

PROJECT CLEAN AIR

Certification Scheme for Clean Air Charter

Final Report

For

Baker Tilly Hong Kong



Prepared by



June 2008

1. INTRODUCTION

The office of Baker Tilly Hong Kong (BTHK) is located at 12/F, China Merchants Tower, Shun Tak Centre, 168 – 200 Connaught Road, Central. With a floor area of approximately 18,000ft², there are around 180 employees working in this office. The company has occupied this premise on a lease basis for around 9 years and was expanded in 2006. The main activities for the company include audit, taxation, insolvency and corporate finance.

From initial pre-audit telephone conversations with representative of Baker Tilly Hong Kong, it was determined that the company fits into Group A. ie the company has little knowledge/expertise on energy/emissions reduction, and requiring support in the form of advice and consultancy to better understand their charter commitment and compliance with the Clean Air Charter and to become eligible for certification.

BTHK has elected to voluntarily participate in the certification scheme as part of a pilot program under phase II of the Project Clean Air organised by the Hong Kong General Chamber of Commerce, the Business Environment Council and the Business Coalition on the Environment.

This report outlines the achievements of Baker Tilly Hong Kong's achievement on fulfilling the Clean Air Charter commitments.


2. OBSERVATIONS AND COMPLIANCE

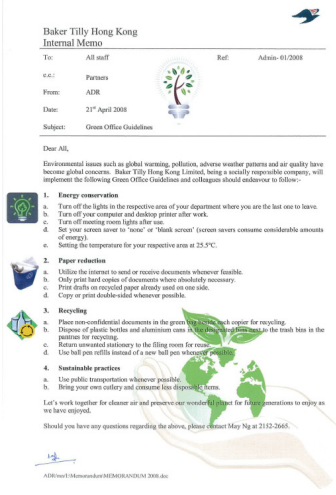
Based on the site meeting and the subsequent information provided, company programmes and practices on reducing air emission were reviewed. In general, a systematic structure on addressing the Clean Air Charter has been implemented with the followings:

- A company environmental policy was established with an objective to seek continues improvement on efficiency use of energy and natural resources.
- BTHK has nominated an environmental representative to oversee the implementation of the environmental initiatives and feedback to the top management.
- The environmental representative has proposed a number of programmes to be implemented in 2008 and approved by the top management. The progress of the programmes are closely monitored and reported to the top management.

Regarding the six commitments of the Clean Air Charter, the table below summarizing The Baker Tilly Hong Kong's achievements:

Commitment	Action done
Operate to a recognized world class standard, or the standards established by the Hong Kong / Guangdong governments on emissions of air pollutants, even if it is not a requirement to do so here. (Relevant to industrial operations, power plants and business with direct emissions)	In view of the main activities of BTHK, no major direct emission will be generated. Most of the air emission will be indirect (energy consumption), hence this commitment has limited applicability.
Use continuous emissions monitors (CEMs) at significant sources, e.g. large and medium plants. (Relevant to large / medium industrial operations and power plants)	This commitment is for industrial or power plants, hence not applicable for BTHK.

Commitment	Action done						
<p>Publish information on energy and fuel use, as well as total emissions of air pollutants annually and timely, if emissions are significant.</p>	<p>Electricity consumption is closely monitored. With mitigation measures on energy consumption reduction introduced, BTHK conducted an energy comparison with previous years and the result was slightly reduced by 2%:</p> <table border="1" data-bbox="671 510 1393 645"> <thead> <tr> <th></th> <th>2006</th> <th>2007</th> </tr> </thead> <tbody> <tr> <td>Energy Consumption</td> <td>126.5 kWh/m²</td> <td>123.9 kWh/m²</td> </tr> </tbody> </table> <p>General basic provisions such as air-conditioning units and ceiling lighting panels are provided by the landlord. Nevertheless, Baker Tilly Hong Kong (BTHK) would be responsible to pay for the electricity consumed for these landlord's provisions. In addition, power consumption for the computers and other office appliances will be paid by the company as well.</p> <p>In addition, a benchmarking exercise has been conducted. According to EMSD's online "First Level Benchmarking & Private Target Setting" under the subgroup for "Private office" using centralised air-conditioning provided by the landlord, the annual energy consumption of the BTHK's office is around 50% of other premises in its category with an annual energy consumption per area of 439.1 MJ/m²/annum in 2006 and 418.4 MJ/m²/annum in 2007.</p> <p>The achievement of energy reduction is uploaded to the BTHK website.</p>		2006	2007	Energy Consumption	126.5 kWh/m ²	123.9 kWh/m ²
	2006	2007					
Energy Consumption	126.5 kWh/m ²	123.9 kWh/m ²					
<p>Undertake to adopt energy-efficient measures in their operations.</p>	<p>As observed on site, energy efficient lightings and appliances are installed such as lighting panels with three numbers of 18W energy efficient T8 fluorescent tubes and LCD monitors.</p> 						

Commitment	Action done
	<p>Energy Star Labels have been considered in purchasing office equipment such as multi-purpose copiers.</p> <p>A “Green Office Guidance” has been established since April 2008 which include practices on varies areas such as:</p> <ul style="list-style-type: none"> ❑ Reducing unnecessary electricity consumption on computer and lighting; ❑ Setting the indoor temperature at 25.5°C; ❑ Reducing paper consumption by utilizing the internet and double sided printing  <p>The screenshot shows an internal memo from Baker Tilly Hong Kong dated 21st April 2008. The subject is 'Green Office Guidelines'. It lists several guidelines for energy conservation, paper reduction, recycling, and sustainable practices. The memo is addressed to all staff and includes a list of actions such as turning off lights, setting temperatures, and using recycled paper.</p>
<p>Identify and encourage business-relevant measures to be taken on days when air pollution is high.</p>	<p>Staffs are encouraged to use public transport where possible.</p>
<p>Share air quality expertise in business with others.</p>	<p>BTHK has informed their printing contractor that they have participated in the Clean Air Charter and asked their contractor to maintain an environmental friendly practice in production of the printing matters by using recycled paper and VOC free paint.</p> <p>BTHK has created a Corporate Social Responsibility section in their website with information of the company environmental policy and the office energy performance.</p>

3. CONCLUSION

As a consequence of Baker Tilly Hong Kong's current drives and commitment towards reduction on air emission and energy effectiveness, high standards of management and practices have already been integrated into the office operation. These are sufficient to comply with the Clean Air Charter requirement which means that the overall office environmental performance is moving towards a sustainable direction. Congratulations!