5
EPA WaterSense	1.28	0.5	0.5	1.5	N/A	2.0
UPC/IPC	1.6	1.0	0.5	2.2	2.2	2.5

Sample table to demonstrate eligibility

Fixture type	How many fixtures are there total at the property?	How many of that total are high-efficiency
Toilets		
Urinals		
Public lavatory faucets		
Private lavatory faucets		
Kitchen faucets		
Showerheads		
Dishwashers		
Washing machines		
Totals		
Percentage high efficiency (total high efficiency ÷ total overall x 100)		

To claim the points

1. Submit complete counts of total interior fixtures and total high-efficiency models
2. Provide sample specifications for high-efficiency fixtures.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessments

GRESB Real Estate Assessment – Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

TCFD: Strategy

Resources

[IREM tools and templates](#)

[U.S. EPA WaterSense](#)

W.6 Reduce water use by 10% over baseline (2 pts.)

Setting water targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program and control utility expenses.

To be eligible for the points

The current water date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline water measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison water measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current water date.
3. Achieve at least a 10% reduction in water use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the points

1. [Share the property](#) with IREM's account in ENERGY STAR Portfolio Manager. See the [video on this page](#) and the [CSP FAQs](#) for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the water reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

W.4 Reduce water use by 5% over baseline (1 pt.)

W.7 Reduce water use by 15% over baseline (3 pts.)

Since the property's water reduction meets the W.4 threshold as well, you may claim those points in addition to the W.6 points. If the property's water reduction meets the W.7 threshold, you may claim those points for up to six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have reduced water consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water
Science-Based Targets
TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

W.7 Reduce water use by 15% over baseline (3 pts.)

Setting water targets for the portfolio, with goals for each property, is the only way to advance the overall sustainability program and control utility expenses.

To be eligible for the points

The current water date must be no earlier than December 31 of the year prior to the year in which the application is submitted.

1. Establish the baseline water measurement.
 - The baseline year-ending date may be no earlier than December 31 three years prior to the year in which the application is submitted.
 - Examples:
 - For a 2025 application, the baseline year-ending date may be no earlier than December 31, 2022.
 - For a 2027 application, the baseline may be no earlier than December 31, 2024.
2. Establish the comparison water measurement.
 - The comparison year-ending date must be at least 12 months from the baseline year-ending date up to current water date.
3. Achieve at least a 15% reduction in water use over baseline as shown on the Metrics Summary table in ENERGY STAR Portfolio Manager.

To claim the points

1. [Share the property](#) with IREM's account in ENERGY STAR Portfolio Manager. See the [video on this page](#) and the [CSP FAQs](#) for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.
2. Submit a screenshot of the Portfolio Manager Metrics Summary table showing the water reduction you're claiming or a memo detailing baseline and comparison year-ending dates.

Related IREM CSP items

W.4 Reduce water use by 5% over baseline (1 pt.)

W.6 Reduce water use by 10% over baseline (2 pts.)

Since the property meets the W.7 threshold, you may claim the W.4 and W.6 points as well for six points total.

Recertification impacts

IREM CSP recertification is due by December 31 in the third year after certification. The property must have reduced water consumption by 5%+ at time of recertification.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Water

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

Science-Based Targets

TCFD: Metrics and Targets

Resources

[ENERGY STAR Portfolio Manager](#)

W.8 Demonstrate innovation in water efficiency through new methods, technologies, and pilot programs (3 pts.)

This point item encourages landlords of office buildings to be innovative in achieving greater levels of efficiency. Developments in proptech have allowed buildings to advance their water management programs. Property companies are demonstrating climate leadership through innovative project financing and tenant engagement programs, among other initiatives.

To be eligible for the points

- Deploy at least one of the following strategies to advance the property's water efficiency goals:
 - Advanced water management system
 - Building technology solution
 - Collaboration between landlord and tenant(s)
 - Tenant engagement program beyond standard
 - Project financing that overcame capital limitations, the split incentive, or another hurdle
 - Project design that overcame site or structural limitations
 - Technology pilot

To claim the points

- Submit a description of a program that advances the property's water efficiency goals and aligns with those listed above.
 - Identify any partners, tenants, service providers, and other organizations the applicant company engaged for the program.
 - Provide a detailed implementation timeline.
 - Provide estimated or actual water reductions resulting from the project.

Standards and frameworks

GRESB Real Estate Assessment – Management: Risk Management

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 303: Water and Effluents

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Water

TCFD: Strategy

Resources

[IREM technology resources](#)

Health points

H.1 Establish a green construction policy for renovations and tenant improvements (1 pt.)

Conventional materials used in build-outs, such as particle board, paints, adhesives, sealants, carpets, and furniture, emit volatile organic compounds (VOCs) and other unhealthy pollutants. Healthy, low-emitting alternatives are available.

To be eligible for the point

- Establish a green construction policy or tenant improvement guide that includes specifications and product labels for healthy, low-emitting products and materials.

