



## 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 easily as possible.

Please note that the carbon footprint is calculated for **one year**. At some points we provide averages that you can use if no data is available.

Helpful documents:

Receipts from the accounting department

Bills for electricity, heating and water

The calculator includes following categories:

- General information
- Electricity
- Heating
- Water
- Paper and Printing
- Shipping
- Waste
- Cleaning
- Food and drinks
- Fleet
- Way to work
- Business trips
- Inventory
- Events
- CO<sub>2</sub>-lump sums (optional)



### 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: \_\_\_\_\_ kWh

energy source:

<input type="radio"/> MIXED SOURCES	<input type="radio"/> ECO-POWER
<input type="radio"/> HYDRO-POWER	<input type="radio"/> SOLARSTROM
<input type="radio"/> WIND POWER	<input type="radio"/> UNKNOWN

If you generate own electricity

generated electricity...      ... with solar energy: \_\_\_\_\_ kWh

... with wind energy: \_\_\_\_\_ kWh

### Heating

End of year heating bill

yearly heating energy consumption: \_\_\_\_\_ kWh

heating energy source:

<input type="radio"/> NATURAL GAS	<input type="radio"/> DISTRICT HEATING
<input type="radio"/> FUEL	<input type="radio"/> ELECTRICITY
<input type="radio"/> RENEWABLE ENERGIES wood pellets, geothermal heating,...	<input type="radio"/> UNKNOWN

If you (additionally) generate your own heat with solar thermal energy

total amount of heating energy produced: \_\_\_\_\_ kWh



### Water

End of year water bill

total water consumption: \_\_\_\_\_ m<sup>3</sup>

### Paper and Printing

Amount of copy paper purchased : \_\_\_\_\_ kg

and percentage recycled paper : \_\_\_\_\_ %

Note: One package of DIN A4 paper (500 sheets) weighs about 2.5 kg

Amount of hygienic paper purchased : \_\_\_\_\_ kg

and percentage recycled paper : \_\_\_\_\_ %

Note: One package of paper towels (160 sheets) weighs about 0.64 kg, one package of toilet paper weighs about 1 kg

Number of printer cartridges and toners used last year: \_\_\_\_\_

Printed copies last year

flyers : \_\_\_\_\_

brochures : \_\_\_\_\_

catalogues : \_\_\_\_\_

### Shipping

Number of letters you have sent and received per month : \_\_\_\_\_

Number of packages you have sent and received per month: \_\_\_\_\_

Number of emails you have sent and received per month : \_\_\_\_\_

### Waste

Waste generated monthly

packaging/plastic : \_\_\_\_\_ l

paper : \_\_\_\_\_ l

organic : \_\_\_\_\_ l

garbage/household waste : \_\_\_\_\_ l



### Cleaning

Frequency of cleanings per month : \_\_\_\_\_

Distance that cleaners travel your office : \_\_\_\_\_ km

### Food & Drinks

We assume one lunch meal per team member, but you have the option to provide more exact information

eventually number of people that have lunch at work: \_\_\_\_\_

eventually the percentage of...

... non-vegetarian meals : \_\_\_\_\_%

... vegetarian meals : \_\_\_\_\_%

... vegan meals : \_\_\_\_\_%

Hot beverages per person per day : \_\_\_\_\_ l

Cold beverages per person per day : \_\_\_\_\_ l

(Note: please do not count tap water)

### Fleet

Number and average distance travelled with each type of vehicle

gasoline vehicle : \_\_\_\_\_, \_\_\_\_\_ km;

diesel-fueled vehicle : \_\_\_\_\_, \_\_\_\_\_ km;

electric vehicle : \_\_\_\_\_, \_\_\_\_\_ km;

hybrid vehicle : \_\_\_\_\_, \_\_\_\_\_ km;

gas vehicle : \_\_\_\_\_, \_\_\_\_\_ km;

hydrogen vehicle : \_\_\_\_\_, \_\_\_\_\_ km



### Way to Work

Number of team members that travel to work by...

private car : \_\_\_\_\_; private electric car : \_\_\_\_\_;

bicycle : \_\_\_\_\_; on public transport: \_\_\_\_\_

Average distance traveled to work by...

private car : \_\_\_\_\_ km; private electric car : \_\_\_\_\_ km;

bicycle : \_\_\_\_\_ km; on public transport: \_\_\_\_\_ km

### Business Trips

Distance traveled with each mode of transportation:

train: \_\_\_\_\_ km; private car: \_\_\_\_\_ km; public transport: \_\_\_\_\_ km

Flights:

Total number of flights: \_\_\_\_\_; Total of all flight times: \_\_\_\_\_

Main flight class booked:

Economy

Premium Economy

Business

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

Workspaces : \_\_\_\_\_

(includes a desk, a chair, a computer, a screen, a mouse, a keyboard and a telephone)

Meeting rooms : \_\_\_\_\_

Kitchen: \_\_\_\_\_

Printers/Copiers : \_\_\_\_\_

Laptops: \_\_\_\_\_

Smartphones : \_\_\_\_\_

Tablets : \_\_\_\_\_

Servers : \_\_\_\_\_

Shelves: \_\_\_\_\_



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### Internal events

Number of Events : \_\_\_\_\_

Average number of participants : \_\_\_\_\_

Percentages of means of transport that participants used to get to the event...

car : \_\_\_\_\_%; walking : \_\_\_\_\_%

bicycle : \_\_\_\_\_%; public transport: : \_\_\_\_\_%

Average distance traveled to the event with each mode of transportation...

car : \_\_\_\_\_ km; bicycle : \_\_\_\_\_ km; public transport: : \_\_\_\_\_ km

Number of nights spent at a hotel per person: \_\_\_\_\_

### CO<sub>2</sub>-lump sums

We offer a selection of different CO<sub>2</sub>-lump sums to choose from, so that you can include particularities of your business or organization in its carbon footprint. You can choose lump sums for customer mobility, external events, equipment/tools and/or material/packaging. The provided average value is already adjusted to the size of your business or organization.

However, you can adjust it if you prefer.