

**W7.0 Owner or landlord shares Water Management practices Template**

**Baseline Practice**: W7.0 – Owner or Landlord Shares Water 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 Energy Management Plan meets the Baseline Practice requirements.*
5. *The intent of this Baseline Practice is to Develop an Energy Management Plan that will act as foundation for an energy and carbon reduction. For additional guidance, refer to the* [*BOMA BEST 4.0 Field Guide*](https://bomabestfieldguide.kinsta.cloud/field-guide-for-sustainable-buildings/w7-0-owner-or-landlord-shares-water-management-practices/)*.*
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| ***Checklist:***[ ]  *Check Baseline Practice applicability:** *Project must fall under the asset class Light Industrial or OAR.*

[ ]  *Provide a Water Assessment completed within 5 years of final submission.**(See* [*W1.0.b – Water Assessment*](https://bomabestfieldguide.kinsta.cloud/field-guide-for-sustainable-buildings/w1-0b-water-assessment/?seq_no=2) *for more details)*[ ]  *Develop a Water Communication Plan that covers the following:** *The building management team’s efforts to assess water efficiency and hazards.*
* *Contents of most recent Water Assessment.*
* *Tips for operation and maintenance optimization and managing water hazards.*
* *Fixture efficiency.*
* *The value of sub-metering*

[ ]  *Provide copies of communication dated within 12 months of final submission that shows the contents of the Water 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.*
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**Water Communication Plan**

*Helpful Tip!*

*If this is a recertification project, project teams can use the Water-Use Communications Plan completed for BOMA BEST 3.0 Best Practice 5 as the base for the new water communication plan.*

***Note that there are additional requirements that are new to BOMA BEST 4.0*** *that will need to be included in the 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

Occupants (e.g., tenants) have a big role to play if the environmental objectives for a building are going to be met. Providing tenants with specific water performance criteria will improve transparency around key water-use issues pertinent to the building and foster greater cooperation between tenants and building staff regarding achieving building-specific water efficiency goals.

# 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 water efficiency.
* Share relevant resources to encourage implementation of water conservation initiatives.
* Conduct [insert frequency, suggest bi-annual] tenant management team meetings to advance awareness and occupant engagement around water conservation.
* Connect with each tenant representative [insert frequency, suggest at least twice a year] to communicate the building’s water efficiency 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* *Water 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 10b: Water Assessment** outlines potential the water conservation 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 separately metered, regularly send [Insert Name of Landlord Organization] your monthly energy usage data;
* Minimize the use of water by turning off taps and other water-using equipment when not in use;
* For any future replacement / retrofit, install water-efficient equipment;
* When vacating the premises upon lease expiry, consider agreeing to leave pre-installed water-efficient equipment.

*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, “shut-it-off stickers”, etc.
* Delivery of “water conservation tips” brochures to occupants.
* Conducting water conservation seminars for tenants / occupants.
* Providing walk through water 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

Water-use, conservation and efficiency opportunities are presented, discussed, and communicated in the following ways:

* Agendas and notes from tenant-management team meetings.
* Marketing materials used to promote water conservation measures.
* Reports of water use 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.

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

*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.*

*For meetings with tenant groups or individual representatives, connecting at least twice a year is suggested. The first meeting can focus on the different water conservation measures (WCMs) that can be considered and then agreeing on those that can be implemented in the coming year. The second meeting, 6 months later, can focus on the success / failure of the WCM implementation, review lessons learned and any adjustments that may be need to the approach to ensure success.*

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

Signature of [Property Manager] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: 01-Jan-2024

Appendix A – Examples of Tenant Communication Materials

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