Example specifications

- Zero or low-VOC (50 grams per liter or less) drywall primer/sealer, paint, caulks, adhesives, sealants, and wood finishes
- Formaldehyde-free composite wood products, including plywood, particleboard, and medium density fiberboard (MDF)
- Finish flooring that does not contain phthalate compounds
- Workstations and furnishings that do not emit VOCs or formaldehyde
- Chairs free of PBDE flame retardants

Product labels

- U.S. EPA Safer Choice
- C2C (Cradle to Cradle)
- SCS (Scientific Certification Systems)
- Green Seal
- BIFMA Product Safety and Performance Standards and Guidelines (Business and Institutional Furniture Manufacturer's Association)
- GREENGUARD Label
- CRI Green Label and Green Label Plus (Carpet and Rug Institute)
- International Living Future Institute's Declare Database

To claim the point

- Submit a copy of the policy or guide.

Related IREM CSP items

B.3 Implement at least five policies to advance sustainability at the property

H.4 Establish at least three additional policies that foster health and wellness among tenants, staff, vendors, the neighborhood, and/or the community (1 pt.)

Policies established for B.3 and H.4 may not be claimed for H.1 eligibility.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[IREM tools and templates](#)

H.2 Engage tenants in health and wellness (1 pt.)

Engaging tenants in health and wellness supports their efforts to choose healthy lifestyles and creates a positive environment that can help with tenant retention.

To be eligible for the point

- Engage tenants in health and wellness on a regular basis. Examples of activities include:
 - Host a flu shot clinic or a blood donation drive
 - Provide permanent or temporary amenities such as massage therapy or yoga classes
 - Post information about the property's health and wellness efforts on the tenant portal or tenant app
 - Include indoor air quality metrics on the tenant portal or app
 - Hold a wellness fair
 - Promote any green spaces or nature areas by the property
 - Inform tenants about onsite fitness centers, bike storage racks, or other amenities that promote an active lifestyle
 - Organize volunteering events
 - Distribute information on nearby parks, trails, and wilderness areas
 - Other activities—check with IREM by contacting sustainability@irem.org
- Health and wellness engagement activities must occur on a regular basis.

To claim the point

1. Describe the tenant engagement, including the schedule for activities and when the most recent activity occurred. The example activity submitted with the application must have occurred in the year in which the application is submitted.
2. Provide a photo series, communication, flier, or other documentation from the most recent engagement activity.

Related IREM CSP items

H.10 Provide an onsite fitness facility or other wellness-inspired amenity for building occupants (3 pts.)

H.11 Demonstrate innovation in healthy operations through new methods, technologies, and pilot programs (3 pts.)

For the H.10 and H.11 points, applicants may not cite the engagement, program, or service cited in H.2.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

H.3 Follow ventilation and filtration best practices (1 pt.)

ANSI/ASHRAE Standard 62.1 - Ventilation for Acceptable Indoor Air Quality specifies minimum ventilation rates and other measures intended to provide indoor air quality that is acceptable to human occupants and that minimizes adverse health effects. Other standards, including building codes, that meet or exceed ASHRAE 62.1 may apply to a building based on its location.

Management teams must inspect ventilation and filtration systems on a regular basis and/or implement fault detection and air quality monitoring to keep systems functioning according to best practices.

To be eligible for the point

1. Ensure ventilation and filtration systems perform to either ASHRAE 62.1 or the standard that applies to the jurisdiction.
2. Implement a system or process for:
 - Regular ventilation system inspections by qualified HVAC professionals who can certify compliance with the applicable standard.
 - Service request system so that tenants can report air quality issues.

To claim the point

1. Submit a contract, invoice, or other documentation from a qualified professional (e.g., HVAC service provider, commissioning agent) who has inspected the system and can certify compliance with the applicable standard.
2. Describe the system or process for regular ventilation system inspections and service request system.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Risk Assessment

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Strategy

Resources

[IREM tools and templates](#)

H.4 Establish at least three additional policies that foster health and wellness among tenants, staff, vendors, the neighborhood, and/or the community (1 pt.)

The building can engage stakeholders by proactively fostering health and wellness and mitigating the impacts of its operations on the surrounding neighborhood and community.

To be eligible for the point

- Establish at least three policies related to health and wellness. Example policies include:
 - Acoustic quality
 - Biodiversity and habitat
 - Community engagement
 - Diversity and inclusion
 - Heat island effect mitigation
 - Health and safety: community
 - Health and safety: tenants/customers
 - Healthy lighting
 - Indoor environmental policy
 - Non-profit partnering
 - Pollution prevention
 - Tenant satisfaction
 - Water quality

To claim for the point

- Submit copies of the three additional health and wellness policies with the application.

Related IREM CSP items

B.3 Implement at least five policies to advance sustainability at the property

H.1 Establish a green construction policy for renovations and tenant improvements (1 pt.)

Policies established for B.3 or H.1 may not be claimed for H.4 eligibility.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 413: Local Communities

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

H.5 Recommend healthy, low-emitting materials for tenant improvements (1 pt.)

Healthy, low-emitting products and materials emit fewer volatile organic compounds (VOCs) and other harmful chemicals. These healthier alternatives can be verified through product standards and labels. Give tenants the information they need to select these alternatives in their tenant improvement projects and office operations.

