**P8.0 Owner or landlord shares Custodial & Waste Management practices Template**

**Baseline Practice**: P8.0 – Owner or Landlord Shares Custodial & Waste   
Management Practices

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| --- |
| ***Instructions:***  *All grey italic text with borders are instructions to help you prepare the required Baseline Practice for your building.*   1. *Replace all* [blue text in brackets] *in the document with building specific information.* 2. *Where required, complete the necessary tasks, or engage a third-party consultant to complete the tasks so that you are able to fill the relevant sections of the template with building specific information.* 3. *Delete all grey italic text when you have filled all relevant sections with building specific information.* 4. *Complete the Checklist below to confirm your Custodial & Waste Management Plan meets the Baseline Practice requirements.* 5. *The intent of this Baseline Practice is to Develop a Custodial & Waste Management Plan that will act as foundation for waste reduction. or additional guidance, refer to the* [*BOMA BEST 4.0 Field Guide*](https://bomabestfieldguide.org/field-guide-for-sustainable-buildings/p8-0-landlord-shares-custodial-and-waste-management-practices/)*.* |
|  |
| ***Checklist:***  *Check Baseline Practice applicability:*   * *Project must fall under the asset class ESC, Universal, LI, OAR, and MURB.*   *Provide a building specific Custodial and Waste Plan that covers:*   * *The building management team’s efforts to manage custodial and waste* * *Custodial and waste assessments as well as tips for managing waste, in day-to-day operations and during renovations*   *Develop a Custodial & Waste Communication Plan that covers the following:*   * *The building management team’s efforts to for green cleaning and waste reduction.* * *Tips for appropriate cleaning measures, the types of environmentally friendly products and equipment available, and methods in which waste can be reduced in day to day operations* * *Copies of the Custodial and Waste Assessments.*   *Provide copies of communication dated within 12 months of final submission that shows the contents of the Custodial & waste Communication Plan was shared with:*   1. *at least half of the number of tenant organizations occupying the building*   *OR*   1. *to a group that leases at least half of the total building area dated within 12 months of final submission.* |

**Custodial & Waste Communication Plan**

[Insert Building Name and / or Address]

[Insert Name of Organization]

[Insert Building Description – number of floors, tenants, parking spaces (underground or surface) and other distinguishing features]

[Insert date Plan was created / most recent date it was reviewed]

# Introduction and Purpose

Increasing building tenant and occupant awareness and engagement in environmental and sustainable practices can have a significant positive or negative impact on the performance of the building.

Improving the environmental performance of the building can lead to many positive outcomes for building management, staff and tenants, including but not limited to lower operational costs, lower utility bills, improved indoor air quality, improved management-tenant relationships, etc.

# Responsibilities

[Insert Name], Property Manager ([Insert Name of Organization]) of [Insert Building Name], is responsible for the following:

* Distribute communication materials to educate occupants about custodial efforts and waste reduction.
* Share relevant resources to encourage implementation of custodial efforts and waste reduction.
* Conduct [insert frequency, suggest bi-annual] tenant management team meetings to advance awareness and occupant engagement around custodial efforts and waste management.
* Connect with each tenant representative [insert frequency, suggest at least twice a year] to communicate the building’s custodial efforts and waste reduction goals and potential opportunity to initiate landlord offerings.

*Delete bullets not applicable to your building. Add bullets for any additional relevant responsibilities assigned to the property manager.*

# Communication Range

[Insert as description of who the contents will be shared with].

*The* *Custodial & Waste Management Communication Plan is required to be shared with either:*

1. *at least half of the number of tenant organizations occupying the building;*

*OR*

1. *a group that leases at least half of the total building area dated within 12 months of final submission.*

*In this section, describe who will be shared the contents of this document to meet the question requirements. Include the following in the description:*

* *whether the project will be complying using option a) or b) (see above)*
* *the names of the tenants/ groups*
* *how the shared tenants/groups meet the requirements (ie. if the name of only one group is provided, describe how this group makes up half or the total building area)*

# Strategy

## Targets and Goals

**Baseline Practice P4.0: Waste Audit/Waste Reduction and Diversion Policy** outlines potential the waste reduction measures for [Insert Building Name].

Occupants play an important role in helping to achieve those goals. Occupants are encouraged to consider whether it is feasible to implement any of the following initiatives at the building:

* If tenant space is responsible for waste collection metered, regularly send [Insert Name of Landlord Organization] your monthly waste diversion rates;
* Minimize the creation of waste by utilizing reusable items.

*Delete bullets not applicable to your building. Add bullets for any additional relevant responsibilities assigned to the property manager.*

## Initiatives Offered

[Insert Name of Organization] will endeavor to support our occupants’ objectives around water conservation within their premises by providing access to the following:

* General communication tools: posters, “3Rs stickers”, etc.
* Delivery of sample green cleaning programs.
* Conducting green cleaning and waste reduction seminars for tenants / occupants.
* Providing walk through waste audit or assessment services of tenant spaces.

*Delete bullets not applicable to your building. Add bullets for any additional relevant responsibilities assigned to the property manager.*

## Documentation

Custodial efforts and waste reduction strategies are presented, discussed, and communicated in the following ways:

* Agendas and notes from tenant-management team meetings.
* Marketing materials used to promote green cleaning and/or waste reduction measures.
* Reports of waste assessments or audits done in tenant spaces.

Refer to the **Appendix A** for communication materials distributed to occupants.

# Time Period

This plan was implemented on [Insert Date] and will be reviewed and updated at least once a year. The following table outlines all energy and carbon communication activities, events, and strategies implemented to date and are planned for implementation.

|  |  |  |
| --- | --- | --- |
| Activity/ Event/ Strategy | Description | Implementation Date |
| Ex. Tenant Management Meeting | Discuss green cleaning strategies and waste reduction measures considered at the property | February 2024 |
| Ex. One-on-one meetings | Individual occupant representatives to review opportunities to implement tenant-specific measures | April 2025 |

*Include signature of the team member responsible for implementing Custodial & Waste Communication Plan below. Examples include the Property Manager, Building Owner, or Building Operator.*

*Describe the timeline for implementation of all activities, events, and strategies put in place at the building over the past year, and what is planned for the upcoming year.*

Signature of [Property Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01-Jan-2025

Appendix A – Examples of Tenant Communication Materials

*Attach proof of communication with representative group of building tenants, covering the contents of the Custodial & Waste Communication Plan dated within the past 12 months. Examples may include posters, newsletters, emails, or meeting notes.*