

# Business Certification

**Techspace Property Group**

*YEAR 1*

01 April 2021 to 31 March 2022

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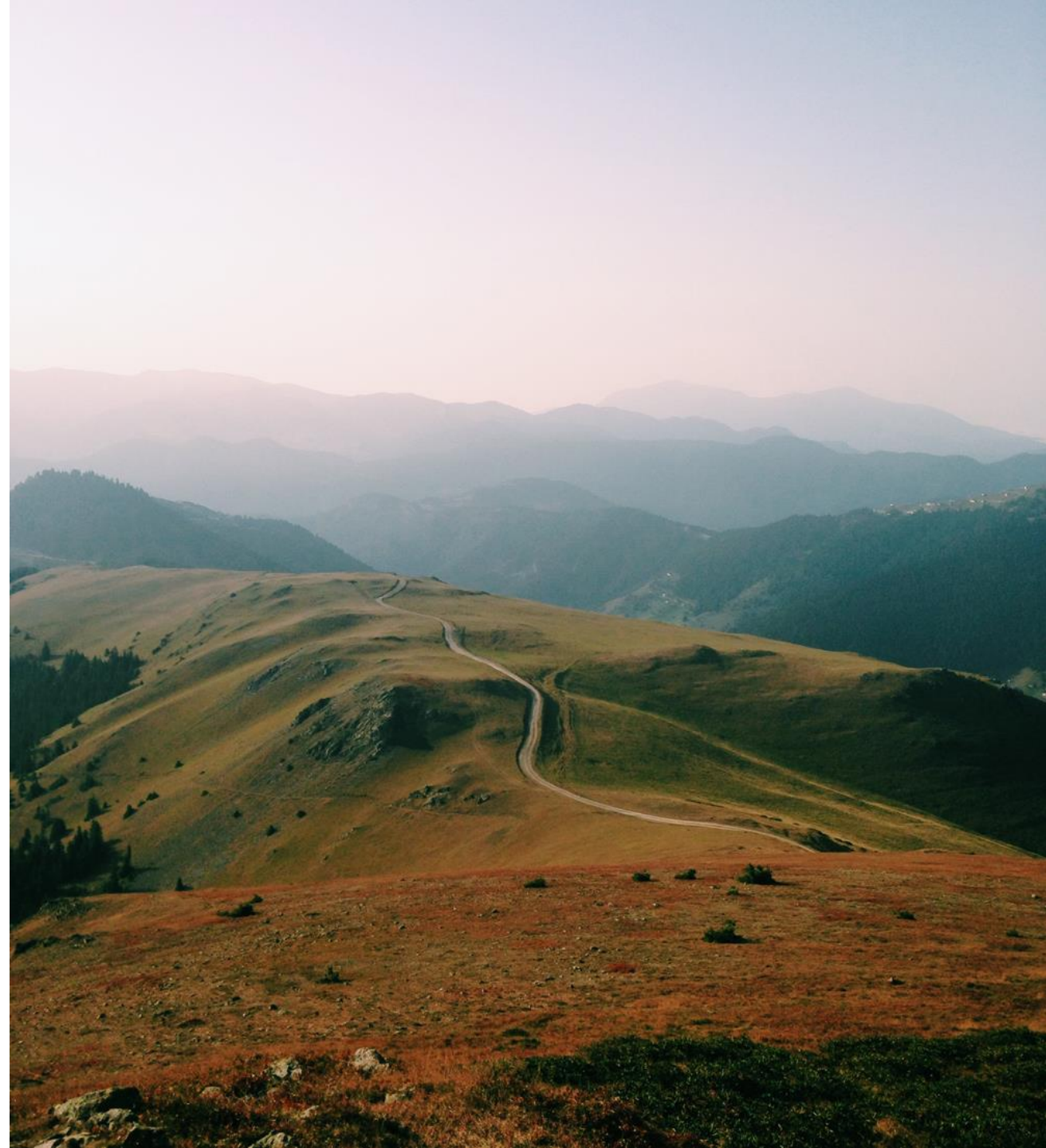
Measure



