

SUSTAINABILITY



This Sustainability Investment Checklist is based on the Better Buildings Partnership Acquisitions Sustainability Checklist. The list has been used as intended, i.e. edited to suit the specific requirements of VIA Outlets.

This document sets out the information which should be requested and reviewed as part of the due-diligence process, from initial pre-bid review through to transaction.

Provided in a checklist format, it aims to complement any existing due-diligence process by setting out the questions that should be asked; identifying where such information may be sought or requested; providing follow-on questions to support further investigation of potential risks; and providing additional notes and links to supplementary industry guidance.

In addition, it suggests the nature of the impact for each question and splits these into the categories listed in the table below.

Investment Critical	Items that could have a material impact on an investment decision from a regulatory or financial aspect, and where a negative appraisal may preclude investment. It is likely such items will be considered as part of any pre-bid decision making, prior to entering into the post-bid due-diligence phase.
CAPEX Implication	Items which may require capital expenditure.
Required Information	Information relating to legal compliance or that should be required as a minimum.
Supports post-acquisition monitoring/integration to VIA sustainability strategy	Information that is considered best-practice. This information is particularly useful post-acquisition to ensure a smooth transition of ownership for the occupiers and integration into VIA Outlets' management systems. Requesting such information during due-diligence will also reduce future costs of commissioning any survey/reviews which historically may have been undertaken by the previous owner.

Category	Question	How information should be requested / sourced	Response	Additional Requirements	Information achieved? Tick for YES Leave blank for NO	Comments
Environmental Certification and Ratings	1 What is the Energy Performance Rating, according to the national certificate?	From relevant party handling pre-bid correspondence, on Marketing Brochure & national EPC Register.	Rating	Request the certificate, the recommendation report, and any supplementary information available. Confirm whether the provided information matches what is listed on the national EPC Register, where applicable.	<input type="checkbox"/>	
	2 Is the property certified under any third-party sustainability rating systems? e.g. BREEAM, LEED WELL Buildings Standard	Within GreenBookLive (BREEAM), US Green Building Council (LEED).	List those relevant with rating and date of certification.	If yes, request certificate and supplementary detail, including date of certification. In addition, review against any internal organisational standards / targets relating to portfolio sustainability certification.	<input type="checkbox"/>	
	3 Is the property included within the scope of a certified Energy and/or Environmental Management System (EMS) system? e.g. ISO 14001, ISO 50001, EMAS	From relevant party handling pre-bid correspondence, on Marketing Brochure.	Yes / No			<input type="checkbox"/>
Building Fabric and Materials	1 Has a Building (Condition) Survey been conducted? If yes, were any material risks identified in the Building Survey Report relating to the building fabric?	Within Building Survey Report.	Yes / No	If yes, these should be captured and included within the investment appraisal. This information should also be reviewed to feed into the property's asset plan and company sustainability strategy.	<input type="checkbox"/>	
	2 Are there any opportunities identified to improve the building fabric?	Within Monitoring&Evaluation (M&E) report, any existing energy audit, and EPC recommendations report.	Yes / No	If yes, these should be captured and reviewed to feed into the property's asset plan and company sustainability strategy.	<input type="checkbox"/>	
	3 Is there any information available regarding the construction materials used in the property? e.g. material type, source, disposal/reuse options and embodied carbon.	Within Building Survey, possible EMS/building certifications.	Yes / No	If yes, request details.		<input type="checkbox"/>
	1 Are there any material risks identified within the M&E report?	Within M&E Report.	Yes / No	If yes, these should be captured and included within the investment appraisal. This information should also be reviewed to feed into the property's asset plan.	<input type="checkbox"/>	
	2 Are there any opportunities to improve the building services? e.g. lightings system, HVAC, controls, BMS, water efficiency.	Within M&E Report, any existing Energy Audit, EPC recommendations report and Air-Conditioning Inspection Report.	Yes / No	If yes, these should be captured and reviewed to feed into the property's asset plan.	<input type="checkbox"/>	
	3 Where an air conditioning system has a combined cooling capacity greater than 12kW, has the latest Air Conditioning Inspection report and associated recommendations been supplied?	Within national EPC register.	Yes / No	If yes, the date of the next inspection and any recommendations implemented to date should be noted. Any recommendations which have not yet been implemented should be reviewed to feed into the property's asset plan. If no, an inspection will need to be commissioned.	<input type="checkbox"/>	
	4 Are air conditioning systems and/or other systems utilising refrigerant gases subject to appropriate servicing and maintenance?	Within Air Conditioning Inspection report, M&E report and Maintenance Schedule.	Yes / No	As part of this assessment, the Plant Register, including the nature of refrigerant gas, quantity, required frequency of servicing based on calculated global warming potential, and evidence of servicing by appropriately qualified company and personnel, should be requested.	<input type="checkbox"/>	

Category	Question	How information should be requested / sourced	Response	Additional Requirements	Information achieved? Tick for YES Leave blank for NO	Comments
Building Services	5 Does the property use obsolete refrigerants or refrigerants that are due to be phased out?	Building Survey and Air Conditioning Inspection report.	Yes / No	If yes, determine capital costs of replacement or required upgrades to the HVAC system, which should then be included within the investment appraisal. The vendor may have historically carried out this exercise.	<input type="checkbox"/>	
	6 Is there any on-site low carbon/ renewable technology present at the property? E.g. photovoltaics, solar thermal, biomass boilers, combined heat and power (CHP), ground source heat pump, air source heat pump, wind turbines, fuel cells, district heating connection.	Within M&E report and legal review	Yes / No	If yes, request details of the following: If yes, request details of the following: 1. Ownership arrangements. 2. Financial arrangements regarding generation e.g. registration to any Government scheme such as Feed-in Tariffs (FITs) etc; who it's registered under; where payments are registered to and whether any recharging exists. 3. Export arrangements e.g. to grid, common parts or occupiers. 4. Metering arrangements. 5. Maintenance arrangements and contracts. 6. Condition survey and age of plant. 7. Last 12 months of generation and associated emissions (e.g. NOx emissions if relevant). Such information should be assessed when creating the asset plan.	<input type="checkbox"/>	
	7 Does a Building Information Model (BIM) for the property exist?	Within pre-bid correspondence	Yes / No	If yes, request a copy. In addition, request details of the type of BIM and when it was last updated.	<input type="checkbox"/>	
Utility Arrangements and Metering	1 Have details of the metering arrangements been provided?	Within pre-bid correspondence	Yes / No	If yes, identify how many meters and sub-meters exist for electricity, fuel, heat, cooling and water.	<input type="checkbox"/>	
	2 Do sub-meters exist for occupier recharging?	Metering Plan	Yes / No	If yes confirm details of type, reference numbers and locations e.g. electricity, heat / cooling and district heating. Details of occupier billing arrangements should be requested and reviewed as part of the post-acquisition review and when creating the property's asset plan.	<input type="checkbox"/>	
	3 Do sub-meters exist for major plant?	Metering Plan	Yes / No	If yes, confirm details of type, reference numbers and locations.	<input type="checkbox"/>	
	4 Is metering data being automatically collected?	Within (pre-)bid correspondence	Yes / No	If yes, request details and permission to retrieve historic data. This information is useful as part of the post-acquisition review to assess how efficiently the property is being operated and identify any potential improvement opportunities.	<input type="checkbox"/>	
	5 Have the utility supply arrangements been provided?	Within (pre-)bid correspondence	Yes / No		<input type="checkbox"/>	
	6 Has information on the apportionment of occupier service charge and billing arrangements been provided for utilities, waste and on-site sustainability initiatives?	Service Charge Report (where applicable)	Yes / No		<input type="checkbox"/>	

