

Information sheets

Sustainable tenant fit-out

May 2025

p|s|p
Swiss Property



Foreword

We are committed to minimising our consumption of resources and the environmental impact of constructing, modernising and operating our buildings. Sustainability is therefore a central part of our business strategy. One of the key aspects here is our CO₂ reduction strategy, which we consistently drive forward by replacing heating systems and implementing energy-saving measures. At the same time, we attach immense importance to ensuring that our tenants feel comfortable in our buildings and can successfully pursue their business activities. Important decisions regarding economic, ecological and social sustainability are made as early as the planning and construction phase. When it comes to tenant fit-outs, too, forward-looking planning enables us to reduce the environmental impact of construction and operation while maximising the positive effects on the working environment. The following fact sheets are designed to give you inspiration and guidance. Our Business Development team will be happy to provide any assistance you need.

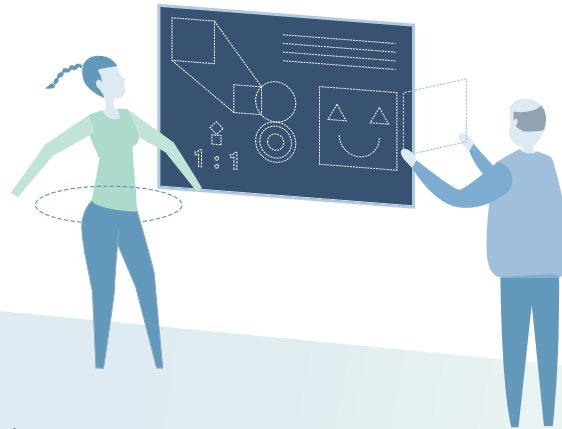
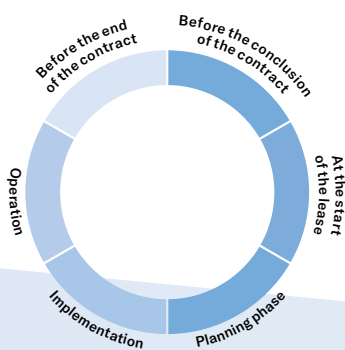
Contents

Fit-out concept
Responsible sourcing
Daylight and lighting
Indoor climate and indoor air quality
Biophilic design
Efficient equipment
Waste prevention
User behaviour

Fit-out concept

An important criterion in terms of sustainable office fit-out is good planning that meets the needs of users while allowing for flexible adjustments.

There is a great deal of potential in the fit-out concept to achieve major savings in terms of resource consumption and costs, both for construction and subsequent operation. Unused space is inherently unsustainable, regardless of the fit-out standard. User needs must therefore be placed in the foreground of the planning process. To the same extent, the entire life cycle should be considered at the first stages of planning. Office space is often rented for five years, with almost every building material having a lifespan of four to five times that.



When to contact PSP

The tenant expansion has various interfaces with the building, which must be coordinated. A lot can be optimised through proper alignment, especially in building technology. Contact us early in the process so we can provide the necessary support.

Further information

- Information sheet on responsible sourcing
- DGNB – German Sustainable Building Council: Catalogue of criteria for interiors

Benefits

- Reduction of construction and operating costs
- Well-being of employees
- Lower environmental impact



Key figures

- The quality of the fit-out concept cannot be measured by figures. These are rather “soft” evaluation criteria that can be assessed by specialists and the organisation itself.
- Life cost calculations are subject to a high degree of uncertainty due to the difficult operation and maintenance costs that are difficult to predict.
- Construction costs account for roughly one-third of total costs, while operating costs make up the remaining two-thirds

Challenges

- Intensive planning usually results in higher initial costs, which must be justified within the organisation.
- Choosing the right partners is crucial. Finding them can be challenging. It may be helpful to consult with an experienced builder-owner representation team that has an appropriate network.