Engage

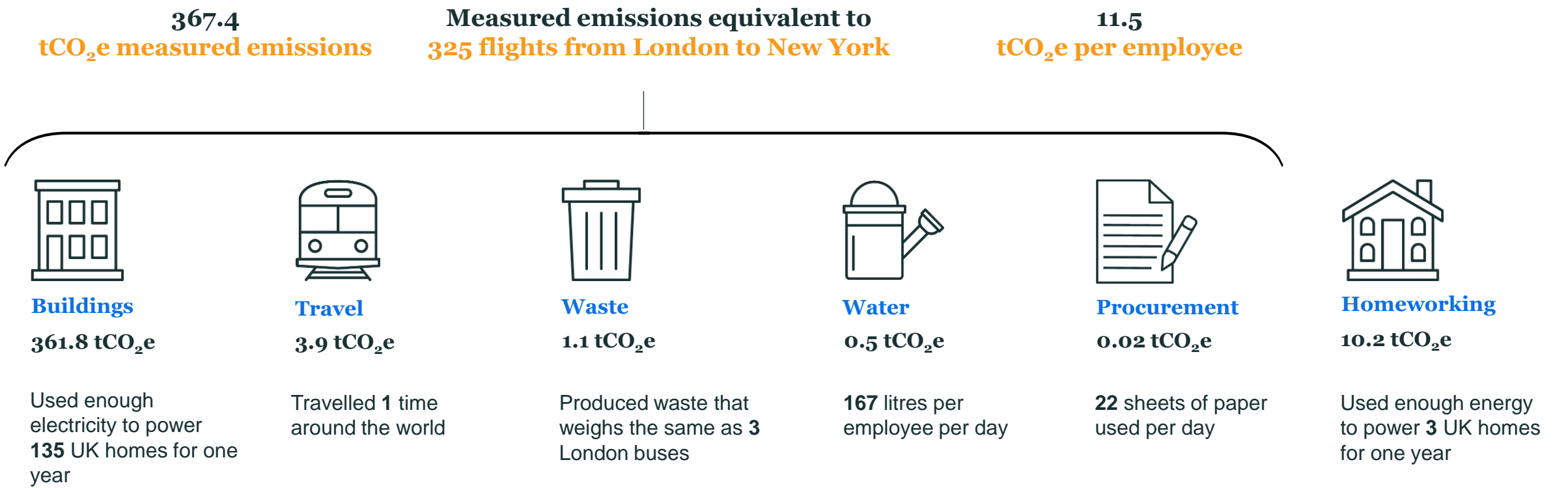


Communicate





# Measured carbon EMISSIONS





# Step one.

## MEASURE





# Measured carbon footprint.

## Location *BASED*

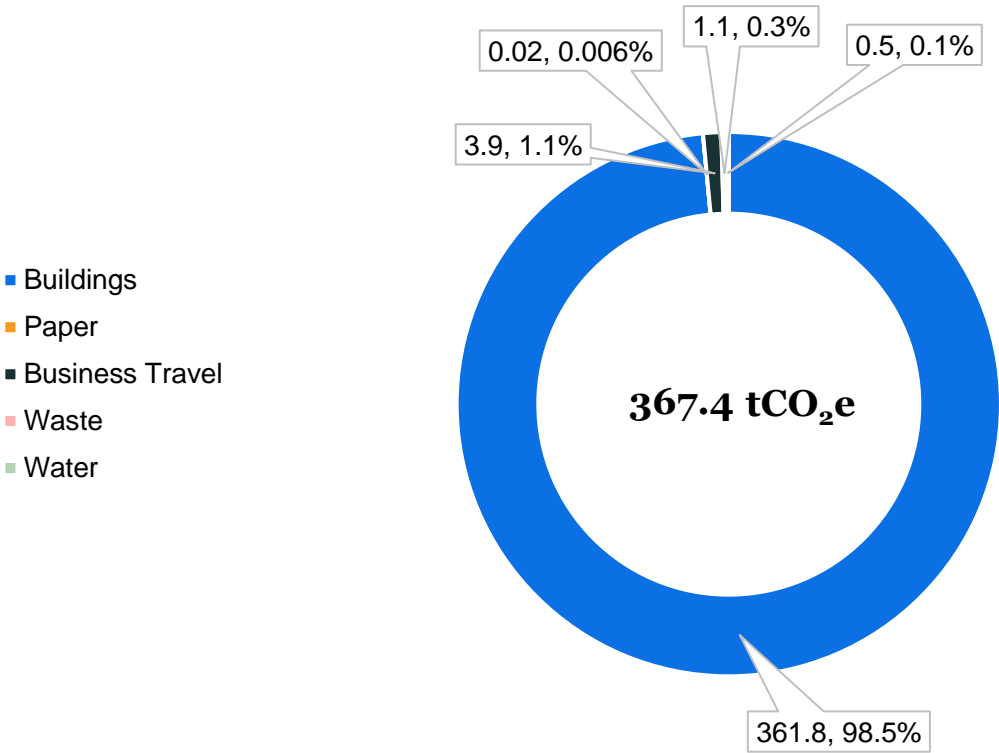
**Reporting year:**  
01 April 2021 to 31 March 2022

**Reporting Boundary:**  
Offices in London & Berlin

**Emissions measured:**  
Electricity, T&D Losses, Other Fuels, Natural Gas, Water, Business travel, Waste, Paper, Homeworking (excluded from footprint)

**Highlights:**  
Carbon footprint (tCO<sub>2</sub>e): **367.4**  
Per employee (tCO<sub>2</sub>e): **11.5**  
Next reduction target: **5%**  
Data quality score: **10 out of 16**

Carbon footprint by emission source for year ending 2022, tCO<sub>2</sub>e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).



# Measured carbon footprint.

## Market *BASED*

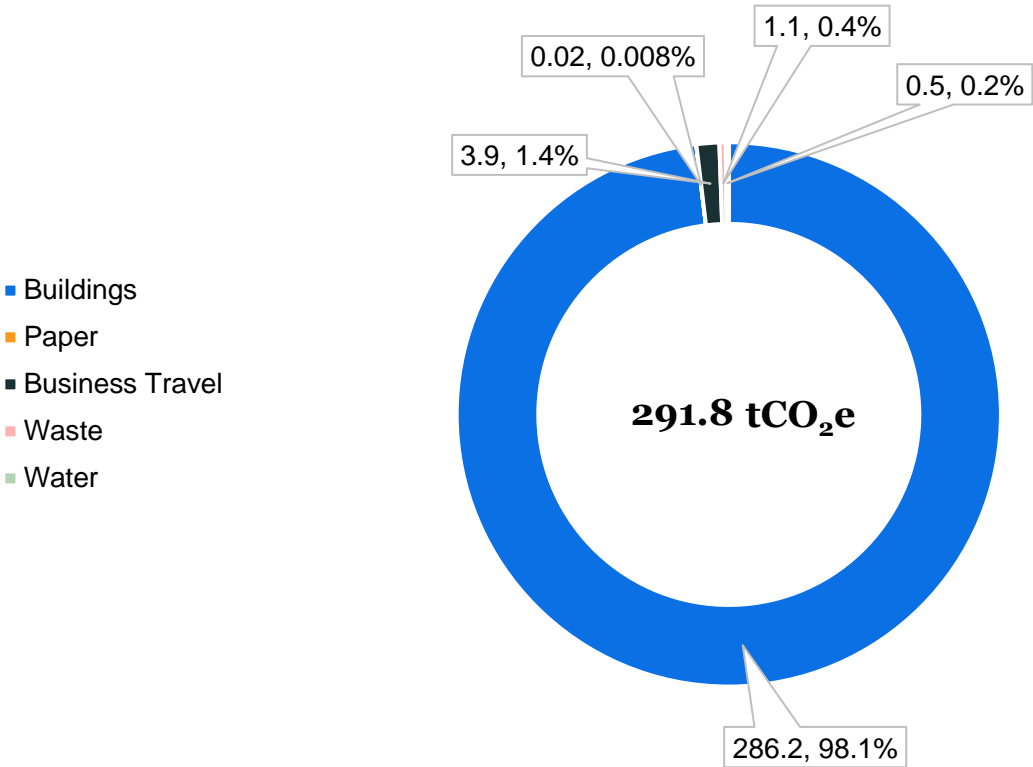
**Reporting year:**  
01 April 2021 to 31 March 2022