To be eligible for the points

- Send recommendations for healthy, low-emitting products and materials to design and construction teams at the start of tenant improvement projects and to current tenant representatives.

Recommended specifications

- Zero or low-VOC (50 grams per liter or less) drywall primer/sealer, paint, caulks, adhesives, sealants, and wood finishes
- Formaldehyde-free composite wood products, including plywood, particleboard, and medium density fiberboard (MDF)
- Finish flooring that does not contain phthalate compounds
- Workstations and furnishings that do not emit VOCs or formaldehyde
- Chairs free of PBDE flame retardants

Product standards

- U.S. EPA Safer Choice
- C2C (Cradle to Cradle)
- SCS (Scientific Certification Systems)
- Green Seal
- BIFMA Product Safety and Performance Standards and Guidelines (Business and Institutional Furniture Manufacturer's Association)
- GREENGUARD Label
- CRI Green Label and Green Label Plus (Carpet and Rug Institute)
- International Living Future Institute's Declare Database

To claim the points

- Submit communications to design and construction teams and to current tenant representatives.
- The sample communications sent to current tenant representatives must have been sent to the tenant no longer than one year prior to date of IREM CSP application.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

H.6 Use healthy, low-emitting materials in areas under management control (2 pts.)

Healthy, low-emitting products and materials emit fewer volatile organic compounds (VOCs) and other harmful chemicals. These healthier alternatives can be verified through product standards and labels. Use healthy, low-emitting alternatives in management operations.

To be eligible for the points

- At least 75% of products by quantity necessary for management operations must be verified healthy, low-emitting.
- The following standards apply. This is not an exhaustive list. Please check with IREM if you are unsure.
 - U.S. EPA Safer Choice
 - C2C (Cradle to Cradle)
 - SCS (Scientific Certification Systems)
 - Green Seal
 - BIFMA Product Safety and Performance Standards and Guidelines (Business and Institutional Furniture Manufacturer's Association)
 - GREENGUARD Label
 - CRI Green Label and Green Label Plus (Carpet and Rug Institute)
 - International Living Future Institute's Declare Database

To claim the points

1. Provide a close estimate of the percentage of products by quantity that meet the standards listed above or similar ones approved by IREM.
2. Provide a complete list of the products used in management operations, including brand name, purpose, and, if applicable, standard the product meets.

Related IREM CSP items

B.8 Assess procurement practices and options

The list of products and materials used in management operations developed for B.8 may be used for H.6.

P.1 Use green-certified products in building management operations (1 pt.)

The H.6 points focus on the health and wellness impacts of the products and materials used in management operations while the P.1 point focuses on the environmental impacts of the products and materials. Applicants should sort products according to their attributes. If the product or material has both positive health and environmental attributes, applicants may count the product or material in both H.6 and P.1.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRI 308: Supplier Environmental Assessment

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Assessment

TCFD: Strategy

Resources

[Cradle to Cradle Certified](#)

[EPA Safer Choice](#)

[Green Cleaning Pollution Prevention Calculator](#)

[Green Seal](#)

[Sustainable Purchasing Leadership Council](#)

H.7 Conduct an IEQ survey (2 pts.)

Resource efficiency must be balanced with indoor environmental quality (IEQ), which includes factors such as temperature, lighting, noise, and office layout. Conducting an IEQ survey can help balance energy efficiency and healthy property initiatives by getting occupant opinions and perceptions on IEQ factors.

To be eligible for the points

1. Work with tenant representatives to distribute an IEQ survey through an online survey tool. Survey items related to IEQ may also be included in a general tenant satisfaction survey. The following areas of the indoor environment must be included in the survey:
 - Overall satisfaction
 - Thermal comfort
 - Acoustic comfort
 - Visual comfort
2. Share the results of the survey with those tenant representatives and partner with them to resolve any issues identified in the survey.

To claim the points

1. Describe the survey process, timeline, recipients, response rates, overall results, and any issues identified.
2. Provide an example of a survey sent to occupants.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[IREM tools and templates](#)

[ULI's Greenprint Center – Tenant Engagement](#)

H.8 Employ green cleaning services for areas under management control (2 pts.)

Green cleaning uses healthy, low-emitting cleaning products and employs processes that are less harmful to a property's indoor air quality.

To be eligible for the points

1. Specify green cleaning with cleaning service providers.
2. Use green cleaning products for management operations.
 - o Identify green cleaning products through standards such as the following:
 - Green Seal
 - EPA Safer Choice
 - GSA Sustainable Facilities Tool Green Procurement Compilation
 - USDA BioPreferred
 - UL ECOLOGO®

To claim the points

1. Provide documentation that the service provider is using green cleaning products and practices from the contract or other collateral.
2. Describe management staff's cleaning responsibilities and list all products used, including applicable products standards.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRESB Real Estate Assessment – Management: Stakeholder Engagement

GRI 414: Supplier Social Assessment

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Strategy

Resources

[Cradle to Cradle Certified](#)

[EPA Safer Choice](#)

[Green Cleaning Pollution Prevention Calculator](#)

[Green Seal](#)

H.9 Conduct or obtain regular indoor air quality testing (3 pts.)