Category	Question	How information should be requested / sourced	Response	Additional Requirements	Information achieved? Tick for YES Leave blank for NO	Comments
Environmental & Physical Climate Change Risk	1 Has a flood risk assessment previously been undertaken and /or is the vendor aware of any flood events which have impacted the site (if the site is located in a flood-prone area)?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	<input type="checkbox"/>	
	2 Does the available information indicate a flood risk at the site that exceeds organisational standards?	Available information may include national flood risk maps, prior flood risk assessments and/or an independent flood risk review.	Yes / No	If yes, undertake an assessment to understand mitigation options, costs & timescales which should feed into the investment appraisal.	<input type="checkbox"/>	
	3 Has a land contamination assessment previously been undertaken?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	<input type="checkbox"/>	
	4 Does the available information indicate a contamination risk at the site that exceeds organisational standards?	Environmental Risk Assessment Report/Land Contamination Report	Yes / No	If yes, undertake an assessment to understand mitigation options, costs & timescales, which should feed into the investment appraisal.	<input type="checkbox"/>	
	5 Does the site lie in an area of high radon gas risk?	Environmental Risk Assessment Report, where available https://remon.jrc.ec.europa.eu/About/Atlas-of-Natural-Radiation/Indoor-radon	Yes / No	If yes, request the results of radon gas monitoring in the property, and details of radon protection and/or mitigation measures installed if required.	<input type="checkbox"/>	
	6 Are there any characteristics that may have an adverse impact on performance as a result of future climate predictions? e.g. risks of overheating; localised urban heat island effect; extreme	Internal Review / specialist advice needed.	Yes / No	If yes, request details.	<input type="checkbox"/>	
	7 Has a geotechnical assessment been performed?	Internal Review / specialist advice needed.	Yes / No	If yes, request details.	<input type="checkbox"/>	
Socio-economic risks	1 Does any occupier pose a risk, to either the purchaser's reputation or having operations with high environmental impacts?	Within (pre-)bid correspondence	Yes / No	If yes, state the risk.	<input type="checkbox"/>	
	2 Are there any socio-economic requirements linked to the property the purchaser should be aware of?	Within (pre-)bid correspondence	Yes / No	If yes, request details.	<input type="checkbox"/>	
Property Management	1 Has all required property management information been provided?	Within (pre-)bid correspondence	Yes / No	List all information which has been provided as a record.	<input type="checkbox"/>	

Category	Question	How information should be requested / sourced	Response	Additional Requirements	Information achieved? Tick for YES Leave blank for NO	Comments
Property management	2 Does the property have a Building Management System (BMS) in place?	Within M&E report & within (pre-)bid correspondence	Yes / No	If yes, request the BMS access codes and schedule. A review should be undertaken as part of the post-acquisition review to assess what the BMS serves, how it has been programmed and its suitability for current occupier usage.	<input type="checkbox"/>	
Energy Efficiency	1 Has historic energy data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio energy performance against organisational standards.	<input type="checkbox"/>	
	2 Does the property present a material risk to portfolio energy performance against organisational standards?	Historic energy data request within (pre-)bid correspondence followed by internal review.	Yes / No	Depending on the level of information provided, the relative performance of the property and level of risk perceived, an owner may wish to carry out an independent energy audit to identify improvement opportunities and estimated upgrade costs.	<input type="checkbox"/>	
	3 Does the property have access to a district heating/cooling system?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Monthly costs, price reductions, rationale on joining scheme, carbon emissions reduction. What supplier offers this service? General details of connection municipal contracts and cost	<input type="checkbox"/>	
	4 Has a comparative study been performed to understand possible alternative connections to different energy/gas suppliers?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Has this study been updated on a regular basis. What are the main comparison points that defined the decision making?	<input type="checkbox"/>	
	5 Has the property had an energy audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, require details.	<input type="checkbox"/>	
Water efficiency	1 Has the property had a water audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, request the audit report and any schedules of actions carried out against recommendations made in the audit report. This information should then be reviewed as part of the post-acquisition review to feed into the property's asset plan.	<input type="checkbox"/>	
	2 Has a Site Drainage Plan been provided?	Within (pre-)bid correspondence	Yes / No	If yes, review to ensure the accuracy of the document. This information should then be reviewed as part of the post-acquisition review to identify requirements for maintenance, upgrades or environmental permits for discharges.	<input type="checkbox"/>	
	3 Has historic water consumption data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio water performance against organisational standards.	<input type="checkbox"/>	

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	4 Has a comparative study been performed to understand possible alternative connections to different water suppliers?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Has this study been updated on a regular basis. What are the main comparison points that defined the decision making?	<input type="checkbox"/>	
	5 Is the property a material water user and / or an 'inefficient' property according to organisation standards?	Internal review.	Yes / No	Depending on the performance of the property, consider if a further audit is necessary post-acquisition.	<input type="checkbox"/>	
Waste management	1 Has all relevant waste management arrangements been provided?	Within (pre-)bid correspondence	Yes / No	If yes, review to ensure the accuracy/completeness of the information.	<input type="checkbox"/>	
	2 Has the property had a waste audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, request the audit report and any schedules of actions carried out against recommendations made in the audit report.	<input type="checkbox"/>	
	3 Has historic waste generation data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio waste performance against organisational standards.	<input type="checkbox"/>	
	4 Does the property include grease separators for the use of restaurants?	Within (pre-)bid correspondence	Yes / No	If yes, determine state of separators, specifications and condition.	<input type="checkbox"/>	
	5 Is the property a material waste user and / or an 'inefficient' property according to organisation standards?	Internal review	Yes / No	Depending on the performance of the property, consider if an audit is necessary post-acquisition.	<input type="checkbox"/>	

