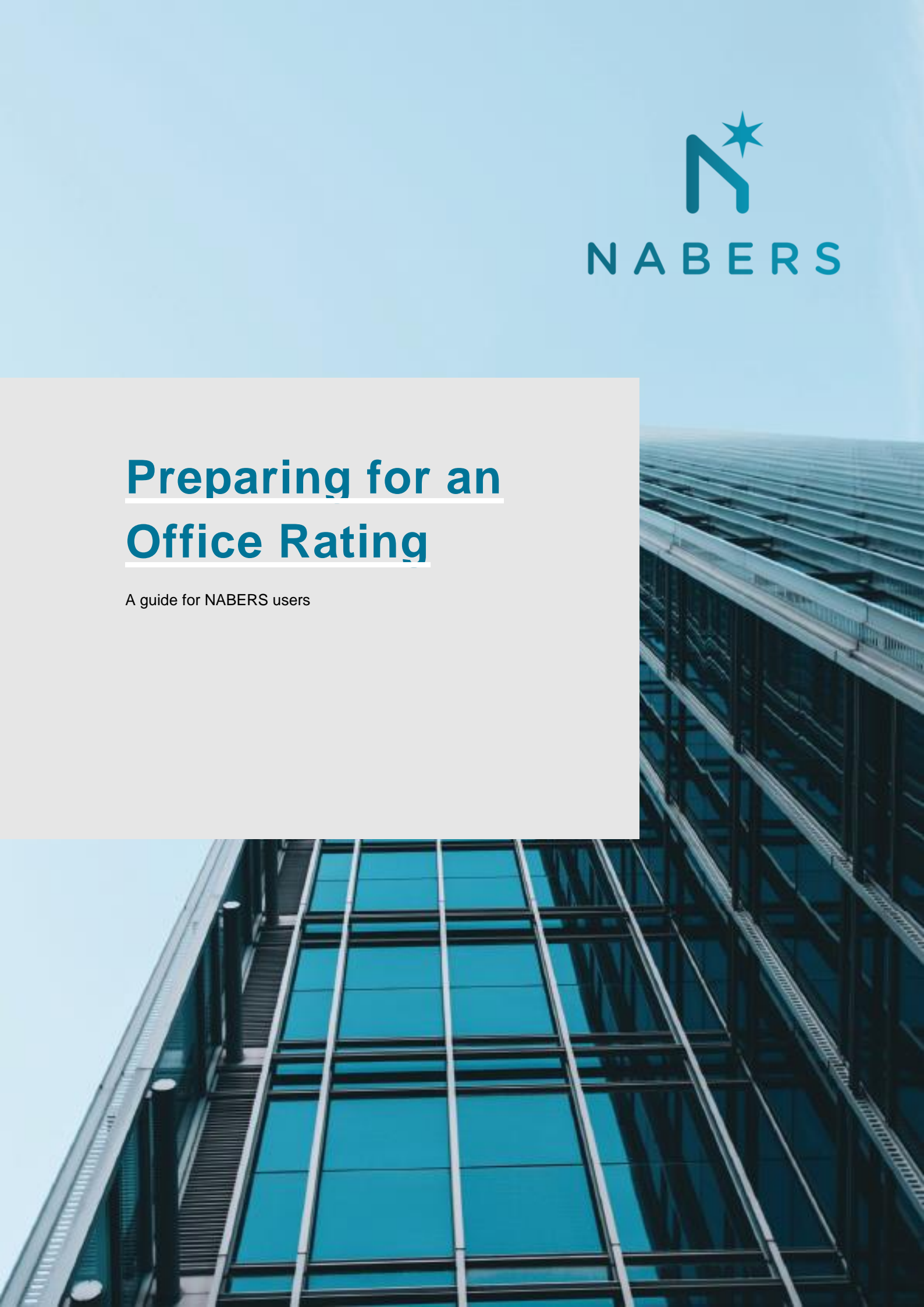




# Preparing for an Office Rating

A guide for NABERS users



## Office Ratings

This is a guide to help customers or potential customers prepare for a NABERS Office rating. It outlines what you need to do in preparation for your rating.

### What's involved in a NABERS Office rating?

NABERS ratings measure the real environmental impact of office buildings and tenancies and compare them to other similar buildings or tenancies in the same location.

NABERS ratings for offices are based on actual operational data related to the office building or tenancy over a 12 month period.

### Rating your office

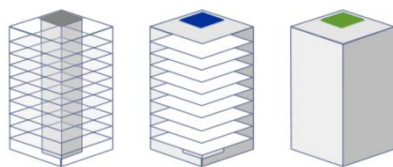
There are 4 different types of ratings for offices available:

- Energy
- Water
- Waste
- Indoor Environment

The type of rating you choose will depend on whether you are a tenant or a building owner or manager.

There are 3 different types of rating:

- **Base building:** refers to the central services or common areas controlled by the building manager or owner
- **Tenancy:** refers to a leased or privately owned workspace within an office building
- **Whole building:** refers to both the base building and tenancy, rated together.



Base building    Tenancy    Whole building

If you are a tenant who leases or privately owns a workspace within an office building you can get a tenancy rating.

If you are a building owner or manager, you can get a base building or whole building rating.

### The Process

In all cases, a NABERS rating can only be carried out by an Accredited Assessor.

An Accredited Assessor will calculate and lodge a rating application with the NABERS Technical Team which sits within the NSW Office of Environment and Heritage (OEH). These technical specialists will check that the application complies with the NABERS Rules, before certifying the rating application and producing a rating certificate.