Indoor air quality (IAQ) testing determines gas and particulate matter in the property's indoor air. Routine testing and documentation can help to identify problems and document the company's standard procedures for creating a healthy property. Testing services generally provide a report with the air content and whether the gases and particles are in acceptable ranges. Handheld equipment is available for routine testing by management staff. Permanently installed testers are also available.

To be eligible for the points

- Obtain or conduct regular IAQ testing. Adhere to the following guidelines:
 - Testing cited in the application must have occurred in the year in which the IREM CSP application is submitted. Testing must occur annually at a minimum.
 - For each section of the building's interiors served by a separate ventilation system, sampling points must be a minimum of one per 15,000 sq. ft., or for each contiguous area, whichever is larger.
 - Perform IAQ testing within the breathing zone, between three feet and six feet above the finished floor and over a minimum three-hour period.
 - Collect air samples during normal occupied hours with the building ventilation system starting at the daily normal start times and operated at the minimum outside air flow rate for the occupied mode throughout the duration of the testing.
 - Test for at minimum: temperature, relative humidity, air particulate matter, formaldehyde, total VOCs, carbon dioxide, and carbon monoxide.

To claim the points

1. Describe the building's approach to regular indoor air quality testing, including schedule, service providers or internal equipment used, and approach for remediating any issues uncovered.
2. Submit the most recent indoor air quality testing results. All application materials submitted to IREM as part of the IREM CSP application process shall remain confidential and secure.

Standards and frameworks

ANSI/ASHRAE Standard 62.1-2022, Ventilation and Acceptable Indoor Air Quality

ISO 16000 series

GRESB Real Estate Assessment – Performance: Risk Assessment

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Strategy

Resources

[International Association of Certified Indoor Air Consultants](#)

H.10 Provide an onsite fitness facility or other wellness-inspired amenity for building occupants (3 pts.)

Wellness amenities support occupant health and wellbeing and may help with leasing goals.

To be eligible for the points

- The property must have at least one of the following amenities:
 - Access to clean, filtered water, such as filtered drinking fountains
 - Annual flu shot clinic
 - Bicycle room, racks, or lockers
 - Bicycle share station or complimentary rentals
 - Garden
 - Green space, such as a green roof or landscaped sitting area
 - Healthy food provided on a regular schedule (e.g., a quarterly lunch with healthy food options)
 - Onsite fitness facility
 - Onsite yoga or other fitness classes
 - Walking path
 - Other amenities may be eligible—check with IREM at sustainability@irem.org.

To claim the points

1. Describe the amenity in a memo.
2. Provide a photo of the amenity or an invoice, contract, or other documentation for installation or service.

Related IREM CSP items

H.2 Engage tenants in health and wellness (1 pt.)

H.11 Demonstrate innovation in healthy operations through new methods, technologies, and pilot programs (3 pts.)

For the H.10 points, applicants may not cite the program, service, technology, or amenity cited in either H.2 or H.11.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[ULI Building Healthy Places Initiative](#)

[ULI's Greenprint Center – Tenant Engagement](#)

H.11 Demonstrate innovation in healthy operations through new methods, technologies, and pilot programs (3 pts.)

This point item encourages landlords of office buildings to be innovative in promoting health and wellness in the indoor environment. Developments in proptech have allowed buildings to advance their air quality testing programs. More robust tenant engagement programs are possible through innovative amenities, transparency around issues like indoor air quality, and partnerships with service providers, municipalities, and non-profit organizations.

To be eligible for the points

- Deploy at least one of the following strategies to advance the property's health and wellness goals:
 - Building technology solutions related to health and wellness
 - Collaboration between landlord and tenant(s)
 - Dedicated lactation stations
 - On-site health and wellness clinics and services
 - Partnerships with health care companies, non-profits, and other organizations providing health and wellness services or solutions
 - Permanent onsite air quality monitoring systems
 - Sleep/napping pods
 - Tenant apps and dashboards with real-time IAQ data
 - Tenant engagement programs beyond standard
 - Technology pilots

To claim the points

- Submit a description of a program that advances the property's health and wellness goals and aligns with those listed above.
 - Identify any partners, tenants, service providers, and other organizations the applicant company engaged for the program.
 - Provide a detailed implementation timeline.
 - Provide a narrative on the health and wellness impacts, including adoption or participation rates among tenants, air quality improvements, tenant feedback, and/or other factors.

Related IREM CSP items

H.2 Engage tenants in health and wellness (1 pt.)

H.10 Provide an onsite fitness facility or other wellness-inspired amenity for building occupants (3 pts.)

For the H.11 points, in most cases, applicants may not cite the program, service, technology, or amenity cited in H.2 or H.10. The exceptions are permanent onsite air quality monitoring systems and tenant apps and dashboards with real-time IAQ data—each may be cited for both H.10 and H.11.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRI 416: Customer Health and Safety

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Social Dimension: Customer Relations

TCFD: Strategy

Resources

[Fitwel® certification](#)

[IREM technology resources](#)

[ULI Building Healthy Places Initiative](#)

[WELL Building Standard®](#)

Recycling points

R.1 Install recycling signage throughout the property (1 pt.)