Measures

Recording requirements

At the start of planning, the current requirements of the organisation should be identified. It is important to pursue a well-thought-out concept and implement it consistently throughout the entire space and building, but there is no way to please everyone. Previous internal specifications and requirements should also be critically questioned.

Ensuring holistic planning

Putting together a project organisation with clients, planners, specialists and, if necessary, builder-owner and/or user representatives, with the involvement of the building owner if required.

Reduction of components

Each component must be produced, transported, installed, maintained, recycled and disposed of. The life cycle costs and emissions resulting from this can be completely reduced by eliminating non-mandatory components.

Design for disassembly

Thanks to modular construction technology, components, elements and construction materials can be reused in energy and resource-saving ways. This must already be taken into account in the planning process.

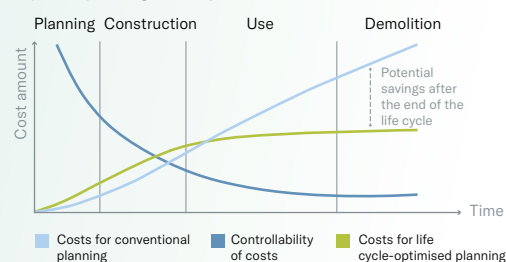
Choice of materials and products

Selecting materials and products that fulfil the requirements over the entire life cycle. Clarify the maintenance requirements, suitability for reuse and dismantling or recycling requirements.

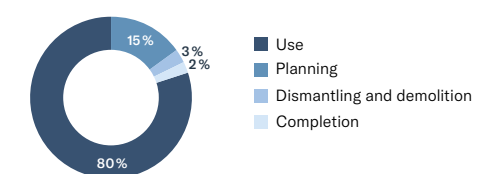
Flexibility

Requirements change; therefore plan as flexibly as possible by only installing those components permanently that do not allow for a flexible alternative due to requirements, quality or legal specifications.

Impact of planning on life cycle costs



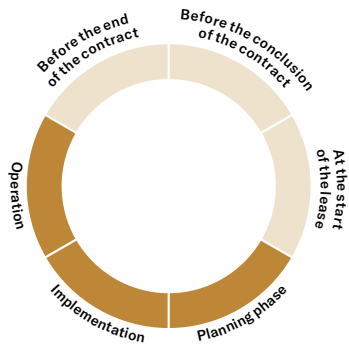
Ratio of life cycle costs



Responsible sourcing

Learn how responsible sourcing can help strengthen the circular economy and promote fair working conditions in the supply chain.

If materials are kept in circulation for longer, valuable primary resources will be spared. This reduces environmental impact, such as soil degradation and loss of habitats. Careful assessment of the origin and supply chain can prevent the procurement of products associated with human rights violations.



When to contact PSP

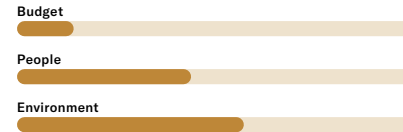
Responsibility for the procurement of sustainable materials lies with the tenants. Contact with the owners is not mandatory. If you have any questions, we will be happy to answer them and, if necessary, put you in touch with specialist planners and service providers.

Further information

- Amfori and CSR Risk Check: Review of socially fair supply chains
- KBOB: Life cycle assessment data in the construction sector
- EDP online: Environmental Product Declarations (EPD) of construction materials
- “Exemplary Energy and Climate” initiative: Life cycle cost tool
- Ecolabel Index: Label overview

Benefits

- Strengthening the circular economy and combating climate change
- Reduction of child labour and forced labour in the supply chain
- Contribution to environmental protection through sustainable choice of materials



Key figures

- Life cycle assessments based on environmental product declarations (EPD)
- Labels such as FSC, PEFC or Cradle to Cradle in the case of furniture, textiles, construction materials or packaging

Challenges

- Life cycle assessments require additional effort in planning and procurement
- Supplier analyses are demanding and time-consuming

Measures

Reuse

Consider the possibility of reuse (e.g. furniture, partition walls from previous tenants).