Once certified, you will receive an electronic certificate and report. Our Technical Team endeavours to process rating applications within two working weeks of their receipt.

Note that this process may take longer if a rating application is found to not comply as a follow up with the Accredited Assessor may be required.

### Finding an Accredited Assessor

The NABERS website provides [contact details for all Accredited Assessors](#). The cost of a rating can vary, depending on the type of rating you are performing and the size of the property.

We advise that you seek more than one quote to ensure you receive a competitive price for your rating.

For further information on fees please visit our [Pricing page](#).

### Requirements for Office Rating Applications

#### Energy Rating - What You'll Need



Consumption data	✓
Net lettable area	✓
Number of computers	✓
Hours of Occupancy	✓



Energy ratings are available for the base building, whole building and tenancies.

### Consumption Data

You will need to provide an Assessor with 12 months of bills for all sources of energy consumption such as electricity, gas, LPG, coal or diesel oil.

An Assessor is primarily interested in knowing about the consumption data, i.e. the amount of electricity in kWh or gas in MJ, rather than the energy costs. As such please provide full copies of your bills and not just the first page.

If you are unable to obtain energy bills for a 12 month period, Assessors can contact energy suppliers to verify energy supply information. To arrange this, you will need to get in touch with your energy supplier to grant an Assessor permission to access the data.

### Net Lettable Area

An Assessor will need documentation on the net lettable area (NLA) of the space that is being rated. Evidence of NLA includes:

- Layout plans
- Lease documents

Plans or documents must be up to date and available for use. If not, a registered surveyor can revise or prepare the documents.

Documentation must be based on the Property Council of Australia (PCA) publication 'Method of Measurement for Lettable Area' March 1997, the BOMA 1989 or BOMA 1985 Method of Measurement.

### Number of computers

For whole building or tenancy ratings, a count of computers being regularly used will be carried out by an Assessor. This data is not required for base building ratings.

### Hours of occupancy

For tenancy and whole building ratings, an Assessor will generally survey managers to gain an understanding of arrival and leaving patterns of people within the building.

Hours of occupancy for base building ratings are based on the agreed hours per week for which services are provided by the landlord to the tenants.

### Water Rating - What You'll Need



Consumption data	✓
Net lettable area	✓
Hours of Occupancy	✓

Water ratings are available for the base building and whole building.

### Consumption data

You will need to provide an Assessor with bills for all externally supplied water consumed by the occupant(s), central services, landscaping and common areas for a 12 month period. This includes mains water, bore/well water, externally supplied recycled water (potable and non-potable) and dam/river water.

An Assessor is mainly interested in knowing the consumption data, i.e. amount of water in kL or m<sup>3</sup>, rather than the water costs. As such please provide full copies of your bills and not just the first page.

### Net Lettable Area

This is as per the NABERS Energy rating (see previous).

### Hours of occupancy

This is as per the NABERS Energy rating (see previous).

### Waste Rating - What You'll Need

Consumption data	✓
Number, size and type of bin	✓
Site audit*	✓



Waste ratings are available for the base building only.

\*site audit is optional



### Consumption data

In order to get a Waste rating, you will need to collect 12 months of waste data. The data can be provided by your waste contractor.

This waste data will need to be entered into a specialised spreadsheet created by NABERS and then uploaded to the [NABERS Waste Platform](#).

### Bin Services

Information including the number, size and type of bin(s) will need to be entered into the NABERS Waste Manager Platform by the Waste Platform Manager.

### Site audit (optional)

The site audit is optional but is used to measure contamination rates and density of waste that is collected. This information can be used to adjust the waste data that has been provided.

### Completing a rating

Once sufficient data is entered into the Platform, an Assessor must be engaged to complete the rating.

You can learn how to assign an Assessor to complete your Waste rating [here](#).

Find out how to register your building on the Platform [here](#).

### Indoor Environment Rating - What You'll Need



Net lettable area	✓
Occupant Satisfaction Survey	✓
Site visit and spot measurements	✓
Optional annual monitoring*	

Indoor Environment ratings are available for the base building, whole building and tenancies.

\*annual monitoring is optional

### Net Lettable Area

This is as per the NABERS Energy rating (see previous).

### Occupant Satisfaction Survey

A NABERS Indoor Environment rating is based on site measurements collected by an Assessor as well as qualitative results from an occupant satisfaction survey.

For whole building and tenancy ratings, an Assessor will work with the owner or tenant to coordinate the timing and distribution of the survey. At least 75% of full time staff must be surveyed for the rating to be processed.

The survey is not required for base building ratings.

### Site visit and spot measurements

After the survey has been completed an Assessor will visit your building or workspace to conduct on site checks, measuring factors like air temperature, indoor air quality and acoustics. The site visit is designed to measure how a space operates during typical hours of occupancy. To help an Assessor plan and organise the visit, you will need to provide:

- Floor plans (for tenancies)
- Leases (showing hours of operation, vacancy schedules and thermal comfort conditions, if applicable)
- Details of the ventilation systems (for base and whole building ratings only)
- Building Management System reports for temperature readings (for base and whole building ratings only)

### Annual Monitoring (optional)

Although this is an optional input, 12 months of hourly air temperature data can increase the score achievable for a base building or whole building rating.

### Get in Touch

If you'd like further information on NABERS ratings for offices please email [nabers@environment.nsw.gov.au](mailto:nabers@environment.nsw.gov.au) or phone 02 9995 5000 and ask for the NABERS team.

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