Tenants and visitors need to know how the property's recycling program works in order to comply. Signage on or by containers can remind tenants to recycle and provide quick information on what items go where.

To be eligible for the point

- Install recycling signage throughout the building on or near waste and recycling bins. Signage must show accepted materials and any other information necessary for the tenant or visitor to comply with the recycling program. Obtain signage from:
 - Waste hauler or recycling service provider
 - Office supplies company
 - Organizations like Recycling Across America
 - Sign company or marketing team for customized, branded labels

To claim the point

- Submit proof of the installation, such as a contract or work order, invoice for installation, or a photo series showing at least three separate signage locations.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[How2Recycle](#)

[Recycling Across America](#)

R.2 Provide information on recycling to tenants (1 pt.)

Sending the property's tenants recycling best practices can help improve their diversion rates and discover issues with their service.

To be eligible for the point

- Send information on recycling to the property's tenants.
 - Send an email to tenants or post to a tenant app, include the information in a tenant portal or handbook, or host a workshop or other event to send the information.

To earn the point

- Submit a copy of the communication to tenants or information on the tenant event.
- The example provided must have been sent to tenants or occurred in the year in which the application is submitted.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Tenants and Community

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[IREM tools and templates](#)

R.3 Establish a construction waste management plan for renovations and tenant improvements (1 pt.)

Construction projects, including tenant build-outs, produce significant amounts of waste in different material types.

To be eligible for the point

- Establish best practices for managing and recycling construction waste.
 - Provide these best practices to tenants, staff, and contractors, as applicable for the property.
 - Consider requiring compliance with the plan in contracts.

To claim the point

- Submit a copy of the construction waste management plan.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[CALGreen Construction Waste Management Plan template](#)

[IREM tools and templates](#)

R.4 Establish a policy for recycling e-waste, batteries, light bulbs, and bulk items (1 pt.)

Waste that cannot be recycled through standard services can be full of pollutants, including harmful metals and chemicals. These items include e-waste, batteries, light bulbs, and appliances.

To be eligible for the point

- The property must recycle all the materials – e-waste, batteries, light bulbs, and appliances.
- The hauler for e-waste must provide documentation showing certification under one of these standards:
 - Responsible Recycling Practices (R2)
 - e-Stewards
- Haulers and recyclers must provide receipts or documents certifying that all items were recycled in a safe, responsible manner.

To claim the point

- Submit an e-waste, batteries, light bulbs, and appliances recycling policy, a service provider contract, invoice, or receipt with the application, or a photo of receptacles.
- If necessary to show recycling of all materials, submit separate documentation for each type of material recycled – e-waste, batteries, light bulbs, and appliance.

Related IREM CSP items

R.12 Establish additional recycling services (3 pts.)

You may not claim the R.12 points for e-waste, batteries, light bulbs, and appliances covered under R.4.

Standards and frameworks

Standards and frameworks

GRESB Real Estate Assessment—Management: Policies

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[e-Stewards](#)

[IREM tools and templates](#)

[R2](#)

R.5 Set diversion rate goals for the property (1 pt.)

The success of a recycling program is measured by the property's diversion rate—the percentage of total waste produced at the property diverted from the landfill through recycling. Setting short and long-term goals will help management improve the program through audits, signage and other communication, and service improvements.

To be eligible for the point

- Set one-year, three-year, and five-year diversion rate goals at minimum.
- Portfolio targets do **not** qualify the property for this point. Diversion rate goals should consider the property's current diversion rate, recycling programs, operations, and tenancy.

To claim the point

- Submit a memo or other documentation showing the property's diversion rate goals – one-year, three-year, and five-year goals at minimum.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Targets

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Metrics and Targets

Resources

[City of Lincoln Diversion Rate Calculator](#)

[IREM tools and templates](#)

R.6 Achieve a minimum diversion rate of 20% for the property (1 pt.)

Properties should expect to improve their diversion rate as adjustments are made to the recycling program.

To be eligible for the point

- Achieve a 20%+ diversion rate.
- Waste haulers, recycling service providers, and waste stream audit services may provide diversion rate data.
- Property teams can also estimate a diversion rate by tracking volume of containers filled. See the resources section below for calculators and tools.
 - Volume tracking by property staff to determine the diversion rate must have occurred over the course of at least six hauler/service provider pickups and in the year in which the IREM CSP application is submitted.

To claim the point

- Submit documentation showing the diversion rate. This can be documentation from the hauler or recycling service provider, a container volume tracking sheet with a diversion rate calculation, or a diversion rate calculator.

Related IREM CSP items

R.10 Achieve a minimum diversion rate of 25% for the property (2 pts.)

R.11 Achieve a minimum diversion rate of 30% for the property (3 pts.)