Sustainable materials

Use of renewable and sustainable raw materials, such as FSC-certified wood. Use of recycled materials.

Recyclable materials

Use of reusable and recyclable materials.

Fair working conditions

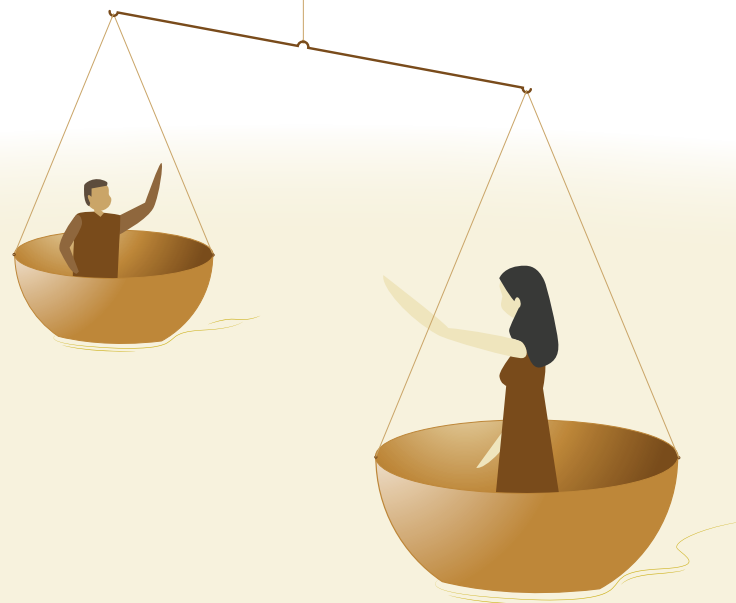
Ensure that materials are sourced from suppliers with fair working conditions and ethical standards. Labels, certificates of origin and platforms such as Amfori or the CSR risk check help with this.

Regional products and local sourcing

Use of regionally sourced raw materials and regional products wherever possible. Preference of regional suppliers and manufacturers to reduce transport emissions.

Life cycle assessment

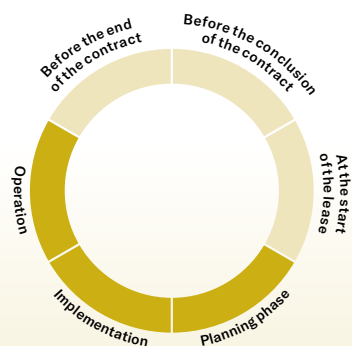
Evaluation of the environmental impact of materials over their entire life cycle. Retrieve environmental product declarations (EPD) of construction products and incorporate their environmental impact in the decision-making process.



Daylight and lighting

Discover how you can improve your workplace with daylight and suitable lighting, which is an important factor for greater well-being, focus and lower operating costs.

Light not only influences vision itself but also activity (urge to work, busyness, entrepreneurial spirit), physiological processes (metabolism, circulation, hormonal balance) and the psyche. Light thus has an important influence on people's well-being and motivation. Therefore, not only the workplace in the narrower sense but its entire surroundings should be illuminated. Workplaces should always be set up in naturally lit rooms.



When to contact PSP

Shading is usually part of the basic features provided by the owner and is also an essential component for optimising the use of daylight. For the implementation of artificial lighting, contact with the owners is not mandatory. We would be happy to answer any questions you may have and, if required, can also provide you with contacts of planners who have contributed to good results in our projects.

Further information

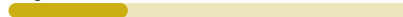
¹ Seco: Guidance on Ordinance 3 to the Swiss Employment Act, Article 15

– Information sheet on efficient equipment

Benefits

- Well-being of employees
- Higher productivity
- Energy savings
- Contribution to environmental protection
- Reduced operating costs

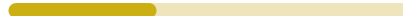
Budget



People



Environment



Key figures

- Illuminance (lux) = lumens per square metre
- Colour temperature (Kelvin)
- Light density (Lv)

There are recommendations and guidelines for these values, which are set out in the Guidance on Ordinance 3 to the Employment Act¹, among others.