**Reporting Boundary:**  
Offices in London & Berlin

**Emissions measured:**  
Electricity, T&D Losses, Other Fuels, Natural Gas, Water, Business travel, Waste, Paper, Homeworking (excluded from footprint)

**Highlights:**  
Carbon footprint (tCO<sub>2</sub>e): **291.8**  
Per employee (tCO<sub>2</sub>e): **9.1**  
Next reduction target: **5%**  
Data quality score: **10 out of 16**

Carbon footprint by emission source for year ending 2022, tCO<sub>2</sub>e



Note: Your carbon footprint is reported two ways; one is using the location based method of calculating Scope 2 electricity emissions and the other the market based method. A location-based method reflects the average emissions intensity of grids on which energy consumption occurs (using mostly grid-average emission factor data). A market-based method reflects emissions from electricity that companies have purposefully chosen (or their lack of choice).

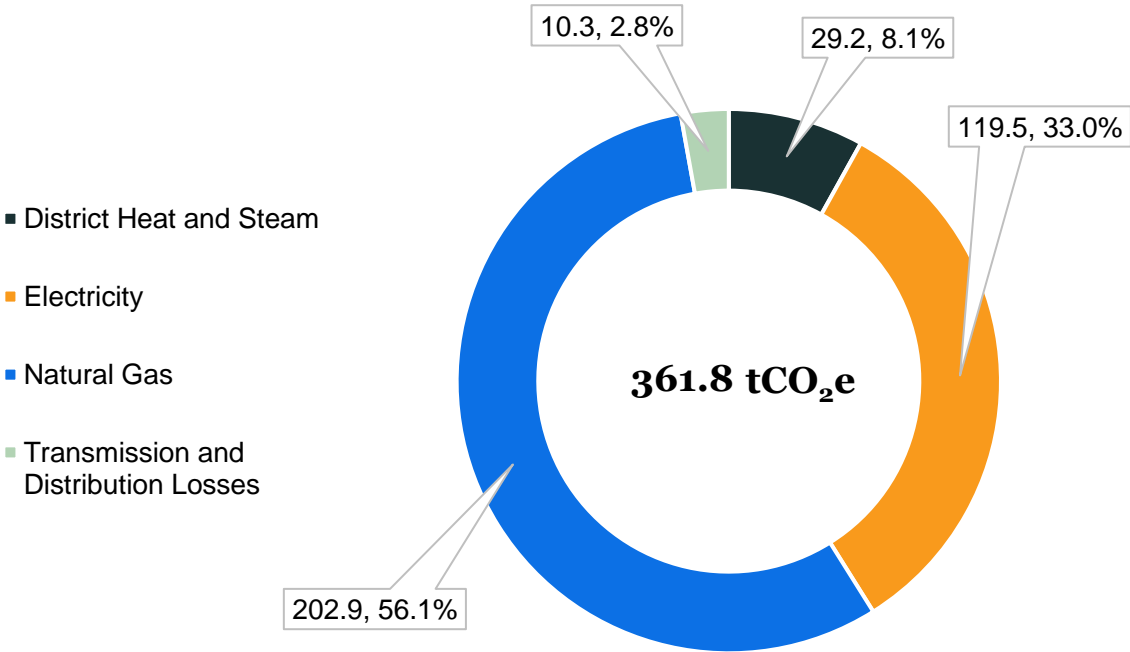



# Carbon footprint.

*BUILDINGS*

Buildings	tCO <sub>2</sub> e	%
District Heat and Steam	29.2	8.1
Electricity	119.5	33.0
Natural Gas	202.9	56.1
Transmission and Distribution Losses	10.3	2.8
Total	361.8	100.0

