



# 慳神大比拼

## Energy Saving Championship Scheme



### 獎項 Awards

-  至尊慳神大獎  
Hanson Grand Award
-  卓越慳神獎  
Hanson Outstanding Award
-  優秀慳神獎  
Hanson Excellent Award
-  慳得至勁慳神獎  
Best Achievement in Energy Saving Award
-  慳得至醒慳神獎  
Most Innovative Energy Saving Measures Award
-  慳得至型慳神獎  
Best Engagement of Occupants  
in Energy Saving Measures Award

得獎者將會作為典範幫助推廣節約能源  
All award winners will act as role models to  
help promoting energy saving

### 比賽組別 Category

-  商場  
Shopping Mall
-  辦公室大樓  
Office Building
-  住宅大廈/屋苑  
Residential Building/Housing Estate
-  學校 (小學及中學)  
School (Primary and Secondary)
-  專上教育院校  
Post-secondary Education Institution

計劃旨在表揚一些於採用節能科技及良好作業模式及有效牽動用戶及社區達至持續減低能源使用的領導團體。

The Scheme is to recognise leading organisations in the adoption of energy efficient technologies and best practices, and effective engagement of occupants and community to continual reduce overall energy use.



截止報名日期 Deadline for Application

**31-10-2016**

報名及比賽詳情 Application and Competition Detail  
請瀏覽 Please visit: <http://www.energysaving.gov.hk/eschampion/>

查詢 Enquiry

-  3155 3977 (秘書處 Secretariat)
-  [eschampion@emsd.gov.hk](mailto:eschampion@emsd.gov.hk)



環境局  
Environment Bureau

機電工程署  
EMSD



致 To: 活動秘書處 Event Secretarial 傳真 Fax : 2890 6081  
電郵地址 Email: [eschampion@emsd.gov.hk](mailto:eschampion@emsd.gov.hk) 電話 Phone : 2967 8855

### A. 參與場所資料 Particular of Participating Premises<sup>1</sup>

參與場所 Participating Premise <sup>1</sup> :	(中文)
	(English)
場所地址 Premises Address:	
參與場所負責人 Name of Responsible Person of Participating Premise:	
所屬團體 Name of Organization	(中文)
	(English)
職位 Post Title:	
電郵地址 Email:	
電話 Tel:	
參與場所總內部樓面面積 Participating Premise Total Internal Floor Area:	

### B. 組別 Categories

- 1: 商場 Shopping Mall
- 2: 辦公室大樓 Office Building
- 3: 住宅大廈/屋苑 Residential Building/Housing Estate<sup>2</sup>
- 4: 學校(小學及中學) School (Primary and Secondary)
- 5: 專上教育院校 Post-Secondary Education Institution<sup>3</sup>

<sup>1</sup> 請您為每個參與場所例如整座商場、學校、大樓或大廈，填寫一份報名表格（即表格 1 及表格 2）。  
Please kindly fill in one application form (i.e. Form 1 and Form 2) for each participating premise such as whole mall, school or building.

<sup>2</sup> 在同一屋住宅苑內及同屬一間管理代理所管理的住宅大廈，應遞交一份申請表。Please kindly submit one application form for residential buildings in a housing estate and under same management agent.

<sup>3</sup> 在同一地址及同屬一間管理代理所管理的校園/校舍，應遞交一份申請表。Please kindly submit one application form for the campus of your institution located at the same address and under management of same management agent.

**Part 1 – Achievements in energy saving over the past 3 years  
(i.e. from 1 September 2013 to 31 August 2016)**

**A. Type of energy end-use in the premises**

Item	Type of Energy	Yes	No
1	Electricity	<input type="checkbox"/>	<input type="checkbox"/>
2	Towngas	<input type="checkbox"/>	<input type="checkbox"/>
3	Liquefied Petroleum Gas	<input type="checkbox"/>	<input type="checkbox"/>
4	Diesel	<input type="checkbox"/>	<input type="checkbox"/>
5	Others: _____ (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

**B. Please provide the following information<sup>3</sup> on reduction in energy consumption including all types of energy in Part A during each period as shown below.**

Item	Period of time	Percentage Reduction in Energy Consumption with reference to base year consumption <sup>4</sup> (%)
1	1 September 2013 ~ 31 August 2014	
2	1 September 2014 ~ 31 August 2015	
3	1 September 2015 ~ 31 August 2016	