Category	Question	How information should be requested / sourced	Response	Additional Requirements	Information achieved? Tick for YES Leave blank for NO	Comments
Health, Wellbeing & Occupier engagement	1 Does the property have equipment installed to monitor Indoor Environmental Quality? e.g. temperature, relative humidity, CO ₂ , CO, VOCs, PM10, PM2.5, noise, light.	Within (pre-)bid correspondence & M&E Report	Yes / No	If yes, request details of monitoring equipment, what it measures, how data is collected, where data is stored and what information has historically been communicated to occupiers. Particular attention should be given to any licencing that is in place to continue the service and any constraints regarding data ownership.	<input type="checkbox"/>	
	2 Has a noise and modulation study been performed at the asset?	From relevant party handling pre-bid correspondence	Yes / No	If yes, request report. What was the radius affected by the noise of the asset? Have noise complaints been issued towards the asset during the span of it's operation? <i>Was this performed by a third party?</i>	<input type="checkbox"/>	
	3 Has a Lighting design study been performed at the asset?	From relevant party handling pre-bid correspondence	Yes / No	If yes, request report. What was the radius affected by light pollution from the asset? Does the asset have in place exterior photocells on the lighting system (in order to control and graduate external lighting brightness) <i>Was this performed by a third party?</i>	<input type="checkbox"/>	
	4 Has an indoor air quality test been undertaken for the property in the past three years?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	<input type="checkbox"/>	
	5 Do occupiers have any access to ecological/green amenity space?	Within the Building Survey & Building Plans.	Yes/ No	If yes, provide details, including maintenance arrangements and costs.	<input type="checkbox"/>	
	6 Have any green provisions been identified within any Leases or Licences for Alternations?	Within the Title Report.	Yes/ No	If yes, consider whether they present any material risks.	<input type="checkbox"/>	
	7 Is an Occupier/Building Management Forum in place?	Within (pre-)bid correspondence	Yes / No	If yes, request details including frequency of meetings, the owner / property management's role and minutes of previous meetings.	<input type="checkbox"/>	
	8 Are there any complete environmental studies produced for the asset?	Within (pre-)bid correspondence	Yes / No	If yes, request report. What does the report cover? What are the main environmental concerns outlined in the report?	<input type="checkbox"/>	

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	9 Has a post occupancy evaluation, an occupancy satisfaction and/or a health & wellbeing perception survey been carried out in the last three years?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy of the report.	<input type="checkbox"/>	
Biodiversity	1 Are there any biodiversity risks or constraints that could impact or limit activity at the property?	Within (pre-)bid correspondence, Building Survey, and any previous Biodiversity Survey	Yes / No	If yes, provide details.	<input type="checkbox"/>	
	2 Does a Biodiversity Action Plan exist?	Within (pre-)bid correspondence	Yes / No	If yes, provide a copy of the Plan.	<input type="checkbox"/>	
	3 Are there any opportunities to improve the biodiversity on-site?	Specialist review (Biodiversity Survey)	Yes / No	If yes, provide details.	<input type="checkbox"/>	
Transport	1 Are there any concerns identified relating to the access to the property and travelling within the site premises?	Internal review of Building Survey & Plans, Title Report.	Yes / No	If yes, assess whether any mitigation measures are required and feed associated costs & timescales into the investment appraisal.	<input type="checkbox"/>	
	2 Are there any opportunities identified to improve transport provisions to the property and within site premises?	Internal review	Yes / No	If yes, this information should then be reviewed as part of the post-acquisition review to feed into the property's asset plan.	<input type="checkbox"/>	
	3 Are there any electric car charging points?	Internal review	Yes / No	If yes, request the installation date, and all product specification details including whether it is a slow-charging, standard charging or very fast charging point. It is also important to be aware of whether there are any pre-existing relationships with providers who may have paid for the installation of the charging point, and set the /kWh rates that are charged.	<input type="checkbox"/>	
	4 Has a traffic or transportation study of the site been undertaken?	Internal review	Yes / No	If yes, assess whether any mitigation measures are required and feed associated costs & timescales into the investment appraisal.	<input type="checkbox"/>	