If the property's diversion rate meets the R.10 and R.11 thresholds, you may claim those points as well as the R.6 points for up to six points total.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Metrics and Targets

Resources

[City of Lincoln Diversion Rate Calculator](#)

[IREM tools and templates](#)

R.7 Hold regular recycling and/or donation drives for building occupants (2 pts.)

Recycling and donation drives can enhance the property's sustainability program and engage building tenants.

To be eligible for the points

- Host recycling and/or donation drives accessible to building occupants at least annually.
- The drive cited in the application must have occurred in the year in which the application is submitted.
- Potential items for donation include:
 - Baby supplies
 - Blankets
 - Books
 - Coats
 - Clothes
 - Eyeglasses
 - Food
 - Hearing aids
 - Household items
 - Office/school supplies
 - Toiletries
 - Toys
 - Other items may apply – check with IREM by contacting sustainability@irem.org

To be eligible for the points

1. Describe the recycling or donation drives hosted by the building, including date of most recent drive, types of items donated, feedback from tenants, and schedule for regular drives.
2. Provide a flier, invoice, photo series, tenant communication, or other documentation showing an example of a recycling or donation drive at the building.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[Feeding America](#)

[Kids in Need Foundation](#)

[One Warm Coat](#)

[Toys for Tots](#)

R.8 Establish recycling services (2 pts.)

Recycling is a core waste management program to achieve sustainable operations. Most markets have recycling services through either the local government or service providers.

To be eligible for the points

- The property must have standard recycling services (plastic, glass, paper) available in common areas and tenant spaces.

To claim the points

- Submit a contract, invoice, diversion rate report, or other documentation showing that the building has recycling services.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[U.S. EPA – Reduce, Reuse, Recycle](#)

R.9 Determine the property's diversion rate (2 pts.)

Determining the diversion rate, or the percentage of total waste output diverted from the landfill through recycling and other waste management programs, will establish a baseline for future comparison as improvements to the recycling program are made.

To be eligible for the points

- Obtain or determine the diversion rate.
- Waste haulers, recycling service providers, and waste stream audit services may provide diversion rate data.
- Property teams can also estimate a diversion rate by tracking volume of containers filled. See the resources section below for calculators and tools.
 - Volume tracking by property staff to determine the diversion rate must have occurred over the course of at least six hauler/service provider pickups and in the year in which the application is submitted.

To claim the points

- Submit documentation of the diversion rate from the waste hauler or recycling service provider or through tracking volume of containers filled.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Metrics and Targets

Resources

[City of Lincoln Diversion Rate Calculator](#)

[IREM tools and templates](#)

R.10 Achieve a minimum diversion rate of 25% for the property (2 pts.)

Properties should expect to improve their diversion rate as adjustments are made to the recycling program.

To be eligible for the point

- Achieve a 25%+ diversion rate.
- Waste haulers, recycling service providers, and waste stream audit services may provide diversion rate data.
- Property teams can also estimate a diversion rate by tracking volume of containers filled. See the resources section below for calculators and tools.
 - Volume tracking by property staff to determine the diversion rate must have occurred over the course of at least six hauler/service provider pickups and in the year in which the application is submitted.

To claim the point

- Submit documentation showing the diversion rate. This can be documentation from the hauler or recycling service provider, a container volume tracking sheet with a diversion rate calculation, or a diversion rate calculator.

Related IREM CSP items

R.6 Achieve a minimum diversion rate of 20% for the property (1 pt.)

R.11 Achieve a minimum diversion rate of 30% for the property (3 pts.)

Since the property's diversion meets the R.6 threshold as well, you may claim those points in addition to the R.10 points. If the property's diversion rate meets the R.11 threshold, you may claim those points for up to six points total.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Metrics and Targets

Resources

[City of Lincoln Diversion Rate Calculator](#)

[IREM tools and templates](#)

R.11 Achieve a minimum diversion rate of 30% for the property (3 pts.)

Properties should expect to improve their diversion rate as adjustments are made to the recycling program.

To be eligible for the point

- Achieve a 30%+ diversion rate.
- Waste haulers, recycling service providers, and waste stream audit services may provide diversion rate data.
- Property teams can also estimate a diversion rate by tracking volume of containers filled. See the resources section below for calculators and tools.
 - Volume tracking by property staff to determine the diversion rate must have occurred over the course of at least six hauler/service provider pickups and in the year in which the application is submitted.

To claim the point

- Submit documentation showing the diversion rate. This can be documentation from the hauler or recycling service provider, a container volume tracking sheet with a diversion rate calculation, or a diversion rate calculator.

Related IREM CSP items

R.6 Achieve a minimum diversion rate of 20% for the property (1 pt.)

R.10 Achieve a minimum diversion rate of 25% for the property (2 pts.)

Since the property meets the R.11 threshold, you may claim the R.6 and R.10 points as well for six points total.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Metrics and Targets

Resources

[City of Lincoln Diversion Rate Calculator](#)

[IREM tools and templates](#)

R.12 Establish additional recycling services (3 pts.)

Other recycling services can help with overall waste reduction and increase the diversion rate.