Buildings emissions for year ending 2022, tCO<sub>2</sub>e



 All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

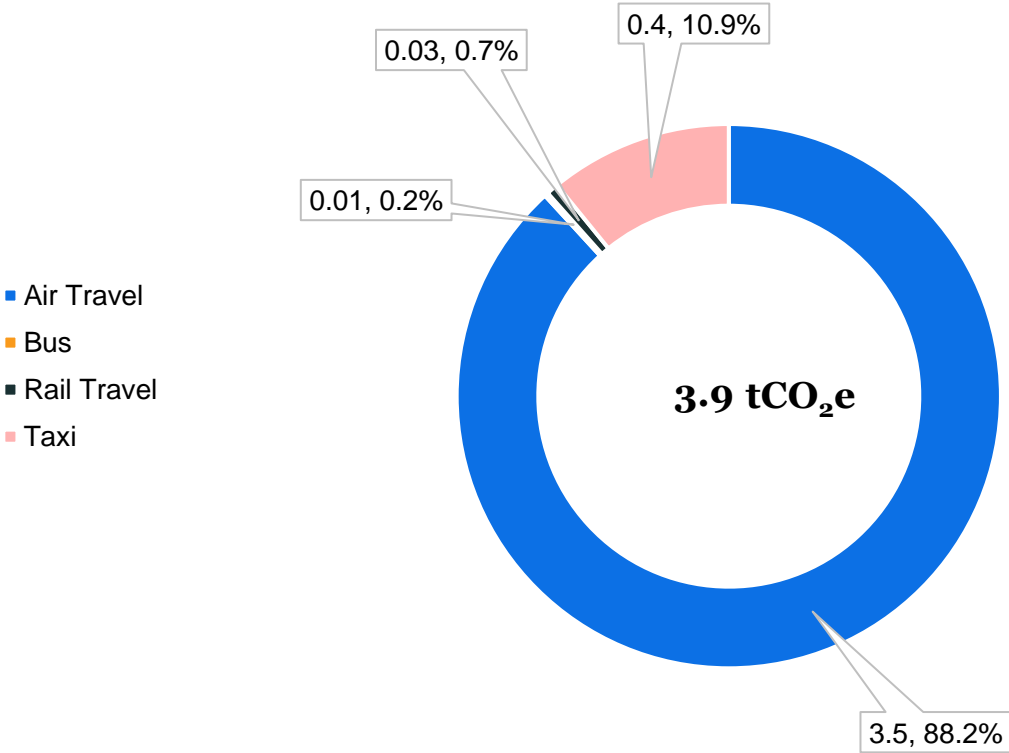


# Carbon footprint.

## Business TRAVEL

Business Travel	tCO <sub>2</sub> e	%
Air Travel	3.5	88.2
Bus	0.01	0.2
Rail Travel	0.03	0.7
Taxi	0.4	10.9
Total	3.9	100.0

Business travel emissions for year ending 2022, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

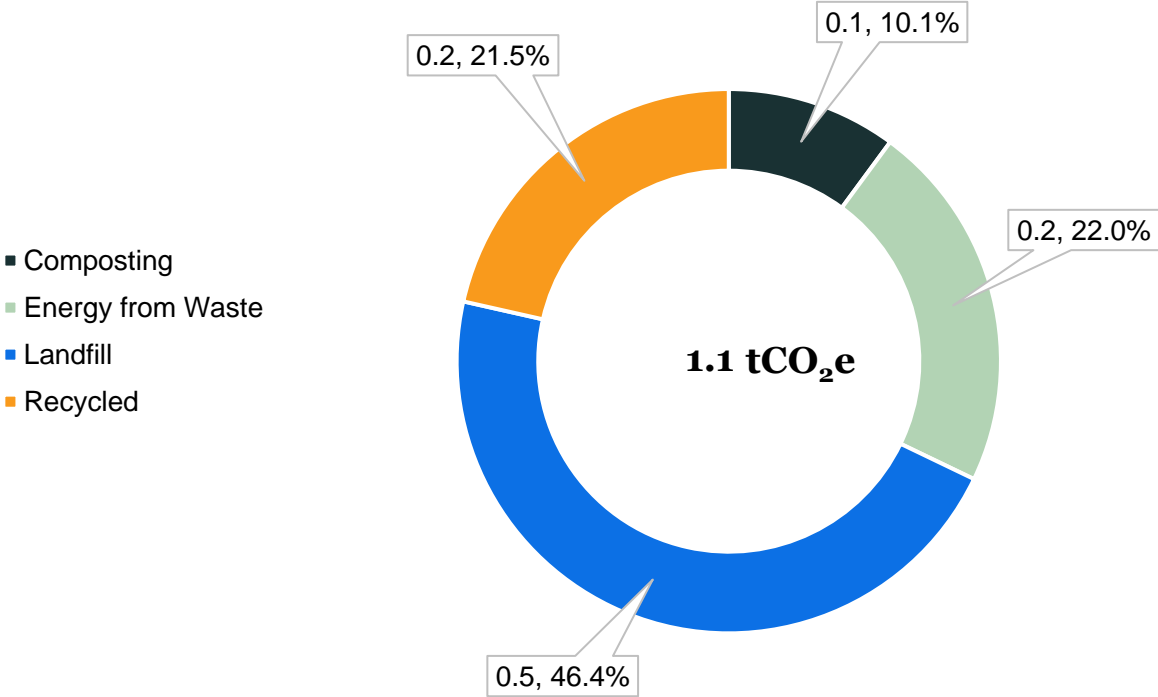



# Carbon footprint.

WASTE

Waste	tCO <sub>2</sub> e	%
Composting	0.1	10.1
Energy from Waste	0.2	22.0
Landfill	0.5	46.4
Recycled	0.2	21.5
Total	1.1	100.0