Challenges

- Initial investments in professional planning of lighting infrastructure
- Consistent implementation during construction and operation
- Conflict of objectives between energy efficiency and the perception of pleasant or sufficient lighting

Measures

Maximum use of daylight

Arranging workplaces close to the daylight source reduces the need for artificial lighting and saves energy and costs.

Unobstructed view of the outside

Having a connection to the daily course of the sun has a positive effect on employees.

Avoid glare

Furniture or curtain systems can be used to avoid glare without significantly reducing daylight.

The right colour temperature

It supports productive work and boosts well-being.

Intelligent control

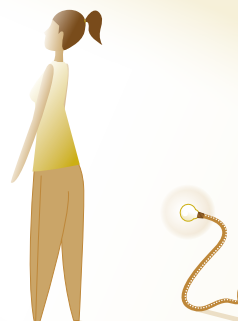
This contributes significantly to energy and cost efficiency as well as the lifespan of the lighting.

Checking energy efficiency

When choosing lights, pay attention to the energy efficiency of the products. An electrician or specialist planner can help you with this.

Consult specialist planners

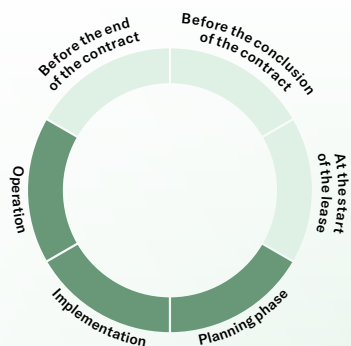
A specialist planner can ensure uniform, glare-free and sufficient (≥ 500 lux) illumination based on experience and calculations.



Indoor climate and indoor air quality

A good indoor climate with high indoor air quality has a noticeable impact on the well-being of your employees.

Not only well-being but also the performance of employees can be increased thanks to the avoidance of disruptive air movements and optimal regulation of the temperature, humidity and quality of the air.



When to contact PSP

In order to ensure the proper functioning of tenant-side installations such as ventilation distribution, zoning regulation, and the like, it is important to reconcile these with the owner-side systems. Contact is recommended early in the planning phase of the tenant expansion.

Further information

- Seco: Guidance on Ordinance 3 to the Swiss Employment Act, Article 16
- Information sheet on user behaviour
- Information sheet on biophilic design

Benefits

- Higher productivity and increased ability to concentrate
- Reduction in absenteeism thanks to improved health and well-being

Budget



People



Environment



Key figures

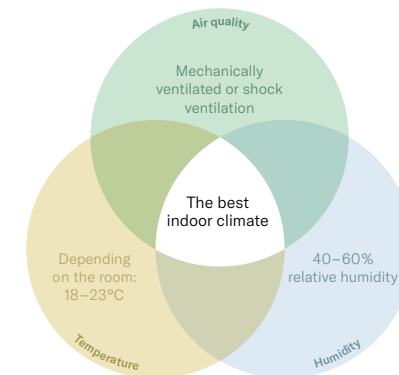
- Room temperature
- Indoor air humidity
- Carbon dioxide (CO₂) concentration
- Air quality can be assessed by means of professional indoor air measurements
- Air movements can be measured using professional assistance

There are recommendations and guidelines for room temperature, indoor humidity and CO₂, which are set out in the Guidance on Ordinance 3 to the Swiss Employment Act, Article 16.

Challenges

- Employees should be made aware of various measures.
- The ideal room temperature is very subjective and there are conflicting goals between comfort and energy efficiency.
- Incorrect manual ventilation can make the endeavours much more difficult.

Measures



Measuring and regulating room temperature

The room temperature in winter should be between 21° and 23°C and in summer between 23° and 26°C.