To be eligible for these points

- The following programs are eligible:
 - Coffee ground or capsule composting
 - Food waste composting
 - Carpet or tile recycling, and other vendor takeback programs
 - Clothing hanger recycling
 - Grease recycling
 - Landscaping waste composting
 - Other programs may be eligible. Check with IREM at sustainability@irem.org if you have questions.

To claim these option points

1. Describe the additional waste management program or recycling service.
2. Submit a service provider or supplier contract, invoice, receipt, or a photo of a receptable or materials.

Related IREM CSP items

R.4 Establish a policy for recycling e-waste, batteries, light bulbs, and bulk items (1 pt.)

You may not claim these points for recycling covered by another IREM CSP point item. For example, e-waste, batteries, light bulbs, and appliances are covered under R.4, so you may not claim the R.12 points for recycling those items.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[US Composting Council](#)

Purchasing points

P.1 Use green-certified products in building management operations (1 pt.)

Sustainable purchasing typically includes procurement based on an assessment of a product or material's life cycle environmental impacts, from sourcing and manufacturing to use and disposal.

To be eligible for the point

- At least 75% of products by quantity necessary for management operations must be verified sustainable or green-certified.
- The following standards apply. This is not an exhaustive list. Email sustainability@irem.org with any questions.
 - ENERGY STAR certified products and equipment
 - Green Seal for cleaning products and supplies, industrial cleaners, paints and coatings
 - EPA Safer Choice for cleaning products, industrial cleaners, HVAC products, and lubricants
 - GSA Sustainable Facilities Tool Green Procurement Compilation for products that meet federal standards for sustainability
 - USDA BioPreferred cleaning products and lubricants
 - UL ECOLOGO® for cleaning supplies and electronics

To claim the point

1. Provide a close estimate of the percentage of products by quantity that are green-certified or meet sustainability standards.
2. Submit a complete list of the products used in management operations, including brand name, purpose, and, if applicable, standard the product meets.

Related IREM CSP items

B.8 Assess procurement practices and options

The list of products and materials used in management operations developed for B.8 may be used for P.1.

H.6 Use healthy, low-emitting materials in areas under management control (2 pts.)

The H.6 points focus on the health and wellness impacts of the products and materials used in management operations while the P.1 point focuses on the environmental impacts of the products and materials. Applicants should sort products according to their attributes. If the product or material has both positive health and environmental attributes, applicants may count the product or material in both H.6 and P.1.

Standards and frameworks

GRESB Real Estate Assessment – Management: Stakeholder Engagement

GRI 308: Supplier Environmental Assessment

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Assessment

TCFD: Strategy

Resources

[IREM tools and templates](#)

[Sustainable Purchasing Leadership Council](#)

P.2 Implement paperless management operations (1 pt.)

Many real estate companies have leveraged software as a service (SaaS), apps, and other technology to transition to paperless management operations, a strategy that can have positive sustainability impacts and contribute to efficient business operations.

To be eligible for the point

- Achieve substantially paperless management operations. Paper is permitted when legally required and for individual work habits.
- The property must have paperless operations for the following functions at minimum:
 - Financial operations
 - Human resources
 - Maintenance management
 - Marketing and leasing
 - Security
 - Tenant communications and engagement
 - Vendor management and contracting
 - Visitor relations

To claim the point

1. Provide a list of the tools and platforms used in management operations that contribute to paperless functions.
2. Explain any exceptions paperless operations.

Standards and frameworks

GRESB Real Estate Assessment – Management: Policies

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

P.3 Use reusable or compostable kitchen products (cups, forks, etc.) for management operations (1 pt.)

Reducing waste by eliminating single-use cups, dinnerware, and similar items can contribute to the building's sustainability goals.

To be eligible for the point

- Use reusable or compostable cups, forks, spoons, knives, plates, and similar items.
- Include operations related to:
 - Onsite management office
 - Management staff kitchen
 - Tenant amenities
 - Tenant events

To claim the point

1. Provide a list of kitchen products used in management operations. Indicate whether each item listed is reusable or compostable.
2. Explain any exceptions to the use of reusable or compostable kitchen products in management operations.

Standards and frameworks

GRESB Real Estate Assessment – Performance: Waste

GRI 306: Waste

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Waste and Pollutants

TCFD: Strategy

Resources

[U.S. EPA – Reduce, Reuse, Recycle](#)

P.4 Assess vendor and supplier compliance with sustainability requirements (2 pts.)

Regular assessments help ensure vendors and suppliers are compliant with the sustainability requirements specified in contracts, statements of work, and design standards, and in their own public sustainability commitments. Some vendors may need additional guidance around the property's requirements. This assessment gives them that opportunity and could lead to better collaboration on sustainability goals.