Waste emissions for year ending 2022, tCO<sub>2</sub>e



 All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



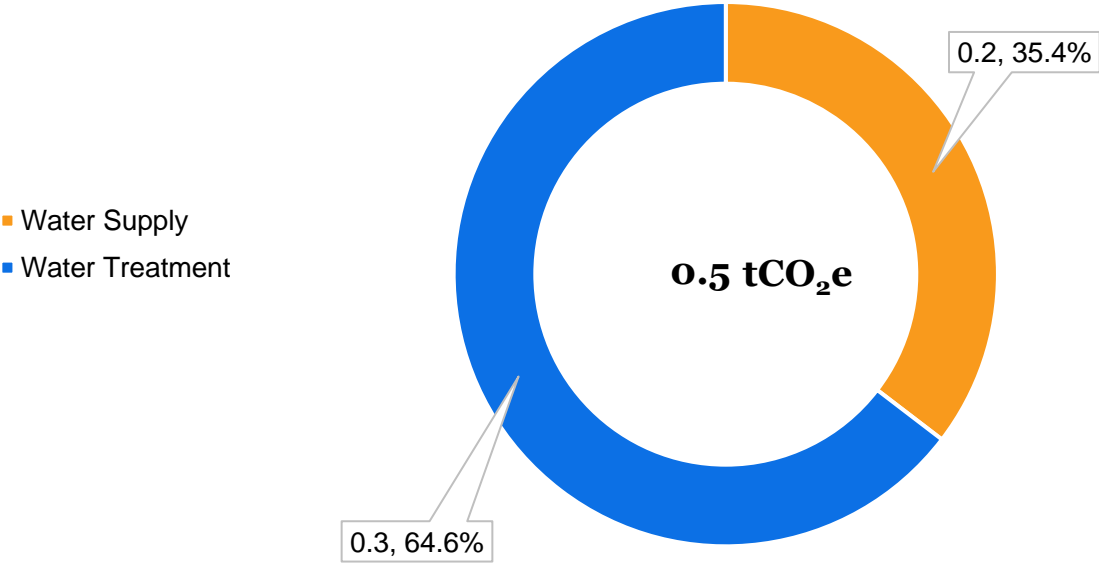


# Carbon footprint.

WATER

Water	tCO <sub>2</sub> e	%
Water Supply	0.2	35.4
Water Treatment	0.3	64.6
<b>Total</b>	<b>0.5</b>	<b>100.0</b>

Water emissions for year ending 2022, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



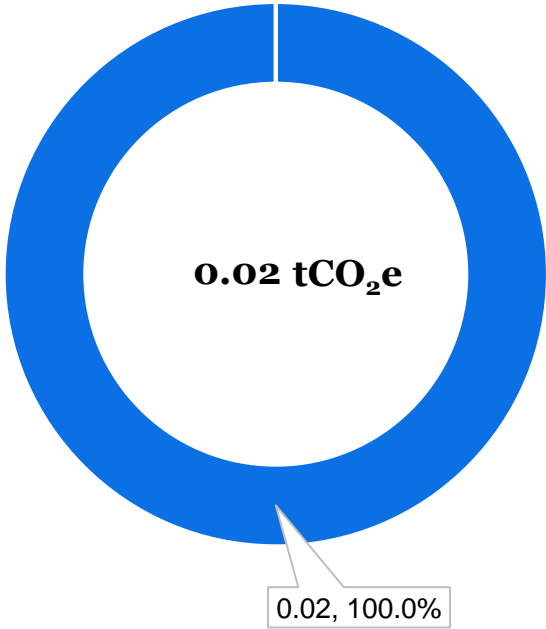
# Carbon footprint.


PROCUREMENT

Paper	tCO <sub>2</sub> e	%
Paper Primary Content	0.02	100.0
Total	0.02	100.0

Procurement emissions for year ending 2022, tCO<sub>2</sub>e

■ Paper Primary Content



 All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.

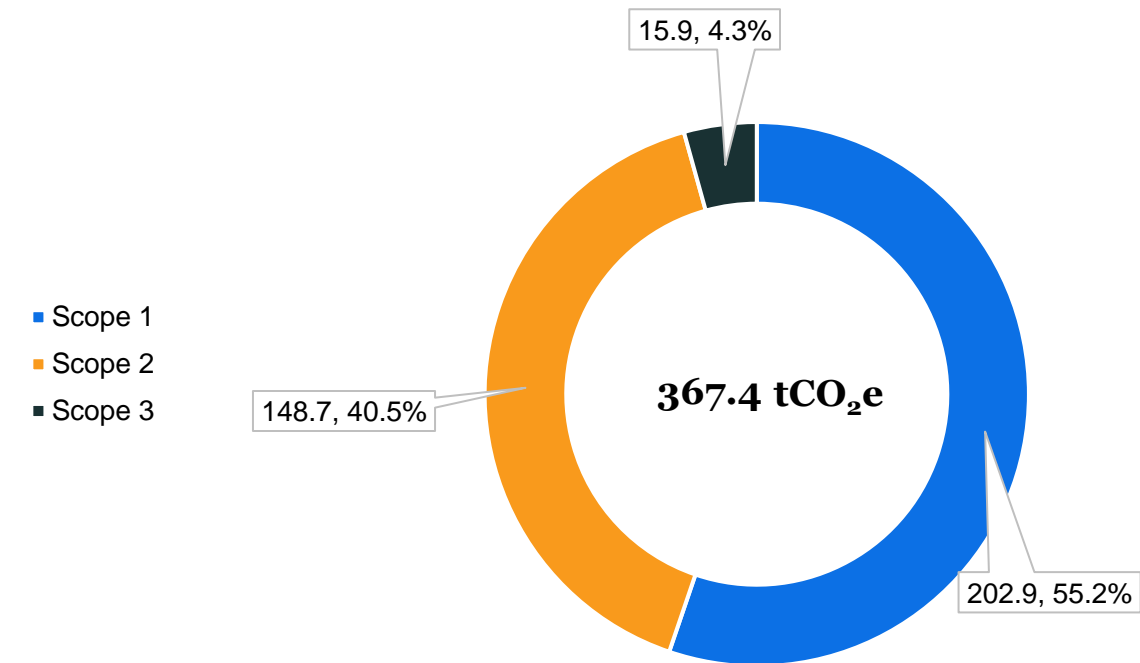


# Measured carbon footprint.

BY SCOPE

Scope	tCO <sub>2</sub> e	%
Scope 1	202.9	55.2
Scope 2	148.7	40.5
Scope 3	15.9	4.3
Total	367.4	100.0