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Environmental Certification and Ratings	1 What is the Energy Performance Rating, according to the national certificate?	From relevant party handling pre-bid correspondence, on Marketing Brochure & national EPC Register.	Rating	Request the certificate, the recommendation report, and any supplementary information available. Confirm whether the provided information matches what is listed on the national EPC Register, where applicable.	Under the 2010 Energy Performance of Buildings Directive (EPBD, 2010/31/EU), all buildings must have Energy Performance Certificates (EPCs) when a property is built, sold or let. In the majority of EU countries, the EPC displays a grade from A (best) to G (worst) and a numerical score, and is valid for a period of 10 years. The EPBD requires Member States to ensure that where a) a building has a total useful floor area over 500 m ² , b) an energy performance certificate has been issued in accordance with Article 12(1) and c) the building is frequently visited by the public, the energy performance certificate is displayed in a prominent place clearly visible to the public. EPCs can be sourced via their respective national registers. See https://ec.europa.eu/energy/en/topics/energy-efficiency/buildings for more information. An EPC is used to determine whether there is a material risk in relation to national energy efficiency regulations. Please see country-specific Policy Reviews for further information.	Required Information
	2 Is the property certified under any third-party sustainability rating systems? e.g. BREEAM, LEED WELL Buildings Standard	Within GreenBookLive (BREEAM), US Green Building Council (LEED).	List those relevant with rating and date of certification.	If yes, request certificate and supplementary detail, including date of certification. In addition, review against any internal organisational standards / targets relating to portfolio sustainability certification.	Such information is useful for marketing to potential new occupiers, reporting in ESG surveys and supporting valuations for onward sale. The supplementary information included within certification assessments is also useful for understanding how systems were designed and intended to be used (for continuous improvement). Property owners should note that the rating methodology evolves over time and that historic ratings may not reflect the same performance under the most recent rating methodology.	Required Information
	3 Is the property included within the scope of a certified Energy and/or Environmental Management System (EMS) system? e.g. ISO 14001, ISO 50001, EMAS	From relevant party handling pre-bid correspondence, on Marketing Brochure.	Yes / No		An EMS formally defines the procedures and processes for an organisation to follow when setting, managing and implementing environmental objectives. Depending on the prior arrangements at the property the new owner will need to consider whether it is possible to continue any existing arrangements or not, whether the property should be integrated within any existing portfolio-wide EMS, and who will be responsible for implementing and managing that process.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Building Fabric and Materials	1 Has a Building (Condition) Survey been conducted? If yes, were any material risks identified in the Building Survey Report relating to the building fabric?	Within Building Survey Report.	Yes / No	If yes, these should be captured and included within the investment appraisal. This information should also be reviewed to feed into the property's asset plan and company sustainability strategy.	This should highlight any concerns regarding the level of insulation, risk of overheating, acoustic comfort and presence of deleterious materials. Whilst out of scope of this checklist consideration of asbestos and other deleterious materials should also be given at this stage.	CAPEX Implication
	2 Are there any opportunities identified to improve the building fabric?	Within Monitoring&Evaluation (M&E) report, any existing energy audit, and EPC recommendations report.	Yes / No	If yes, these should be captured and reviewed to feed into the property's asset plan and company sustainability strategy.	This should include opportunities to improve the envelope performance in terms of daylighting, airtightness, solar shading and insulation; as well as the potential for natural ventilation and use of thermal mass.	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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	3 Is there any information available regarding the construction materials used in the property? e.g. material type, source, disposal/reuse options and embodied carbon.	Within Building Survey, possible EMS/building certifications.	Yes / No	If yes, request details.	This will typically only be relevant for newly developed properties. However, details regarding materials use and embodied carbon etc. may be available for any major refurbishment works.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Building Services	1 Are there any material risks identified within the M&E report?	Within M&E Report.	Yes / No	If yes, these should be captured and included within the investment appraisal. This information should also be reviewed to feed into the property's asset plan.	This should review existing ventilation, heating, cooling, lighting and control systems and highlight risks regarding the responsibilities for maintenance; the existence of obsolete equipment, equipment sizing, the level of supply, adequacy of capacity and level of controls. An existing Building Log Book, Air Conditioning Inspection Report and Building Information Model will all provide useful information in preparing the M&E report.	CAPEX Implication
	2 Are there any opportunities to improve the building services? e.g. lightings system, HVAC, controls, BMS, water efficiency.	Within M&E Report, any existing Energy Audit, EPC recommendations report and Air-Conditioning Inspection Report.	Yes / No	If yes, these should be captured and reviewed to feed into the property's asset plan.	Items reviewed should cover the potential for fuel switching (e.g. from oil or gas based heating to electric), on-site renewable energy generation, upgrades to central plant, local air conditioning/mechanical ventilation systems, lighting systems, controls, local hot water generation systems, BMS systems and opportunities for improved metering.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	3 Where an air conditioning system has a combined cooling capacity greater than 12kW, has the latest Air Conditioning Inspection report and associated recommendations been supplied?	Within national EPC register.	Yes / No	If yes, the date of the next inspection and any recommendations implemented to date should be noted. Any recommendations which have not yet been implemented should be reviewed to feed into the property's asset plan. If no, an inspection will need to be commissioned.	Air Conditioning Inspections are a legal requirement under the Energy Performance of Buildings Directive (EPBD). All air conditioning systems with a combined cooling capacity greater than 12kW are required to have a valid Air Conditioning Inspection report and a certificate in place. Recertification is required every five years.	Required Information
	4 Are air conditioning systems and/or other systems utilising refrigerant gases subject to appropriate servicing and maintenance?	Within Air Conditioning Inspection report, M&E report and Maintenance Schedule.	Yes / No	As part of this assessment, the Plant Register, including the nature of refrigerant gas, quantity, required frequency of servicing based on calculated global warming potential, and evidence of servicing by appropriately qualified company and personnel, should be requested.	Refrigerant gases known as F-gases (including R410A, R134A, R404A) are subject to directly applicable European Regulations that set out the minimum frequency for leak detection, service and maintenance. Where the property owner is responsible for systems containing F-gases, they must ensure that the system is subject to leak detection at the required interval to prevent loss of F-gases to the atmosphere.	CAPEX Implication
	5 Does the property use obsolete refrigerants or refrigerants that are due to be phased out?	Building Survey and Air Conditioning Inspection report.	Yes / No	If yes, determine capital costs of replacement or required upgrades to the HVAC system, which should then be included within the investment appraisal. The vendor may have historically carried out this exercise.	Since 2015, it has been illegal to use R22 refrigerant to maintain or repair air conditioning systems in several EU countries. R22 was a very common refrigerant used in systems installed prior to 2004. If the property's air conditioning system uses R22 then the system will either need replacement or modification to use a new refrigerant before, or at the point of, system failure. It is recommended that owners take a proactive rather than reactive approach to R22 phase out with, the costs of upgrades factored in to investment appraisals. Additionally, it is recommended that owners review service charge clauses to determine possible contributions from occupiers. Other refrigerants may be phased out in the future so it is important to check the status of all refrigerants used in a property and maintenance records. Air Conditioning Inspection reports must identify any refrigerants in air conditioning systems, therefore, they are valuable documents in helping identify associated risks.	CAPEX Implication