To be eligible for the points

- Send an assessment to the vendors and suppliers the property uses on a regular basis.
- Assess the following areas:

Vendors and suppliers

1. Does your company have a formal environmental, sustainability, or ESG policy?
2. If yes, what areas does the policy cover?
 - Carbon emissions
 - Energy efficiency
 - Green building/office
 - Materials
 - Purchasing
 - Renewable energy
 - Transportation/fleet
 - Waste and recycling
 - Water efficiency
 - Other (please specify)

Vendors

1. Does the vendor use certified green and/or low-emitting products and materials? List the products and materials.
2. Does the vendor use any conventional products and materials? List the products and materials.
3. What procedures does the vendor follow to avoid or mitigate negative impacts to indoor air quality?
4. How does the vendor prepare vendor employees working at the building for compliance specifications from the [e.g., contract, statement of work] pertaining to sustainability?

Suppliers

1. What does the supplier do to reduce packaging materials?
2. Is the supplier able to quantify the reduction in packaging waste since implementation of its waste reduction program? If yes, provide the most recent metrics.
3. Does the supplier use any logistics and warehousing practices that reduce waste?

To claim the points

1. Submit a list of the vendors and suppliers the property uses on a regular basis.
2. Submit the most recent copies of assessments completed by vendors and suppliers. The copies must have been sent in the year in which the application is submitted.

Related IREM CSP items

P.5 Include sustainability clauses in vendor contracts (3 pts.)

P.4 assesses compliance with the sustainability requirements in vendor contracts established in P.5.

Standards and frameworks

GRESB Real Estate Assessment – Management: Stakeholder Engagement

GRI 414: Supplier Social Assessment

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Management

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Environmental Policy and Management

TCFD: Governance

Resources

[EDF Supply Chain Solution](#)

[Product Stewardship Institute](#)

[Responsible Purchasing Network – Vendor Sustainability Questionnaire](#)

P.5 Include sustainability clauses in vendor contracts (3 pts.)

Service providers that work at the property must be aware of the sustainability program and commit to policies and procedures on sustainable operations. To achieve this goal, include sustainability clauses in vendor contracts.

To be eligible for the points

- Include clauses like the samples below in your vendor contracts.

Sample sustainability clauses

Sample #1

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, wherever possible, Contractor will perform the Work by using durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste, post-industrial and/or recyclable content, without significantly affecting the intended use of the goods or services. It is recognized that a cost analysis may be required in order to ensure that such products are made available at competitive prices.

Sample #2

The Contractor is expected to provide the environmentally preferable type of product unless that type of product is not available competitively within a reasonable time, at a reasonable price, is not life cycle cost efficient in the case of energy consuming products, or does not meet reasonable performance standards.

Sample #3

In the performance of work under this contract, the Contractor shall exert its best efforts to provide its services in a manner that will promote the natural environment and protect the health and well-being of building occupants and contract service providers using the facility. Contractor shall provide a plan to meet this objective before project work begins.

To claim the points

- Include a copy or excerpt of the contract with the application.

Related IREM CSP items

P.4 Assess vendor and supplier compliance with sustainability requirements (2 pts.)

P.5 establishes sustainability requirements in vendor contracts while P.4 assesses compliance with those requirements.

Standards and frameworks

GRESB Real Estate Assessment – Management: Stakeholder Engagement

GRI 308: Supplier Environmental Assessment

S&P Global Corporate Sustainability Assessment—Economic Dimension: Supply Chain Assessment

TCFD: Governance

Resources

[IREM tools and templates](#)

P.6 Use green power or purchase renewable energy credits (3 pts.)

Green power "sources" energy from renewables such as wind and solar farms while renewable energy credits (RECs) can compensate for the property's greenhouse gas emissions.

To be eligible for the points

- Adhere to these guidelines for the purchase.
 - Offset at least 50% of management-controlled energy usage through the purchase of green power or RECs, or a combination of these items. To calculate the energy use on which to base the purchase, average the previous three complete years of energy use.
 - There must be at least a 3-year commitment to purchase the product.
 - Products must be [Green-e certified](#), a standard that verifies the sourcing and performance of the renewable energy installations associated with the product.

To claim the points

1. Indicate the energy use on which you're basing the purchase.
2. Submit evidence of green power or RECs purchase and Green-e certification.
3. [Share the property](#) with IREM's account in ENERGY STAR Portfolio Manager. See the [video on this page](#) and the [CSP FAQs](#) for additional instructions. When adding IREM as a contact, search for IREMCSP (no spaces) in the username field in the Portfolio Manager search.

Related IREM CSP items

E.9 Use renewable energy (3 pts.)

Renewable energy produced onsite or contracted through community solar may be counted for P.6.

Standards and frameworks

GRESB Real Estate Assessment – Performance: GHG

GRI 305: Emissions

S&P Global Corporate Sustainability Assessment—Environmental Dimension: Climate Strategy

TCFD: Strategy

Resources

[Green-e certified](#)

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About IREM

For over 90 years, our members have made us the world's strongest voice for all things real estate management. Almost 20,000 leaders in commercial and residential management call this home for education, support and networking. Our CPM®, ARM®, ACoM®, and AMO® certifications are internationally recognized symbols of ethical leadership and a well-managed property. And our tools deliver decades of on-the-job know-how to help members get even better at what they do. Put simply – IREM and its members are here to elevate the profession. If you know real estate management, come get to know us. irem.org

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