

Irish Architectural Archive

Climate Action Plan

This plan sets forward steps to be taken by and within the Irish Architectural Archive to deliver on the ambitions and aspirations of the IAA Climate Policy.

OBJECTIVE	TARGET/S ACTION/S	TIMELINE	RESPONSIBILITY	PERFORMANCE INDICATOR	BUDGET (€)
Measure, track, and report on energy use so as to understand the environmental impacts of its activities and operations.	Measure and track energy use in 45 Merrion Square by harvesting and reviewing data from utility (currently Bord Gais and Airtricity) bills from 2022 onwards.	Q3 2025	COR	Bills analysed	NA
	Publish results of the measurements on our website.	Q3 2025	COR	Results published	NA
	Apply to the SEAI for support to carry out an energy audit of 45 Merrion Square.	Q4 2025	COR	Application submitted	NA
	Carry out an Energy Audit of 45 Merrion Square.	Q1 2026	External contractor	Audit completed	2,000
	Adjust BMS timers and controls for central heating system and hot water system seasonally to minimise energy use.	Ongoing	COR	Adjust at least quarterly	NA

	Complete transition to LED lighting (basement and archival repository).	Q4 2026	External contractor	All non-LED lighting will be eliminated from 45 Merrion Square	8,000-10,000
	Engage with OPW to address issues raised by the Energy Audit.	Q2 2026	COR/CS	Engagement completed	NA
	Explore with OPW the possibility of installing solar panels on the roof or to the rear of 45 Merrion Square.	Q2 2026	COR/CS	“	NA
	Explore with OPW the possibility of installing heat exchange unit as alternative to gas boiler.	Q2 2026	COR/CS	“	NA
	Explore with OPW the possibility of encouraging bio-diversity through sustainable management of garden to rear of 45 Merrion Square (while being aware that the garden will have to be removed during expansion project).	Q1 2027	COR/CS	Bio-diversity encouraged	TBC
	Embed sustainability into expansion plans for 45 Merrion Square.	Q4 2025	COR	Revised Capital Project Strategic Assessment to include section on climate impacts	NA

Minimise energy use by encouraging and establishing habits of energy awareness and routines of consumption reduction.	IAA staff will be encouraged to: <ul style="list-style-type: none"> • Turn off computer monitors when leaving their desk for more than ten minutes. • Turn off desktop (and laptop) computers when leaving their desk for more than two hours. • Turn lights on only when needed. • Turn lights off when leaving a room. • Turn off printers except when in use. • Set printers to double-sided printing by default. • Close shutters in evenings from Sept to April to conserve heat. 	Ongoing	IAA Staff	Staff will continue to adopted good energy saving habits	NA
	Induction pack for all new staff will include Climate Policy and Climate Action Plan.	Q3 2025	COR	Induction pack includes Climate Policy and Climate Action Plan	NA
	Staff Handbook will be reviewed in light of the Climate Policy and updated to take cognisance where necessary of the Climate Action Plan.	Q3 2025	COR	Staff Handbook will be reviewed	NA
	Staff will be encouraged and facilitated to undertake the SEAI Individual Sustainability Pass training. https://www.skillnetclimatereadyacademy.ie/sustainability-pass/	Q4 2025	All staff	Training will be completed by all staff	NA
	Monitor and analyse reading room user activity in 45 Merrion Square to assess where energy consumption might be reduced.	Q4 2025	AD	Report on possible energy consumption reductions.	NA

	Replace on-premises server with cloud-based solution.	Completed	IT consultants	Completed Q4 2024	8,000
	Monitor and analyse exhibition visitor habits in 45 Merrion Square to assess where energy consumption might be reduced.	Q4 2025	SL	Report on possible energy consumption reductions	NA
	Monitor and analyse event attendee habits in 45 Merrion Square to assess where energy consumption might be reduced.	Q4 2025	AH	Report on possible energy consumption reductions	NA
Improve its environmental impact through waste management, recycling, and green procurement.	<i>Waste management</i> Waste will be sorted and disposed of correctly to minimise environmental impact (and cost) and optimise resource recovery. To facilitate this, appropriate receptacles will be made available in each staff area.	-	-	-	-
	Add brown bin to bin range currently in place.	Q3 2025	COR	Brown bin in use	250pa
	<i>Recycling</i> Continue to recycle paper (including where possible non-archival drawings and related documents) and glass waste.	-	-	-	500pa
	Liaise with OPW to investigate harvesting rain/grey water to reduce water waste.	Q2 2026	COR/CS	Water waste report produced	

	<p><i>Procurement</i></p> <p>Where possible, source office and archival supplies (boxes, folders etc) from sustainable suppliers.</p>	Q2 2025	COR		c. 5,000 pa
	Follow up replacement on-premises server by identifying sustainable options for main digital stores and implement when NAS reaches end-of-life.	Q1 2027	COR	Sustainable digital storage solution will be adopted.	TBC
	Exhibitions: apply sustainability criteria to exhibition commissioning, mounting, framing and printing (both for display and for collateral material).	Q3 2025	SL	Sustainability embedded in exhibitions procurement	TBC
	Events: redraft protocols for all external users of IAA spaces in 45 Merrion Square to require compliance with IAA improved waste management, recycling and sustainable procurement guidelines.	Q3 2025	AH	New protocols will be in place	NA

Encourage and facilitate the use of public transport for those working in and visiting the IAA, and the use of green transport options for IAA operational activities such as collection acquisition and transport.	<i>Staff</i>				
	Continue to encourage staff to commute using public transport or bicycle.	Q3 2025	COR	Staff handbook to be revised	NA
	Facilitate staff to avail of tax saver public transport ticket scheme.	Q3 2025	COR	Staff handbook to be revised	NA
	Facilitate access to the Bike to Work scheme. Include in staff handbook	Q3 2025	COR	Staff handbook to be revised	NA
	Where possible, select electric option when renting vehicles for collecting archival material.	Assess on a case-by-case basis.			
	<i>Visitors</i>				
	Provide information on public transport and Dublin Bikes to 45 Merrion Square on IAA website.	In place		Monitor annually to ensure that information is up to date and comprehensive.	NA
	Investigate possibility of providing bike parking facility to rear of 45 Merrion Square	Q1 2027			TBC

Adopt a climate-aware stance where possible across the full range of IAA activities.	<p>In addition to the above:</p> <p>Facilitate access to records which help, encourage and support the sustainable use or reuse of existing buildings.</p> <p>Limit digitisation of analogue material for conservation, preservation and access purposes so as to avoid large accumulations of rarely accessed and yet environmentally impactful digital surrogates.</p> <p>Assess the impact of each digitisation project and balance climate impact with project goals and outcomes.</p>				
Appoint a staff member to champion this policy internally and review its activities regularly to ensure compliance.		Q3 2025			NA
Review this policy annually to ensure that it remains relevant, practical and achievable.		Q1 2026			NA