Optimising indoor air humidity

This can be done using plants (see information sheet on biophilic design) or local air humidification.

Keeping air quality constant

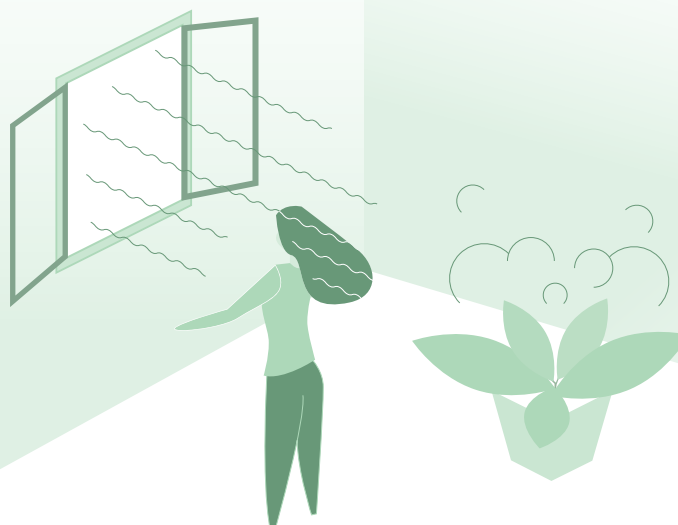
This is possible with regular airing or a ventilation system. In ventilation systems, regular replacement of filters for allergens and bacteria is important.

Avoiding air movements

Disturbing air movements, such as draughts, can be prevented by appropriate furniture placement. Correctly adjusted air outlets also have a positive influence.

Low-pollutant materials

Avoidance of building materials, paints, varnishes and adhesives that are harmful to the environment and health (preference for VOC-free, low-formaldehyde or formaldehyde-free products, e.g. with the "Blue Angel" seal of approval).

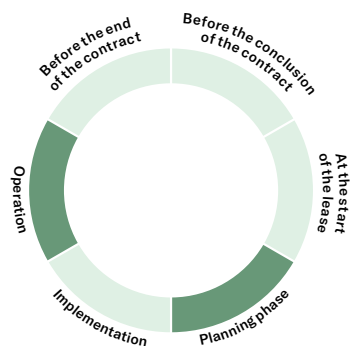


Biophilic design

Discover how biophilic design can improve the well-being of employees and the indoor climate.

Employees with a view of nature and plants at their own workplace report a higher level of satisfaction. Plants reduce stress, alleviate mental exhaustion and foster better health. They clean the air, increase humidity and enhance sound insulation.

A more detailed overview of the topic of indoor climate can be found in the information sheet.



When to contact PSP

The tenants take care of the planting. Contacting the owners is not mandatory. We would be happy to answer any questions you may have and can put you in touch with planners and service providers if required.

Further information

- The Practice of Biophilic Design
- Seco: Guidance on Ordinance 3 to the Swiss Employment Act, Article 16 – Indoor climate

Benefits

- Improved indoor climate
- Air purification
- Visual and sound protection
- Enhanced employee well-being
- Stress reduction

Budget



People



Environment



Key figures

- Relative humidity (%)
- Carbon dioxide (CO₂)
- Particulate matter PM25
- Volatile organic compounds (TVOC)
- Ozone
- Nitrogen dioxide (NO₂)

Challenges

- Careful selection and placement of plants are necessary to achieve the desired effects.
- Plant care requires regular attention, particularly when it comes to watering, fertilisation and cleanliness.

Measures

The right plant for the right place

Choose plants depending on the light conditions, direct sunlight and draughts at the location.

Green workplaces

Integrate plants not only in general areas such as atriums and meeting points but also directly in workplaces, where they serve as natural privacy screens.

Watering and fertilisation

Determine the optimal watering and fertilisation schedule for the plants. Moisture meters help with this.