Measured carbon emissions by scope for year ending 2022, tCO<sub>2</sub>e



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



# Carbon footprint.

HOME OFFICE

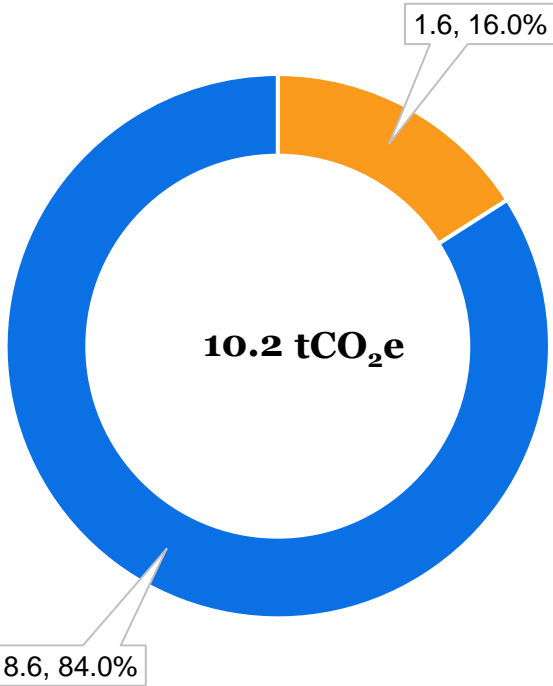
Notes:

- Due to the uncertainties surrounding Home Office emissions, and the fact that commuting emissions have not been calculated as part of your footprint, these figures are provided for information only in order to give an indication of the scale of the impact associated with home office energy consumption. They have not been included in your carbon footprint total.

Homeworking	tCO <sub>2</sub> e	%
Electricity	1.6	16.0
Natural Gas	8.6	84.0
Total	10.2	100.0

Homeworking emissions for year ending 2022, tCO<sub>2</sub>e

- Electricity
- Natural Gas



All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



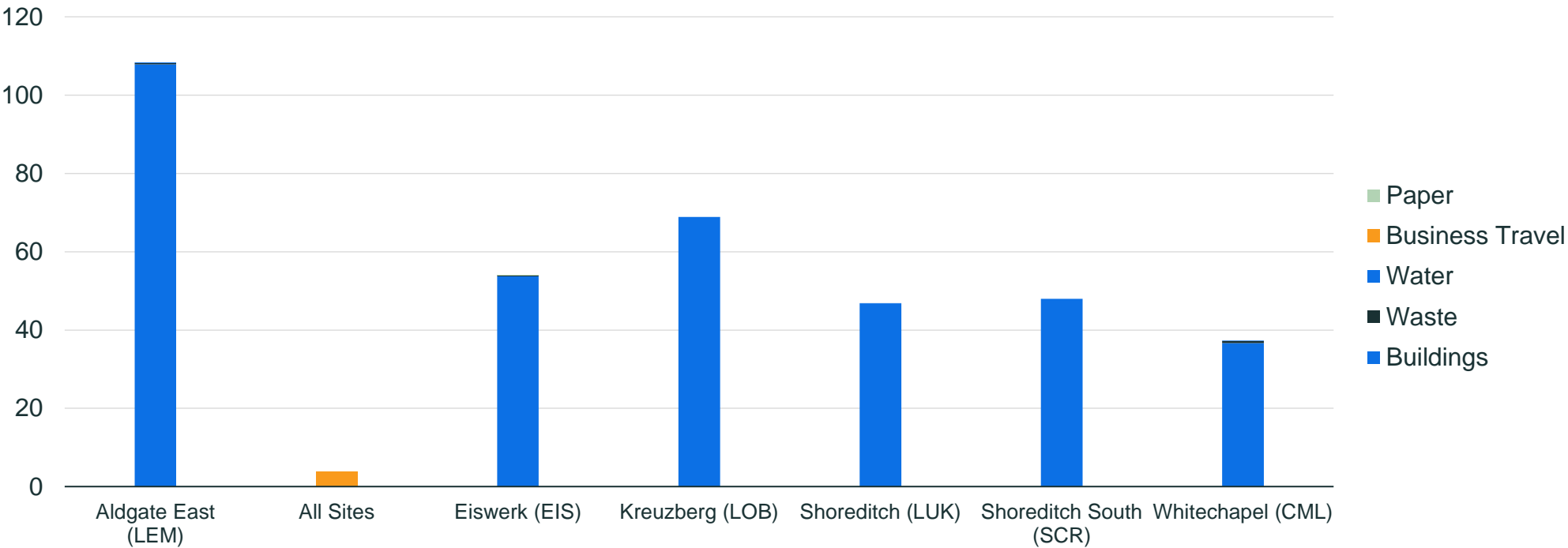
# Carbon footprint.

BY LOCATION

Carbon footprint for each location

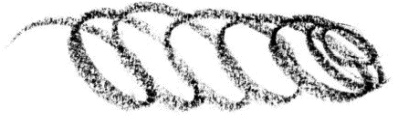
tCO<sub>2</sub>e

**Note:**  
All Sites includes business travel since the data submitted was cumulative for the whole business.





## Looking ahead Targets for next year.



Measured carbon  
footprint

**367.4 tCO<sub>2</sub>e**



Carbon  
reduction target (5%)

**18.4 tCO<sub>2</sub>e**



Carbon reduction  
per employee (5%)

