



Circular Letter No.: 2021.172

Issue Date: 1 September 2021

Application: BEAM Plus EB Version 2.0 Comprehensive Scheme

Effective Date: 1 December 2021

EU 1c Appointment of Energy Warden

1. The Circular Letter provides further clarification on the requirement of Energy Warden under the captioned credit.
2. At least one Energy Warden shall be appointed as key member in the building management team for the building. The Energy Warden shall be a senior staff member appointed as the team leader to be responsible for the overall coordination of the energy management program. The scope of work for the Energy Warden shall also be indicated.
3. The Energy Warden shall be certified with at least one professional corporate membership qualification (e.g. HKIHK, HKIE, HKIS (BS/PFM), RICS (BS/FM), IFMA, HKIFM, BSOMES, or equivalent) or with at least 5 years of relevant working experience.
4. The Energy Warden shall meet all of the following requirements:
 - i. An employee of the Building Management Company; and
 - ii. Participated in more than 80% of the property management meetings that are related to energy management.
5. The Building Manager or top management of Building Owner/ Building Management Company, who approves the energy management plan, cannot act in a dual role as Energy Warden to execute the energy management plan.
6. The Applicant shall provide the following documents:
 - i. Scope of the work for the Energy Warden(s);
 - ii. Resume of the Energy Warden(s);
 - iii. Professional certificate(s) of the Energy Warden(s) valid at the time of the first assessment submission to demonstrate the professional corporate membership qualification (if applicable);
 - iv. Meeting minutes showing the attendance and action items (if any) by the appointed Energy Warden(s); and
 - v. Meeting schedule or similar substantiation within the past 12 months at the time of first assessment submission to justify the Energy Warden(s) participates at least 80% of property management meetings that are related to energy management.

7. Approved PA projects: For projects that have already completed PA and have certain assessment approach approved, the Applicant may opt to adopt the same assessment criteria for FA or voluntarily comply with this Technical Circular. For the avoidance of doubt, the Applicant shall provide PA evidences (e.g. extract of the PA report, documents submitted for assessment in PA, etc) in subsequent assessments to support the intention of using the same assessment methodology as in PA.



Ir SK Ho
Chairperson of Standards Sub-committee