



Checklist Carbon Calculator

We have put together this list to help you gather all the necessary information to fill out the carbon calculator as quickly and easily as possible.

General Information:

- Number of Team Members
(including part time positions [2 part time employees = 1 full time] and temporary workers)
- Number of Workdays
- Office Area Size
- Number of Days Worked from Home

Electricity:

- End of year electricity bill
 - yearly electricity consumption (in kWh)
 - energy source
- Do you generate your own electricity? If yes:
 - Total amount of energy produced (in kwh) per source
 - How much of the energy was used directly and how much was fed into the grid?

Heating:

- End of year heating bill
 - yearly heating energy consumption (in kwh)
 - heating energy source
- Do you generate your own heat with solar thermal energy? If yes:
 - total amount of heating energy produced (in kwh)

Water:

- End of year water bill
 - Total water consumption (in m³)

Paper and Printing:

- amount of copy paper purchased (in kg) and % of recycled paper
(A sheet of paper with a grammage of 30g/m² weighs around 5 g, so one package of DIN A4 paper (500 sheets) weighs about 2.5 kg)
- amount of hygienic paper purchased (in kg) and % of recycled paper
(One package of paper towels (160 sheets) weighs about 0.64 kg, one package of toilet paper weighs about 1 kg.)
- # of printer cartridges and toners used last year
- How many flyers, brochures and catalogues did you print last year?

Businesses & Organizations

Shipping:

- How many letters do you send and receive per week?
- How many packages do you send and receive per week?
- How many emails do you send per day on average?

Note: We are currently working on the inclusion of calculations for other communication channels and internet use.

Waste:

- Size of different cans and bins
(120 Liter, 240 Liter, 1100 Liter, 5-7 m³ Container)
- Number of Cans/Bins
- Number of Collections per month

Cleaning:

- Frequency of cleanings per month
- distance that cleaners travel your office

Food & Drinks:

- We assume one lunch meal per team member, but you have the option to provide more exact information:
 - number of people that have lunch at work
 - percentage of non-vegetarian, vegetarian and vegan meals
- Hot beverages per person per day
- Cold beverages per person per day
(please do not count tap water)

Fleet:

- Number of gasoline or diesel-fueled, electric, hybrid, gas and hydrogen vehicles
 - average distance travelled with each type of vehicle
- number of team members that use company vehicles

Way to Work:

- number of team members that travel to work by bike, car and on public transport
- average distance travelled to work

Business Trips:

- distance travelled with each mode of transportation (train, car, plane, public transport)
- number of nights spent at hotels

Note: Every meeting outside of your regular working environment counts as a business trip.

Inventory:

- Number of the following items in your office:

Meeting rooms	Kitchen
Workspaces (includes a desk, a chair, a computer, a screen, a mouse, a keyboard and a telephone)	
Shelves	Servers
Printers/Copiers	Laptops
Smartphones	Tablets

Businesses & Organizations

Events:

- # of Events
- average number of participants
- percentages of means of transport that participants used to get to the event (car, train, public transport, bike)
- average distance travelled to the event with each mode of transportation
- Number of nights spent at a hotel per person