**C. Please list out any major operational change which caused major effect on energy consumption over the past 3 years from 1 September 2013 to 31 August 2016 when compare to the base year.**

(Example: Major renovation was conducted in shopping arcade during October 2014 to December 2014)

<sup>3</sup> Participating organizations are required to submit energy bills for verification upon request.  
<sup>4</sup> Base Year is from 1.9.2012 to 31.8.2013. If the period of energy bill is not fall exactly the above period, please calculate the energy consumption for the above period on pro rata basis.  
 Remarks: 1 kWh electricity = 3.6MJ 1 Unit Town Gas = 48MJ 1kg LPG = 46.3MJ 1kg industrial diesel fuel = 42.5MJ

## Part 2 – Adoption of Energy Saving Technologies and Practices

### A. Energy Management Leadership

<b>Leadership</b>	<b>Yes</b>	<b>No</b>
1. Establish energy saving policy and demonstrate the management's commitment to energy saving	<input type="checkbox"/>	<input type="checkbox"/>
2. Involve management in the energy saving programme and activities	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate the energy saving policy and plan with staff in a two-way manner	<input type="checkbox"/>	<input type="checkbox"/>
4. Establish incentives or rewards to staff for their energy saving initiatives	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy</b>		
5. Establish and operate a sound energy management system such as ISO 50001	<input type="checkbox"/>	<input type="checkbox"/>
6. Apply the energy saving policy organization-wide	<input type="checkbox"/>	<input type="checkbox"/>
7. Establish energy saving target	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop energy saving plan and measures to achieve the target	<input type="checkbox"/>	<input type="checkbox"/>
9. Green procurement policy for purchasing energy efficient equipment, including energy efficient electrical appliances for the organization/premises	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organization, resources, communication and training</b>	<b>Yes</b>	<b>No</b>
10. Appoint "Green Manager" or working group to coordinate and help implement the energy saving plan	<input type="checkbox"/>	<input type="checkbox"/>
11. Collect ideas from staff and answer their questions or concerns	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide training for staff and encourage them to participate in the energy saving programmes	<input type="checkbox"/>	<input type="checkbox"/>
13. Set goals or energy saving targets and provide feedback to staff on progress of energy saving activities.	<input type="checkbox"/>	<input type="checkbox"/>
14. Review energy bills regularly and keep track of the progress of the energy saving programme defined	<input type="checkbox"/>	<input type="checkbox"/>
15. Communicate the accomplishments of the energy saving programmes to the community.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Continual improvement</b>	<b>Yes</b>	<b>No</b>
16. Develop plan for regular checks of the organization's energy saving programme and document the findings properly	<input type="checkbox"/>	<input type="checkbox"/>
17. Implement any corrective or preventive actions arising from the regular checking	<input type="checkbox"/>	<input type="checkbox"/>
18. Monitor if appropriate corrective or preventive actions are taken and to address any lapses or inadequacies	<input type="checkbox"/>	<input type="checkbox"/>
19. Plan to require new/existing buildings to obtain green building rating, such as BEAM Plus	<input type="checkbox"/>	<input type="checkbox"/>