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	6 Is there any on-site low carbon/ renewable technology present at the property? E.g. photovoltaics, solar thermal, biomass boilers, combined heat and power (CHP), ground source heat pump, air source heat pump, wind turbines, fuel cells, district heating connection.	Within M&E report and legal review	Yes / No	<p>If yes, request details of the following:</p> <p>If yes, request details of the following:</p> <ol style="list-style-type: none"> 1. Ownership arrangements. 2. Financial arrangements regarding generation e.g. registration to any Government scheme such as Feed-in Tariffs (FiTs) etc; who it's registered under; where payments are registered to and whether any recharging exists. 3. Export arrangements e.g. to grid, common parts or occupiers. 4. Metering arrangements. 5. Maintenance arrangements and contracts. 6. Condition survey and age of plant. 7. Last 12 months of generation and associated emissions (e.g. NOx emissions if relevant). <p>Such information should be assessed when creating the asset plan.</p>	<p>On-site low carbon / renewable energy systems are becoming more common as a result of planning requirements, the desire to reduce carbon emissions and reliance to grid-produced electricity. The existence of such systems can be advantageous for property owners, however, ownership and financial arrangements linked to government incentives can be complex. As a result, it is imperative that the incoming owner ensures all relevant details are requested from the vendor during due diligence to ensure a smooth transition of the system's ownership.</p> <p>For further information please see the country-specific Policy Reviews produced by Longevity Partners.</p>	Required Information
	7 Does a Building Information Model (BIM) for the property exist?	Within pre-bid correspondence	Yes / No	If yes, request a copy. In addition, request details of the type of BIM and when it was last updated.	A Building Information Model (BIM) is a digital model of a property in which information about a project is stored. It is a very useful tool for the property owner as it provides a detailed account of all aspects of the building design, including the location of all the plant, the services, the materials used in construction, energy use and carbon performance. It provides a detailed account of how the building was designed to be operated, which is not only useful for buildings management, but also to ensure occupier comfort. It also helps reduce costs of identifying and rectifying issues, as well as any future improvements by acting as a baseline to model scenarios. BIM models are only likely to be available for recent large developments.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	1 Have details of the metering arrangements been provided?	Within pre-bid correspondence	Yes / No	If yes, identify how many meters and sub-meters exist for electricity, fuel, heat, cooling and water.	This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, MPAN and MPRN numbers, details of what they serve, whether they are MID approved and any photos to aid their location and reference. If the property management team is changing, this information will be helpful to the incoming team. If this information does not exist, the new property owner will need to consider appointing an engineering company to develop a Metering Plan so that the energy usage of the property can be efficiently managed by the property management team.	Required Information
	2 Do sub-meters exist for occupier recharging?	Metering Plan	Yes / No	If yes confirm details of type, reference numbers and locations e.g. electricity, heat / cooling and district heating. Details of occupier billing arrangements should be requested and reviewed as part of the post-acquisition review and when creating the property's asset plan.	This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, identification numbers, details of what they serve, whether they are MID approved and any photos of meters to aid their location and reference.	Required Information
	3 Do sub-meters exist for major plant?	Metering Plan	Yes / No	If yes, confirm details of type, reference numbers and locations.	This information should ideally be in the form of a Metering Plan which includes details of all on-site meters and sub-meters, their locations, identification numbers, details of what they serve, whether they are MID approved and any photos of meters to aid their location and reference.	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Utility Arrangements and Metering	4 Is metering data being automatically collected?	Within (pre-)bid correspondence	Yes / No	If yes, request details and permission to retrieve historic data. This information is useful as part of the post-acquisition review to assess how efficiently the property is being operated and identify any potential improvement opportunities.	Automatic Meter Reading (AMR) meters provide the ability to read consumption automatically and at high frequency (typically half-hourly). Half-hourly data from such meters are transmitted over a communications network to a data collector or aggregator (often a utility company). The data can then be passed on to the building management team or property owner for analysis within their own Automatic Monitoring & Targeting system, or to a specialist consultant to analyse.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	5 Have the utility supply arrangements been provided?	Within (pre-)bid correspondence	Yes / No		The requested information should include the name and contact details of the vendor representative who deals with energy supplies relating to the property and confirm that the purchaser may make contact in order to obtain information about the services supplied. This should cover the configuration in which the owner and/or occupier(s) purchase utilities for the property, relevant supply contracts and tariff details, and meter start reads for new ownership etc.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	6 Has information on the apportionment of occupier service charge and billing arrangements been provided for utilities, waste and on-site sustainability initiatives?	Service Charge Report (where applicable)	Yes / No		This should include calculation methodology and administration fees for the last 12 months.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Environmental & Physical Climate Change Risk	1 Has a flood risk assessment previously been undertaken and /or is the vendor aware of any flood events which have impacted the site (if the site is located in a flood-prone area)?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	Flooding (surface water, ground water, artificial water, sewage/drain or coastal/ river) can have a significant impact on the value of a property, as well as the ability to obtain insurance and let the space. A flood risk assessment will evaluate the various flood risks present at (and potentially beyond) the site, the potential impact and likelihood of occurrence, as well as suggest any appropriate mitigation measures.	Investment Critical
	2 Does the available information indicate a flood risk at the site that exceeds organisational standards?	Available information may include national flood risk maps, prior flood risk assessments and/or an independent flood risk review.	Yes / No	If yes, undertake an assessment to understand mitigation options, costs & timescales which should feed into the investment appraisal.	The level of information required to determine how to proceed will be based on the risk appetite of VIA Outlets in investment decisions. For further information, please see http://ec.europa.eu/environment/water/flood_risk/flood_atlas/	Investment Critical
	3 Has a land contamination assessment previously been undertaken?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	Contaminated land can have a significant impact on the value of a property, as well as result in high remediation costs, increased risk of insurance cover being withdrawn and even criminal penalties for directors. A land contamination assessment will evaluate any associated environmental risks, liabilities and remediation costs for the site.	Investment Critical
	4 Does the available information indicate a contamination risk at the site that exceeds organisational standards?	Environmental Risk Assessment Report/Land Contamination Report	Yes / No	If yes, undertake an assessment to understand mitigation options, costs & timescales, which should feed into the investment appraisal.	The level of information required to determine how to proceed will be based on VIA Outlets' risk appetite.	Investment Critical