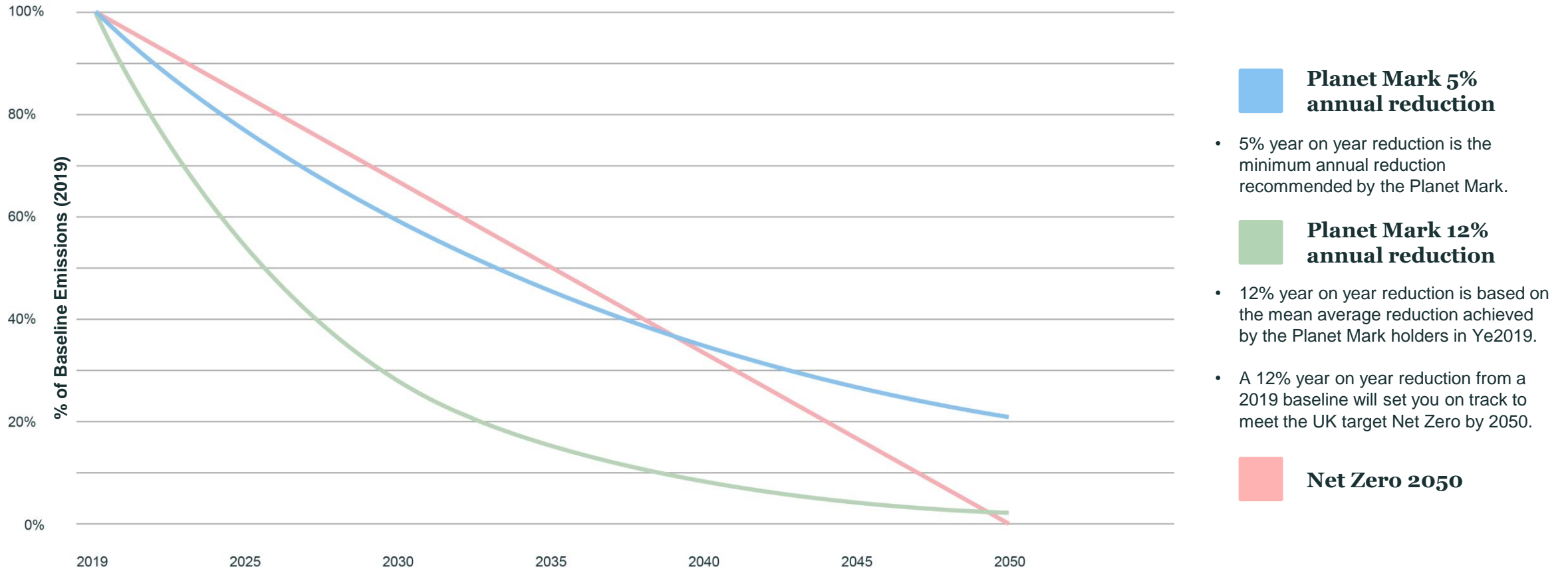
**0.6 tCO<sub>2</sub>e**





# Target setting.

## A Decade of Action: Pathways to Net Zero through varying emissions reduction trajectories





# Step two.

## ENGAGE



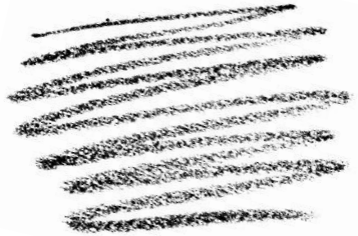




# Workshops.

Our engagement experts will help unlock your employees' passion to innovate and take ownership of their environmental impacts.

Together, we celebrate every commitment and champion every success, providing positive reassurance to help you drive change from within.



Workshop	Description
<b>Sustainability Energiser</b>	A 1 hour session for everyone in the business. It raises awareness about sustainability, the business case for acting on climate change and the carbon footprint of the company. Includes brainstorm session inviting participants to come up with solutions.
<b>Sustainability Plan Workshop</b>	A 3 hour session which lifts the lid on operational carbon emissions, supporting a brainstorming sessions to understand impacts and consider actions that can make a material difference. Participants leave with a one-year Sustainability Plan with SMART targets, roles and responsibilities.
<b>Business Sustainability Essentials Training</b>	A 3 hour session covering the basics of business sustainability and the role your employees can adopt in driving change from within. Offered as both public and private event.
<b>Stakeholder Engagement Workshop</b>	A 30min-1 hour session, focussing on the member's sustainability journey to date, ambitions ahead with the view to encourage their suppliers/customers to join. Q&As, networking opportunity.



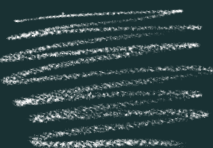
# The Eden Project

## *PARTNERSHIP*

At Planet Mark, we recognise that that we need nature to address the greatest challenges of our time.

The Eden Project, an educational charity, connects us with each other and the living world, exploring how we can work towards a better future.

As part of your certification with the Planet Mark, a number of tickets have been assigned to your organisation so you can visit the Eden Project for free – please get in touch to arrange your Eden Project visit and inspire and encourage positive action.







# Cool Earth

## *PARTNERSHIP*

Protecting our rainforests is one of our best lines of defence against climate change.

- Cool Earth is helping rainforest communities to protect nearly 100,000 hectares of biodiversity rich rainforest across three continents.
- Behind this huge milestone are thousands of families whose futures have been transformed.
- We have protected one acre of Peruvian rainforest in your company name.

# COOL EARTH





# Step three.

## COMMUNICATE





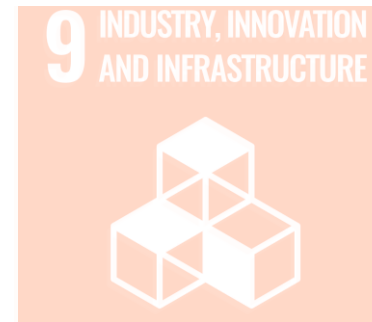
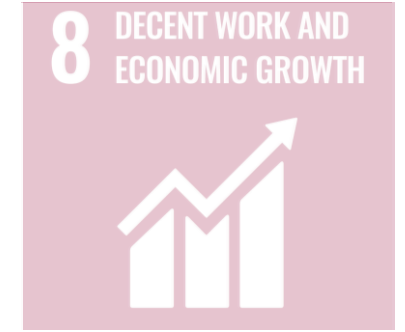
# Communicating your international influence.

The Sustainable Development Goals (SDGs), also known as the Global Goals, are a collection of 17 interrelated goals set by the United Nations. They cover a broad range of social and economic development issues. These include poverty, hunger, health, education, climate change, gender, equality, water, sanitation, energy.

By measuring and reducing your carbon footprint with the Planet Mark, you can directly and measurably contribute to up to 9 SDGs addressing 18 SDG targets.