Avoiding pollution

Avoid soiling the floor through the natural falling of leaves, flowers and twigs.

Measurements

Identify rooms with an uncomfortable indoor climate by measuring the humidity or oxygen content. Optimum air humidity ranges from 30% to 60%. Perform a comparison measurement according to the plant arrangement.

External areas

Plant outside areas such as terraces and balconies. The planting concept should be geared towards biodiversity and where possible, native, hardy plants should be chosen.

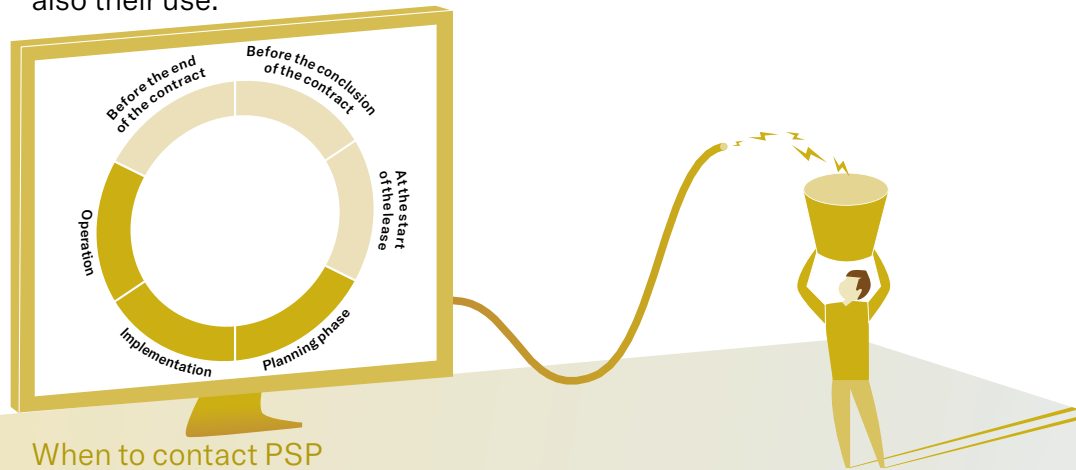
Still no green thumb?

Rent plants and return them if necessary. Leave watering and maintenance entirely to a service provider.

Efficient equipment

Discover how efficient equipment can reduce your operating costs and improve our environment.

A PC consumes about 12 times as much energy as a tablet¹. An efficient fridge of energy class A consumes around 40 % less electricity than a class C device². Not every device that has been switched off is also really switched off. In Switzerland, electrical appliances in standby mode consume almost as much electricity each year as all the businesses and households in the city of Zurich combined³. The decisive factor is not only the choice of devices but also their use.



When to contact PSP

The choice of equipment is independent of the owner. We would be happy to answer any questions you may have and can put you in touch with planners and service providers if required.

Further information

¹ Source: Swiss Federal Office of Energy (SFOE): Document "Power consumption of electrical appliances 2019"

² Source: EnergieSchweiz: Document "Effiziente Elektronik im Haushalt"

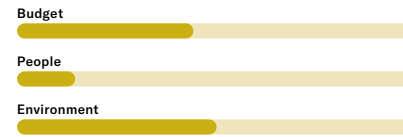
³ Source: Electrosuisse: Document "Entspannt dank Effizienz - Der bewusste Umgang mit Elektrizität"

⁴ Topten

- Energybox
- EnergieSchweiz: Document "Haushaltsgeräte professionell beschaffen"

Benefits

- Energy savings through energy reduction
- Reduced operating costs
- Subsidies may enable lower acquisition costs



Key figures

- Energy label and energy efficiency class of the device
- Cost-effectiveness calculation (acquisition and recurring operating costs)

Challenges

- Conflicts between efficiency gains and resource conservation in case of early replacement of inefficient devices.
- A change in employee behaviour is required for devices to be switched off at the end of the working day or put into standby mode.