### B. Adoption of Energy Saving Technologies and Practices

Energy management programme implementation	Yes	No
1. Regularly assess energy bills for electricity, town gas, LPG and diesel, etc	<input type="checkbox"/>	<input type="checkbox"/>
2. Regularly conduct energy audit	<input type="checkbox"/>	<input type="checkbox"/>
3. Establish plan on implementation of energy management opportunities in energy audit report	<input type="checkbox"/>	<input type="checkbox"/>
4. Use building energy management system to facilitate the building management to master monitoring of energy consumption status for the building	<input type="checkbox"/>	<input type="checkbox"/>
Lighting installation	Yes	No
5. Select lighting products with Grade 1 energy label	<input type="checkbox"/>	<input type="checkbox"/>
6. Incandescent bulb is not used in the premises	<input type="checkbox"/>	<input type="checkbox"/>
7. Retrofit/replace fluorescent lamp using electromagnetic ballast by lamps using electronic ballast	<input type="checkbox"/>	<input type="checkbox"/>
8. Use high energy efficient light such as LED lamp, T5 luminaries	<input type="checkbox"/>	<input type="checkbox"/>
9. Install occupancy/ motion sensors to automatically control on/off of lighting in public areas such as corridors, toilets, etc.	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply day light sensor for turning off the lights where there is natural light	<input type="checkbox"/>	<input type="checkbox"/>
11. Dimming down some lightings to suitable brightness	<input type="checkbox"/>	<input type="checkbox"/>
12. Apply de-lamping in over-illuminated areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Install lighting zone control whenever possible to facilitate the switching off of lighting in unoccupied areas, during off-peak hours or after business hours	<input type="checkbox"/>	<input type="checkbox"/>
14. Use LED exit sign	<input type="checkbox"/>	<input type="checkbox"/>
15. Use task lighting when few people working in the office and switch off unnecessary lights	<input type="checkbox"/>	<input type="checkbox"/>
16. Affix sticker near switch as a reminder to switch off unnecessary lighting	<input type="checkbox"/>	<input type="checkbox"/>
17. Keep all windows, light bulbs and light fittings clean to maintain optimum lighting performance	<input type="checkbox"/>	<input type="checkbox"/>
Electrical installation	Yes	No
18. Select electrical products with high energy efficiency such as products with Grade 1 energy labels	<input type="checkbox"/>	<input type="checkbox"/>
19. Affix sticker/ notice to remind the use to switch off the electrical equipment when not in use	<input type="checkbox"/>	<input type="checkbox"/>
20. Switch off office equipment such as photocopies, printers, computers after office hours	<input type="checkbox"/>	<input type="checkbox"/>
21. Set the "Low Power" or "Sleep" mode or "Off" mode default intervals to the lowest setting	<input type="checkbox"/>	<input type="checkbox"/>
22. Reduce the brightness level of the screen to the lowest comfortable level	<input type="checkbox"/>	<input type="checkbox"/>
23. Unplug all equipment charger and adapters when they are not in use	<input type="checkbox"/>	<input type="checkbox"/>
Air-conditioning (AC) installation	Yes	No
24. Set and maintain air-conditioned room temperature at 24°C to 26°C in summer months (June to September)	<input type="checkbox"/>	<input type="checkbox"/>
25. Switch off the AC in offices, meeting rooms etc. right after use. Affix sticker/ notice as a reminder at the exit	<input type="checkbox"/>	<input type="checkbox"/>
26. Clean dust filters and AC equipment regular.	<input type="checkbox"/>	<input type="checkbox"/>

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27. Remove obstructions at air inlets and outlets of AC and ventilation.	<input type="checkbox"/>	<input type="checkbox"/>
28. Turn off air-conditioning systems after normal office hours	<input type="checkbox"/>	<input type="checkbox"/>
29. Adjust the temperature of chilled water supply according to the weather	<input type="checkbox"/>	<input type="checkbox"/>
30. Use variable speed drives for chilled water pumps	<input type="checkbox"/>	<input type="checkbox"/>
31. Use variable speed drives for air handling units (AHUs)	<input type="checkbox"/>	<input type="checkbox"/>
32. Use fresh water/ seawater cooled air-conditioning system	<input type="checkbox"/>	<input type="checkbox"/>
33. When outdoors conditions are suitable, make use of fresh air to provide a comfortable working environment	<input type="checkbox"/>	<input type="checkbox"/>
34. Install sunblock devices such as sunscreen film or curtains to reflect the sun's heat	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lift installation</b>	<b>Yes</b>	<b>No</b>
35. Encourage occupants/ tenants/ staff/ students to use stair whenever possible	<input type="checkbox"/>	<input type="checkbox"/>
36. Switch off lifts or escalators during off-peak hours	<input type="checkbox"/>	<input type="checkbox"/>
37. In case of a bank of escalators, the traveling direction can be adjusted to suit the flow pattern of passenger traffic	<input type="checkbox"/>	<input type="checkbox"/>
38. Switch off the lighting, ventilation fan and TV screen inside the lift car when the lift is in standby/idle mode	<input type="checkbox"/>	<input type="checkbox"/>
39. Use energy saving lamps such as LEDs instead of halogen spot lamps in the lift compartment	<input type="checkbox"/>	<input type="checkbox"/>
40. Optimize the lift specification so as to save energy by using a traffic management system such as destination control	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional Energy Saving Measures</b>	<b>Yes</b>	<b>No</b>
41. Plan to carry out energy retro-fitting or optimizing the operation of energy consuming equipment	<input type="checkbox"/>	<input type="checkbox"/>



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C. Please give a summary on creative, innovative or practical energy saving technologies and practices being adopted. You may also highlight the results by citing the savings in energy consumption, payback period, participation of your occupants/ tenants/ staff/ students or even the general public.

