



Checklist Carbon Calculator

Businesses & Organizations

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
- Ø Number of Days Worked from Home per Person

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?

Shipping:

- How many letters do you send and receive per month?
- How many packages do you send and receive per month?
- How many emails do you send per month 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

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 per person
- Number of nights spent at a hotel per person