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	5 Does the site lie in an area of high radon gas risk?	Environmental Risk Assessment Report, where available https://remon.jrc.ec.europa.eu/About/Atlas-of-Natural-Radiation/Indoor-radon-	Yes / No	If yes, request the results of radon gas monitoring in the property, and details of radon protection and/or mitigation measures installed if required.	Radon is a naturally occurring radioactive gas that may occur as a result of local geology. Protection against radon ingress may be required in new properties or extensions by national/local Building Regulations. For further information see http://radoneurope.org/	Required Information
	6 Are there any characteristics that may have an adverse impact on performance as a result of future climate predictions? e.g. risks of overheating; localised urban heat island effect; extreme weather events; flooding etc.	Internal Review / specialist advice needed.	Yes / No	If yes, request details.	Forward thinking property owners are now starting to assess the potential of future climate risks to their property portfolios. Such information may be useful in assessing risks associated with value retention for medium to long term-ownership. For further information see CIBSE TM52: The Limits of Thermal Comfort: Avoiding Overheating in European Buildings; CIBSE KS16: How to Manage Overheating in Buildings and RICS Climatic Risks Toolkit.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	7 Has a geotechnical assessment been performed?	Internal Review / specialist advice needed.	Yes / No	If yes, request details.	A geotechnical investigation can help to anticipate subsurface conditions and determine how the soil will respond to any proposed changes to the site. If the geotechnical investigation has already been completed, it can avoid new, unanticipated and significant cost items further down the line when expansions or use-changes are planned.	Investment Critical
Socio-economic risks	1 Does any occupier pose a risk, to either the purchaser's reputation or having operations with high environmental impacts?	Within (pre-)bid correspondence	Yes / No	If yes, state the risk.	Real estate investors are increasingly interested in the risks posed by occupiers of the companies they invest in. Either reputationally (e.g. tobacco, gambling, poor working conditions for employees/supply chain) or those where their operations have high environmental impacts (e.g. heavy industry, contaminants/chemicals).	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Are there any socio-economic requirements linked to the property the purchaser should be aware of?	Within (pre-)bid correspondence	Yes / No	If yes, request details.	Such requirements will typically only be relevant when acquiring a speculative or recent development. However, it is important to be aware of any potential socio-economic requirements. For example, whether the local or regional authority has specific socio-economic requirements for the development, or commitments in the development agreement to report annually on socio-economic indicators. If any conditions do exist, the property owner should request copies of any socio-economic appraisal/study that was undertaken.	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
Property Management	1 Has all required property management information been provided?	Within (pre-)bid correspondence	Yes / No	List all information which has been provided as a record.	<p>Required property management information may include, but is not limited to:</p> <ul style="list-style-type: none"> • Maintenance Schedules. • Asset registers. • Building Logbook. • BMS log-in details. • Occupier handbook. • Occupier engagement programmes. • Local community engagement details. <p>Such information is important as part of the post-acquisition review to ensure adequate property management processes are in place.</p> <p>For further information see CIBSE Guide M: Maintenance Engineering & Management.</p>	Supports post-acquisition monitoring/integration to VIA sustainability strategy+F30
	2 Does the property have a Building Management System (BMS) in place?	Within M&E report & within (pre-)bid correspondence	Yes / No	If yes, request the BMS access codes and schedule. A review should be undertaken as part of the post-acquisition review to assess what the BMS serves, how it has been programmed and its suitability for current occupier usage.	A BMS is a computer based central control system which is installed to manage the operation of building services e.g. heating, cooling, ventilation, hot water and lighting; and in some cases, the integration with the building envelope through control of shading devices and windows. A building with a well-managed BMS should provide occupiers with a high level of comfort.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	1 Has historic energy data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio energy performance against organisational standards.	The latest 12-24 months of energy data should be requested. This should be, as a minimum, in the form of utility bills/manual meter reads; but preferably as an output from an energy management system based on half-hourly data.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Does the property present a material risk to portfolio energy performance against organisational standards?	Historic energy data request within (pre-)bid correspondence followed by internal review.	Yes / No	Depending on the level of information provided, the relative performance of the property and level of risk perceived, an owner may wish to carry out an independent energy audit to identify improvement opportunities and estimated upgrade costs.	Firstly, historic energy data should be requested (last 12-24 months). Energy intensity can then be calculated using appropriate denominators (e.g. floor area to calculate kWh/m ² /year). Intensities can then be compared to industry and/or VIA Outlets portfolio benchmarks and the impact on portfolio targets assessed.	Investment Critical
	3 Does the property have access to a district heating/cooling system?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Monthly costs, price reductions, rationale on joining scheme, carbon emissions reduction.	What supplier offers this service? General details of connection municipal contracts and cost	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
Energy Efficiency	4 Has a comparative study been performed to understand possible alternative connections to different energy/gas suppliers?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Has this study been updated on a regular basis. What are the main comparison points that defined the decision making?	Understanding and constantly re-evaluating the options of energy contracts available with other providers could save usage costs.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	5 Has the property had an energy audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, require details.	<p>An energy audit may exist in different forms such as an ESOS audit or detailed third party investment grade audit. The European/global standard is ISO 50002.</p> <p>An audit could provide useful information regarding the:</p> <ul style="list-style-type: none"> • Main building services, lighting and control systems. • How energy is transported within the property. • Predominant areas of energy usage. • Patterns of use. • Energy supply and distribution arrangements. • Types of metering. • How performance compares to standard benchmarks. <p>Opportunities for energy and cost savings with recommendations for action.</p> <p>An Air Conditioning Inspection and EPC Recommendations Report will also suggest a number of improvement opportunities.</p> <p>For further information also see CIBSE Guide F: Energy Efficiency in Buildings.</p>	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Water efficiency	1 Has the property had a water audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, request the audit report and any schedules of actions carried out against recommendations made in the audit report. This information should then be reviewed as part of the post-acquisition review to feed into the property's asset plan.	<p>An audit could provide useful information regarding the:</p> <ul style="list-style-type: none"> • Predominant areas of water usage. • The existence of water saving devices. • Patterns of use. • Supply and distribution arrangements. • Existence of water metering. • How performance compares to standard benchmarks. • Opportunities for water and cost savings with recommendations for action. 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Has a Site Drainage Plan been provided?	Within (pre-)bid correspondence	Yes / No	If yes, review to ensure the accuracy of the document. This information should then be reviewed as part of the post-acquisition review to identify requirements for maintenance, upgrades or environmental permits for discharges.	<p>A Site Drainage Plan is important in maintaining and achieving ISO14001. It should provide a layout of the site and details of:</p> <ul style="list-style-type: none"> • All drain locations e.g. foul drains and surface drains. • On-site effluent treatment tanks or storage. • Discharge points from the site. • Watercourses, springs and boreholes, on or near to the site. • Mains water supply and sprinkler control valves. • Location of emergency equipment like spill kits and drain covers etc. 	Required Information
	3 Has historic water consumption data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio water performance against organisational standards.	The latest 12-24 months of water consumption data should be requested. This should be in the form of utility bills.	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
	4 Has a comparative study been performed to understand possible alternative connections to different water suppliers?	Within (pre-)bid correspondence	Yes / No	If yes, require details. Has this study been updated on a regular basis. What are the main comparison points that defined the decision making?	Understanding and constantly re-evaluating the options of water contracts available with other providers could save usage costs.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	5 Is the property a material water user and / or an 'inefficient' property according to organisation standards?	Internal review.	Yes / No	Depending on the performance of the property, consider if a further audit is necessary post-acquisition.	<p>Firstly, historic water consumption data should be requested (last 12-24 months). Water intensity can then be calculated using appropriate denominators (e.g. floor area to calculate m³ consumption/m²/year). Intensities can then be compared to industry and/or portfolio benchmarks and the impact on portfolio targets assessed.</p> <p>Any historic water audits and contextual information regarding the use and activities within the property will be useful in assessing risks.</p>	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Waste management	1 Has all relevant waste management arrangements been provided?	Within (pre-)bid correspondence	Yes / No	If yes, review to ensure the accuracy/completeness of the information.	This should include the Site Waste Management Plan, waste management contract details (including contact information), and relevant risk assessments relating to hazardous waste, where applicable.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Has the property had a waste audit undertaken in the past four years?	Within (pre-)bid correspondence	Yes / No	If yes, request the audit report and any schedules of actions carried out against recommendations made in the audit report.	<p>A waste audit should provide details of the:</p> <ul style="list-style-type: none"> • Breakdown of on-site waste streams and their estimated weights. • Current waste management strategy and on-site provisions. • Effectiveness of current waste management provisions and recommendations for improvements in line with the waste hierarchy and European Waste Framework Directive 2008/98/EC. 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	3 Has historic waste generation data been provided?	Within (pre-)bid correspondence	Yes / No	If yes, determine whether the property presents a material risk to portfolio waste performance against organisational standards.	The latest 12-24 months of waste generation data should be requested. This should be in the form of a summary based on reported waste data and invoices from waste management service providers.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	4 Does the property include grease separators for the use of restaurants?	Within (pre-)bid correspondence	Yes / No	If yes, determine state of separators, specifications and condition.	Grease separators are an effective and hygienic method of separating fat and grease from wastewater flow. Mandatory in many countries.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	5 Is the property a material waste user and / or an 'inefficient' property according to organisation standards?	Internal review	Yes / No	Depending on the performance of the property, consider if an audit is necessary post-acquisition.	<p>Firstly, historic waste generation data should be requested (last 12-24 months). Performance can then be compared to industry and/or portfolio benchmarks and the impact on portfolio targets assessed.</p> <p>Any historic waste audits and contextual information regarding the use and activities within the property will be useful in assessing risks.</p>	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
Health, Wellbeing & Occupier engagement	1 Does the property have equipment installed to monitor Indoor Environmental Quality? e.g. temperature, relative humidity, CO ₂ CO, VOCs, PM10, PM2.5, noise, light.	Within (pre-)bid correspondence & M&E Report	Yes / No	If yes, request details of monitoring equipment, what it measures, how data is collected, where data is stored and what information has historically been communicated to occupiers. Particular attention should be given to any licencing that is in place to continue the service and any constraints regarding data ownership.	With rising interest in the health & wellbeing agenda, occupiers are becoming more conscious of how the indoor environment can impact on how their employees and customers feel, perceive, and interact with their surroundings. Occupiers are increasingly asking owners to provide evidence of performance and, as a result, owners are installing equipment to monitor internal conditions. It is therefore important for any incoming owner to understand the level of monitoring (if any) that exists, how that information has been stored and what information has previously been communicated to occupiers. For further information see World Green Building Council's Better Places for People campaign.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Has a noise and modulation study been performed at the asset?	From relevant party handling pre-bid correspondence	Yes / No	If yes, request report. What was the radius affected by the noise of the asset? Have noise complaints been issued towards the asset during the span of its operation?	Noise pollution especially at night can be a serious cause of concern for neighbouring community Was this performed by a third party?	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	3 Has a Lighting design study been performed at the asset?	From relevant party handling pre-bid correspondence	Yes / No	If yes, request report. What was the radius affected by light pollution from the asset? Does the asset have in place exterior photocells on the lighting system (in order to control and graduate external lighting brightness)	Lighting studies will highlight possible implications with neighbor properties, especially if there are housing areas nearby. Possible effect to wildlife. Was this performed by a third party?	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	4 Has an indoor air quality test been undertaken for the property in the past three years?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy.	Indoor air quality can influence the health, comfort and well-being of occupiers. Poor air quality has been linked to Sick Building Syndrome and reduced productivity. A recent Air Quality Test is a useful gauge to assess the adequacy of current ventilation systems and whether improvement works are required. It should be noted that a property will need to achieve a certain level of air quality if a property owner or occupier wishes to achieve a certification linked to health & wellbeing e.g. WELL Building Standard or FitWell.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	5 Do occupiers have any access to ecological/green amenity space?	Within the Building Survey & Building Plans.	Yes/ No	If yes, provide details, including maintenance arrangements and costs.	An amenity space for occupiers can comprise planting, or other ecological features such as a pond, together with seating and benches. Spaces can be within an internal courtyard, terracing or as part of the external landscaping. Amenity space should be attractive to occupiers. Studies have indicated that such spaces can lead to improved occupier satisfaction, health, wellbeing and productivity.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	6 Have any green provisions been identified within any Leases or Licences for Alternations?	Within the Title Report.	Yes/ No	If yes, consider whether they present any material risks.	For further information into the types of green provisions that are becoming standard practice, see BBP Green Lease Toolkit and https://eguides.cmslegal.com/pdf/greenleaseclauses.pdf	Required information