D. Please give a summary on energy saving projects conducted for the achievement of energy saving over the past 3 years from 1 September 2013 to 31 August 2016.

Item	Energy Saving Project	Completion Date (MM/YYYY)	Estimated/ Actual Annual Saving (MJ or kWh)



**Part 3 – Engagement of Occupants/ Tenants / Staff/ Students/ Community in Energy Saving**

<b>Engaging your occupants/ tenants/ staff/ students</b>	<b>Yes</b>	<b>No</b>
1. Involve occupants/ tenants/ staff/ students in planning and implementation of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
2. Set goals and provide feedback to occupants/ tenants/ staff/ students on progress of energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicate regularly with occupants/ tenants/ staff/ students on energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
4. Organize energy saving activities for occupants/ tenants/ staff/ students	<input type="checkbox"/>	<input type="checkbox"/>
5. Encourage participation of occupants/ tenants/ staff/ students in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide briefing or supportive coaching for occupants/ tenants/ staff/ students and encourage them to participate in the energy saving programs	<input type="checkbox"/>	<input type="checkbox"/>
7. Create opportunities for sharing of goals and accomplishments.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Engaging the community</b>	<b>Yes</b>	<b>No</b>
8. Share with the general community, the lessons learnt in setting up the energy saving programs,	<input type="checkbox"/>	<input type="checkbox"/>
9. Identify your influences to the society and communicate your contributions to the community	<input type="checkbox"/>	<input type="checkbox"/>
10. Get involved in and support local energy saving initiatives of the community	<input type="checkbox"/>	<input type="checkbox"/>
11. Report your energy saving initiatives in newsletters, magazines and other publications	<input type="checkbox"/>	<input type="checkbox"/>
12. Publish environmental or sustainability report to communicate your energy saving performance with stakeholders as well as community	<input type="checkbox"/>	<input type="checkbox"/>
13. Carry out regular review to determine energy management opportunities for improvement affecting the community	<input type="checkbox"/>	<input type="checkbox"/>
14. Sign environment-related charters launched/supported by the Hong Kong SAR Government. (e.g. Energy Saving Charter on Indoor Temperature, Energy Saving Charter 2016, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
15. Participation in or achievements/awards obtained from the following competitions, certification or charter schemes over the past 3 years from 1 September 2013 to 31 August 2016.		
(a) "Hong Kong Awards for Environmental Excellence" organized by the Environmental Campaign Committee (ECC)	<input type="checkbox"/>	<input type="checkbox"/>
(b) "Energywise Certificate" organized by the Environmental Campaign Committee (ECC)	<input type="checkbox"/>	<input type="checkbox"/>
(c) "Green Plus Recognition Award" organized by the CLP Power Hong Kong Limited (CLP)	<input type="checkbox"/>	<input type="checkbox"/>
(d) "Smart power Campaign" organized by the HK Electric (HKE)	<input type="checkbox"/>	<input type="checkbox"/>



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(e) "BEAM Plus assessment scheme" organized by the Hong Kong Green Building Council Limited (HKGBC)	<input type="checkbox"/>	<input type="checkbox"/>
(f) "Green Office Awards Labelling Scheme" organized by the World Green Organization (WGO)	<input type="checkbox"/>	<input type="checkbox"/>
(g) "Hong Kong Green Award" organized by the Green Council (GC)	<input type="checkbox"/>	<input type="checkbox"/>
(h) "Earth Hour" organized by the World Wildlife Fund Hong Kong (WWF)	<input type="checkbox"/>	<input type="checkbox"/>
(i) Others. Please specify:	<input type="checkbox"/>	<input type="checkbox"/>

Please give a summary on how to engage your occupants/ tenants/ staff/ students/ community in energy saving. Please also kindly advise your participation in or achievements/awards obtained from competitions, certification or charter schemes over the past 3 years from 1 September 2013 to 31 August 2016 (see items 14 and 15 in the above table).



### Part 4 – Energy Saving Technologies and Practices for modelling by others

Please give a summary on specific energy saving technologies and practices adopted by you that can be modelled by other organizations in your trade.

**Part 5 – Future Energy Saving Plan**

Please give a summary on energy saving target and implementation plan(s) to achieve such target.

Energy Saving Plan and Timeline	Yes	No
1. Any energy saving target set?	<input type="checkbox"/>	<input type="checkbox"/>
2. Overall energy saving target (%)	%	
3. Target timeline for achieving the above energy saving target	From _____ to _____	

Please give a summary on your energy saving target and describe your implementation plan(s) to achieve such target.