Measures

Pay attention to the energy efficiency class

Choose devices with the highest possible energy efficiency class (where possible, "A"). Pay particular attention to the Energy Star label for computers, monitors and photocopiers.

Water-saving devices and fittings

Also pay attention to efficiency when it comes to water consumption and install water-saving nozzles where possible and practical.

Temperature design

The built-in IT equipment must be designed for room temperatures of up to 32°C. The standard ASHRAE-90.4 must be adhered to.

Supporting websites

The website Topten⁴ helps with the choice of energy-efficient devices. The document "Haushaltsgeräte professionell beschaffen" from EnergieSchweiz offers further procurement tips².

Adjusting performance and the number of devices

Reduce the number of devices (e.g. screens, printers). If sufficient, use a tablet or laptop instead of a desktop computer.

Multifunctional devices

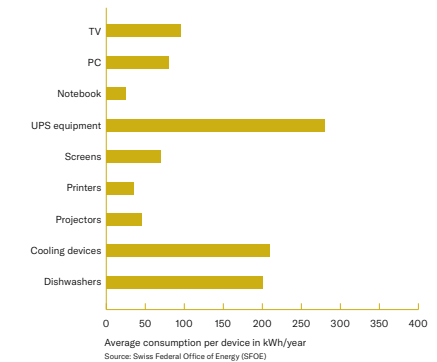
Use a multifunctional device with integrated printer, copier and scanner instead of individual devices. Follow-me printing to reduce paper and energy consumption.

Reducing screen brightness

The energy consumption of a screen is primarily determined by brightness. Reduce it and activate the screen saver.

Standby mode

Activate energy-saving functions such as standby mode if the device cannot be switched off. Find out more about the standby use of the device on Energybox.ch.



Shut-down in the event of non-use

Connect the devices to a common outlet bar so that they can easily disconnect from the power grid in the event of non-use, such as at night or during holidays. For automatic shutdown, use a mechanical timer

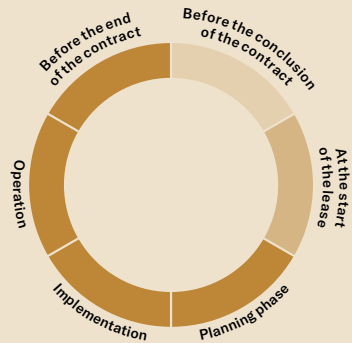
Utilising funding

EnergieSchweiz acts as the official point of contact for the allocation of subsidies at the federal level. Funding options vary at the cantonal level and must be checked individually before purchase.

Waste prevention

Protection of the environment and the conservation of resources through waste prevention and recycling.

In Switzerland, 80 to 90 million tonnes of waste are generated every year. With over 700 kg of waste per person, Switzerland has one of the highest municipal waste volumes in the world. More than half of these are recycled¹. Nevertheless, this amount weighs on the system. The tenant fit-out is where the optimum conditions for waste avoidance and increased reuse and recycling during operation can be created.



When to contact PSP

Since each property is unique in terms of waste disposal, we recommend that you contact us to find out more about your options on-site. In most cases, we can provide you with disposal points for company rubbish, organic waste, paper and cardboard. Decisions regarding recycling containers for materials such as plastic, metal or glass must be made on a case-by-case basis.

Further information

¹ Source: SwissRecycle.ch

Benefits

- Cost savings due to lower waste management fees
- Reduced environmental impact and promotion of the circular economy



Key figures

- Recycling symbols on product packaging
- Estimate of the amount of waste in containers such as bags or skips

Challenges

Limited access to recycling or disposal points at the property, mostly due to lack of space.



Measures

Company disposal concept

Ensures that procedures, instructions and infrastructure are in place during operation to enable the avoidance and correct separation of waste and appropriate disposal (e.g. refillable containers instead of PET bottles, promoting the use of reusable products, ideal placement of containers and clear labelling).

