



Checklist for dialogue with tenants¹

The checklist is an example of which parameters could be included in a discussion between landlord and tenant concerning summer comfort.

- Temperature setting

Discuss and agree on what temperatures are to be met. Is there any time of year the comfort temperature could be exceeded? How many hours a year? Discuss the cost of reducing the number of hours the temperature is exceeded.

- Sun shading

Discuss how to operate manual sun shades and who is responsible? Does the tenant have the correct instructions? Is a guide or short training course an option?

Define how the shades should be used in different directions. If possible present to the tenants how much a correct use of sun shading influences the cooling needs.

Discuss if automatic controls should be installed for a more correct handling of sun shades.

- Lighting systems

Discuss requirements on the lighting installed. The guidelines below can be used.

Discuss who is responsible for lighting systems. Sometimes the landlord is in charge of the fixed fixtures installed and the tenants are in charge of the fixtures on each desk

Discuss the use of the lighting system. Are there any possibilities for improvement? Is the lighting only on when the daylight is not enough and when someone is present (working, cleaning or just passing by)? How can this best be controlled (manually, by a clock or by automatic controls)?

- Office equipment

Discuss the office equipment purchased (the guidelines below can be used) and how it is used. Is the equipment turned off when not used? Is energy saving options installed and used?

Discuss with the IT-system managers how energy saving configuration should be activated in all computers and other office equipment.

Discuss how to best activate users to make the best use of energy saving features, incl. switching off equipment.

The benefits and reasons why equipment should be turned off must be communicated IT-managers and users.

- Clothing

Discuss the dressing code inside the bureau. A flexible dressing code should be encouraged. For those who have external meetings they could have a wardrobe in the office with ties, jackets and shoes if necessary.

No ties

¹ This checklist has been elaborated by the Swedish partner of Keep Cool, the Swedish Energy Agency. <http://www.energimyndigheten.se>



No jackets
Sandals instead of shoes
Short-sleeved shirts
Short pants
Light materials
Light colours
Example of light summer outfits

- Furniture

Discuss the use of furniture and if the use of for instance “cool chairs” could be an option.

If high indoor room temperatures are a problem a major part of the year also furniture should be considered as they also influence thermal comfort. Normal chairs heat up, and work just like additional clothing. Both form and material influence the thermal characteristics of chairs. Specific “cool chairs” are available: These have a mesh structure on the back and/or seat, allowing the air to circulate around those parts of the body that normally heat up the chair.

- Opening of windows

Discuss the opening of windows. Guidelines below can be used.

Windows exposed to the sun should not be opened.
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When the outdoor temperature is lower windows should be opened. Cooler night air should be used e.g. by long-working employees who can aerate in the evening hours. Due to insurance reasons it is often forbidden to let the windows opened at night. Every company has to clarify how windows can be opened for each building.

- Activity

Discuss the possibility of establish flexible entry and exit times to allow individual accommodation to high temperature periods. Guidelines below can be used.

Change typical “9 to 5” office hours to a so called intensive or continuous shift or working day which goes from eight am to three pm with a short break (20-30 min.) for a breakfast.
Consider “heat wave holidays” for people at risk in during high temperature periods.
Allow for a “siesta” in hot regions or high temperature periods.

Rental agreements

The results of the discussions should be attached to the rental agreement along with an agreement on how to share costs and profits. Costs could be installations of sun shades etc and profit the reduced energy use.