### Rules of the Scheme

#### Application Period

1. 1 August 2016 to 31 October 2016

#### Eligibility for the Scheme

2. All premises located in Hong Kong with their core business fulfilling the definition of respective category are eligible to apply for the Energy Saving Championship Scheme (the Scheme). Each premise is limited to enter into one category only.
3. Participating premises are required to submit completed application forms, i.e. **Form 1 and Form 2** for registration and subsequent assessment. **Form 1** will contain particulars of participating premises. Whereas, **Form 2** will include detailed information to facilitate subsequent evaluation process based on assessment criteria shown in paragraph 5. Personal data collected from application will be used for the assessment of Energy Saving Championship Scheme only. All personal data will be properly handled in accordance with the Personal Data (Privacy) Ordinance.

#### Categories

4. The Scheme has five categories:-
  - (a) Shopping Mall
  - (b) Office Building
  - (c) Residential Building/ Housing Estate
  - (d) School (Primary and Secondary)
  - (e) Post-Secondary Education Institution

#### Assessment

5. Preliminary assessment is executed based on the information stated in the submissions provided by participating premises (i.e. **Form 1** and **Form 2**) according to the criteria for assessment shown in Table 1 below.

Assessment criteria
1. Continual achievements in energy saving over the past 3 years from 1 September 2013 to 31 August 2016.
2. Creativity, innovation and practicality of energy saving technologies and practices adopted.

3. Effective engagement of occupants/ tenants/ staff/ students/ community in energy saving measures, such as behaviour change and adopting energy efficient technologies.
4. Whether the energy saving technologies and practices adopted by the participating organization (item 2 and 3 above) can be modelled by other organizations in the same sector.
5. Future energy saving target and implementation plan(s) to achieve such target.

Table 1 – Criteria for Assessment

6. Participating premises are required to provide document proof, drawings or photos in connection with their submissions in **Form 1** and **Form 2** for verification upon request. Premises selected for detailed assessment will be visited by assessor(s) for in-depth understanding of their energy saving performance and programs.
7. Participating premises with highest marks in each category will be shortlisted to give presentation to the Judging Panel on their energy saving measures.
8. According to the same set of assessment criteria as shown in Table 1 above, Judging Panel will have final evaluation on the submissions and presentation for the final scoring of the finalists as well as the grades of award for each category of premises or a combination and other special awards as deemed appropriate by the Judging Panel:-

#### Grades of Award for each category

- (a) Hanson Grand Award (one winner)  
至尊慳神大獎
- (b) Hanson Outstanding Award (one winner)  
卓越慳神獎
- (c) Hanson Excellent Award (one winner)  
優秀慳神獎

#### Grades of Award across all categories

- (d) Best achievement in energy saving award (one winner)  
慳得至勁慳神獎
  - (e) Most innovative energy saving measures award (one winner)  
慳得至醒慳神獎
  - (f) Best engagement of occupants in energy saving measures award (one winner)  
慳得至型慳神獎
9. All decisions made by the organizer(s) and the Judging Panel are final and binding. Certificates will be presented to all winners in an award presentation ceremony to be held in Q2 2017 tentatively. All participating premises will receive a “Participation Certificate (參與證書) after completion of all assessment processes.

### Role models to help promoting energy saving

10. All award winning teams of various categories will be invited to share experience as role models through visits/ seminars /exhibitions, etc. Outreach scheme with roving exhibition panels and talks will be arranged to promote energy saving measures as well as share experience of winners.
11. Video clips on energy saving measures adopted by all award winning teams will be produced and uploaded to the “Energy Saving for All” website for promotion and sharing. List of organizations and their premises participating in the Scheme will be promulgated on the “Energy Saving for All” website for recognition. All submission materials would be used by EMSD for the promotion of energy saving. Prior written consent from the participants would be obtained, should any part of the submission materials be adopted for other purposes.
12. Award winning teams may be nominated to attend and share experience at international seminars or workshops, such as those organized by the Asian-Pacific Economic Cooperation (APEC).

### Tentative program

13. The tentative program is appended below.

1 August 2016 to 31 October 2016	Application period and submission of Form 1 and Form 2
November 2016 to March 2017	Verification of submissions and site inspections if needed
March to April 2017	Interview by Judging Panel
June 2017	Announcement and presentation of awards