Useful life

Use products with a long service life that can be repaired. Where possible, consider passing them on to third parties for reuse.

Packaging

Consider products that are packaged in a way that conserves resources.

Recyclable products

Pay attention to recyclability at the time of purchase.

Product as a Service

Where it makes sense, rent "services" (e.g. lighting, furnishings) instead of buying them.

Waste storage

Consider odour formation and avoidance at the designated disposal point.

Disposal concept for dismantling and removal

Create a waste disposal concept that determines which waste must be collected separately on the construction site, transferred to a sorting facility, taken by the company itself or disposed of by the building owner.

Separate skips for construction activity

Dispose of construction materials not mixed but in separate skips. Uncontaminated soils can be disposed of more cheaply than contaminated ones.



User behaviour

With corresponding user behaviour, energy consumption in the company can be significantly reduced without expensive capital expenditures.

Constructing energy-efficient buildings is now state-of-the-art in Switzerland. In operation, however, they often fall short of the planned values. This also has to do with user behaviour, which is difficult to plan. Many optimisation options can be implemented without cost and technical support. In this regard, it is important to inform employees how they, as users of the premises, can help to save energy in the organisation.



When to contact PSP

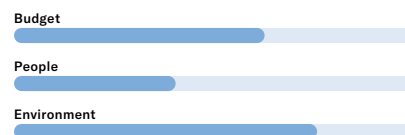
User behaviour is primarily a topic that needs to be resolved within the organisation. We would be happy to answer any questions you may have.

Further information

- SECO: Guidance on Ordinance 3 to the Swiss Employment Act (room temperature)
- energieschweiz.ch

Benefits

- Reduction of operating costs through energy savings
- Lower environmental impact
- Optimisation of resources



Key figures

- Consumption documented by energy statements
- Consumption measurement using energy meters
- Sensors for recording the presence of employees
- Monitoring and evaluation of measurement data

Challenges

Everyone has different perceptions in terms of room temperature. Meeting individual needs is practically impossible. However, the organisation depends on all employees to implement the measures. Guidelines on user behaviour must therefore be supported by the Executive Board and, if necessary, issued with appropriate instructions

Measures

Airing

If the tilt windows are constantly open there is only a small air exchange, but a lot of heat is lost in winter, and the rooms are heated up in summer. Air out the premises at least three times a day for five to ten minutes with the windows fully open (shock ventilation). In summer, ideally in the early morning and late evening, the cleaning staff can also do this if possible. Do not use additional window ventilation if you have an existing ventilation system.

Heating

For offices with sedentary work, a temperature of 21° to 23°C is recommended during the heating period. Each additional degree causes up to 6 % higher energy costs. Closed louvres or shutters help to keep the heat inside the building overnight. This can save up to 5 % of energy. Let the sun shine in during the day – as you know, this energy costs nothing. Make sure that the radiators are unobstructed. Everything that is too close to a radiator hinders heat output.

Cooling

For offices with sedentary work, a temperature of 23° to 26°C is recommended during the cooling period. Each additional degree of cooling causes up to 6 % higher energy costs. If the sun shines through the window, it heats up the room. This can be efficiently prevented by sun blinds, louvres or window shutters.

Reducing heat sources

Most electrical appliances give off heat, so switch off unnecessary appliances to avoid heating the air. Find out more in the information sheet on “efficient equipment”.

Raising awareness

Raise your employees’ awareness of sustainable user behaviour with the help of a leaflet, a news article or internal training.

Measuring and monitoring

Unnecessary consumption can be determined by measuring and monitoring energy consumption. It also allows to visualise the success achieved, which can have a motivating effect. The temperature, humidity and CO₂ concentration can be measured by means of simple standalone measuring instruments or, if available, using fixed systems.

Sensor technology

Presence detection using sensor technology allows us to identify little-used rooms or areas. This information enables targeted measures such as temperature reductions at designated times or on certain days.