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
	7 Is an Occupier/Building Management Forum in place?	Within (pre-)bid correspondence	Yes / No	If yes, request details including frequency of meetings, the owner / property management's role and minutes of previous meetings.	Occupier/Building Management Forums provide a platform from which to review the environmental performance of the property and to share ideas on how to improve its operational and occupational efficiency. This may have been formalised via a Memorandum of Understanding. They provide owners with an opportunity to explain to occupiers how their property is currently performing and can help stimulate action by occupiers to reduce their own environmental impacts. For further information see the BBP Green Building Management Toolkit and BBP Green Lease Toolkit.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	8 Are there any complete environmental studies produced for the asset?	Within (pre-)bid correspondence	Yes / No	If yes, request report. What does the report cover? What are the main environmental concerns outlined in the report?	Inputs include the measurement of key environmental resources such as energy, water, inventories (especially if any of these are scarce or threatened), land use, etc. Outputs include the efficiency of internal processes (possibly including a 'mass balance' or 'yield' calculation) and the impact of outputs. These might include the proportion of product recyclability, tonnes of carbon or other gases produced by company activities, any waste or pollution.	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	9 Has a post occupancy evaluation, an occupancy satisfaction and/or a health & wellbeing perception survey been carried out in the last three years?	Within (pre-)bid correspondence	Yes / No	If yes, request a copy of the report.	<p>A Post-Occupancy Evaluation is a process of receiving feedback on a property's operational performance in comparison to its design intent. This is normally carried out within the first 24 months of construction or a major refurbishment and can cover:</p> <ul style="list-style-type: none"> • The effectiveness of the space planning. • Aesthetic quality. • The standards of lighting, acoustic environment, ventilation, temperature and humidity. • Air-pollution and air quality. • User comfort. • Maintenance and occupancy costs. • Defects. • The balance between capital and running costs. • Environmental performance and operational energy consumption. <p>An Occupier Satisfaction Survey will provide recent feedback of occupier perceptions and their experience of using the property, as well as suggestions for improvements. Examples include the BUS Methodology and BRE Design Quality Method.</p>	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Biodiversity	1 Are there any biodiversity risks or constraints that could impact or limit activity at the property?	Within (pre-)bid correspondence, Building Survey, and any previous Biodiversity Survey	Yes / No	If yes, provide details.	Items to be reviewed should include; whether the property is on, or adjacent to, a designated site for the protection of the natural environment; has a tree preservation order; contains or has the potential for protected species (e.g. bats in derelict buildings); contains or has potential for invasive plants to invade the site. In relation to building infrastructure, items to be reviewed should include whether there exists a green/brown roof, living wall or biophilic spaces which require special management provisions.	Required information
	2 Does a Biodiversity Action Plan exist?	Within (pre-)bid correspondence	Yes / No	If yes, provide a copy of the Plan.	A Biodiversity Action Plan will set out the policies and measures in place, as well as the opportunities that may exist to preserve and enhance the biodiversity at the property.	Supports post-acquisition monitoring/integration to VIA sustainability strategy

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Category	Question	How information should be requested / sourced	Response	Additional Requirements	Supplementary Information	Nature of Impact
Biodiversity	3 Are there any opportunities to improve the biodiversity on-site?	Specialist review (Biodiversity Survey)	Yes / No	If yes, provide details.	<p>Research is increasingly highlighting the important role of on-site biodiversity in supporting occupier health, wellbeing and productivity. As a result, maintaining and enhancing on-site biodiversity is becoming an additional asset management consideration.</p> <p>Such information may exist within a Biodiversity Action Plan for the property. Opportunities often include the:</p> <ul style="list-style-type: none"> • Selection of specific fauna and flora. • Creation of ecological spaces / wildlife habitats. • Installation of green/brown roofs or walls. • Use of indoor plants. 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
Transport	1 Are there any concerns identified relating to the access to the property and travelling within the site premises?	Internal review of Building Survey & Plans, Title Report.	Yes / No	If yes, assess whether any mitigation measures are required and feed associated costs & timescales into the investment appraisal.	<p>Items for review may include the:</p> <ul style="list-style-type: none"> • Distance to public transport node and frequency of service in relation to property opening / operating hours. • Existence of designated and safe footpaths, walkways and cycle paths to access public transport and on-site facilities. • Adequate / space to include on-site cycle storage and facilities e.g. changing areas, showers, lockers and drying areas. • Adequate provision of car park spaces. 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	2 Are there any opportunities identified to improve transport provisions to the property and within site premises?	Internal review	Yes / No	If yes, this information should then be reviewed as part of the post-acquisition review to feed into the property's asset plan.	<p>Possible opportunities could include the:</p> <ul style="list-style-type: none"> • Provision (or addition) of on-site cycle spaces. • Development of a Green Travel Plan. • Creation of designated and safe footpaths, walkways and cycle paths to access public transport and on-site facilities. • Installation of electric vehicle charging points. 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	3 Are there any electric car charging points?	Internal review	Yes / No	If yes, request the installation date, and all product specification details including whether it is a slow-charging, standard charging or very fast charging point. It is also important to be aware of whether there are any pre-existing relationships with providers who may have paid for the installation of the charging point, and set the /kWh rates that are charged.	<p>Possible opportunities could include the:</p> <ul style="list-style-type: none"> • Provision of free electricity as a marketing strategy • Co-locate chargers with carport solar to improve the financial returns • Monitor usage data to determine whether you should install more EV charging points 	Supports post-acquisition monitoring/integration to VIA sustainability strategy
	4 Has a traffic or transportation study of the site been undertaken?	Internal review	Yes / No	If yes, assess whether any mitigation measures are required and feed associated costs & timescales into the investment appraisal.	<p>Possible opportunities could include the:</p> <ul style="list-style-type: none"> • Provision of additional local transport services and cycle storage to reduce the reliance on car transport. • Improvement of the local air quality by reducing the traffic and congestion in the local area 	Supports post-acquisition monitoring/integration to VIA sustainability strategy

Abbreviations

aM&T	Automatic Monitoring & Targeting
AMR	Automatic Meter Reading
BIM	Building Information Model
BMS	Building Management System
BREEAM	Building Research Establishment Environmental Assessment Method
CAPEX	Capital Expenditure
CIBSE	Chartered Institute for Building Services Engineers
CO	Carbon Monoxide
CO ₂	Carbon Dioxide
CPSE	Commercial Property Standard Enquiries
CRC	Carbon Reduction Commitment Energy Efficiency Scheme
DEC	Display Energy Certificates
EMS	Environmental Management System
EPBD	Energy Performance of Buildings Directive
EPC	Energy Performance Certificate
ESOS	Energy Savings Opportunities Scheme
ESG	Environmental, Social and Governance
FiTs	Feed-in Tariffs
HVAC	Heating, Ventilation and Air-conditioning
ISO	International Standards Organization
kWh	Kilowatt-hour
LEED	Leadership in Energy and Environmental Design
M&E	Mechanical & Electrical
MID	Measuring Instruments Directive
MOP	Meter Operator
MPAN	Meter Point Administration Number
MPRN	Meter Point Reference Number
OHSAS	Occupational Health and Safety Assessment Series
PPM	Planned Preventative Maintenance
RHI	Renewable Heat Incentive
ROCs	Renewables Obligation Certificates
VOCs	Volatile Organic Compounds