Contributing towards

## 5 SDGs

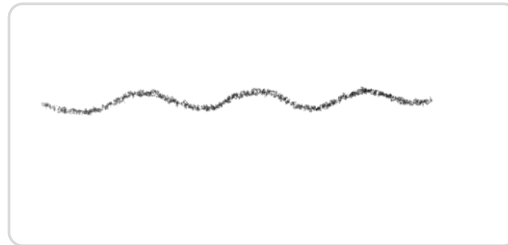
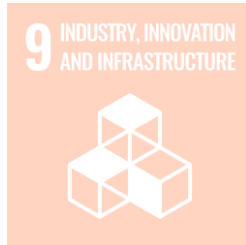




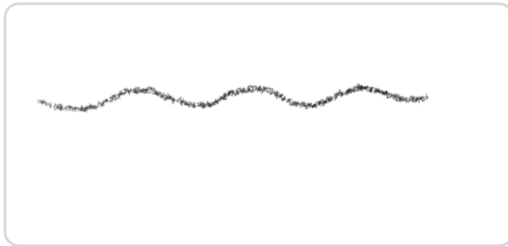
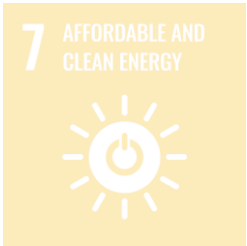
# SDG alignment.



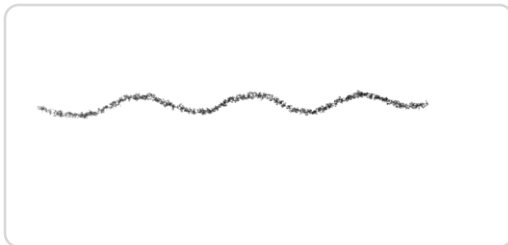
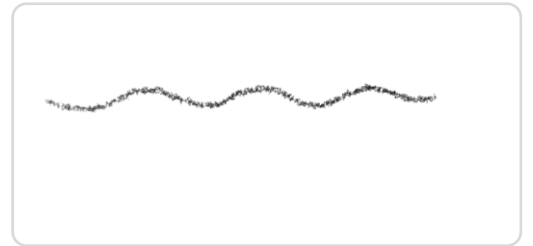
6.3 - 100% of water treated  
6.6 - Acre of rainforest protected



13.3 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>  
13.3 - Donation to the Eden Project



11.6 - Measured carbon emissions  
11.6 - 65% of waste recycled and composted  
11.4 - Donation to the Eden Project  
11.4 - Acre of rainforest protected



12.6 - Measured carbon emissions  
12.5 - 65% of waste recycled and composted

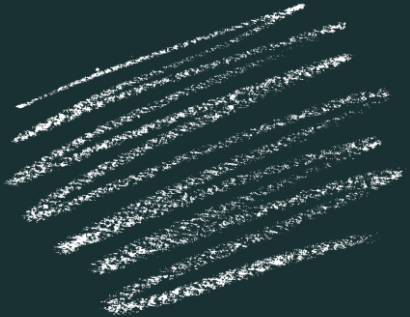


15.2 - Acre of rainforest protected, storing 260 tCO<sub>2</sub>





# 5 ways to accelerate your sustainability journey.



## 1. Review our recommendations

**Guidance for general best practice:** See the Appendix of this report for recommendations to do with Data Collection & Quality, Building, Waste, Travel, Paper, Staff Engagement and Supplier Engagement.

## 2. Join our online community

**Planet Mark online community platform:** If you haven't already, invite your team to join our exclusive member-only community platform, where you can check out inspirational initiatives to implement in your own organisation and collaborate with other Planet Mark Members. Join [here](#).

## 3. Use our toolkits & resources

**Toolkits & Guides:** Go to our Members Area on our [website](#) and make use of resources available to Planet Mark members.

## 4. Connect with us

**Social media channels:** We're active across social media and would love to help share your sustainability stories across our platform, just connect and tag us please!

## 5. Need more support?

**We can help.** We are here to support on your sustainability journey, no matter where you're at. If you're on a path to net zero, we have a suite of Net Zero [Solutions](#) to offer. If you want further stakeholder engagement support, browse our list of workshops [here](#) or just get in touch to discuss.



# Data Report.

APPENDIX





Current					
01 April 2021 to 31 March 2022					
Source	Scope	Unit	Amount	tCO <sub>2</sub> e	% total carbon footprint
<b>Buildings</b>					
District Heat and Steam	2	kWh	483,310.6	29.2	8%
Electricity (location based)	2	kWh	506,307.8	119.5	33%
Electricity (market based)	2	kWh	506,307.8	43.9	-
Natural Gas	1	kWh	1,107,645.2	202.9	55%
Transmission and Distribution Losses	3	kWh	989,618.4	10.3	3%
<b>Procurement</b>					
Paper Primary Content	3	tonnes	0.02	0.02	0.006%
<b>Travel</b>					
Air Travel	3	passenger.km	42,863.2	3.5	1%
Bus	3	passenger.km	85.3	0.01	0.002%
Rail Travel	3	passenger.km	818.0	0.03	0.008%
Taxi	3	km	2,059.7	0.4	0.1%
<b>Waste</b>					
Composting	3	tonnes	12.4	0.1	0.03%
Energy from Waste	3	tonnes	11.3	0.2	0.1%
Landfill	3	tonnes	1.1	0.5	0.1%
Recycled	3	tonnes	11.0	0.2	0.1%
<b>Water</b>					
Water Supply	3	cubic metres	1,242.8	0.2	0.1%
Water Treatment	3	cubic metres	1,242.8	0.3	0.1%
<b>Location Based</b>					
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>367.4</b>	
No. employees		Number		32	
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>11.5</b>	
Turnover £m		£m		0.8	
<b>Total per £m</b>		<b>tCO<sub>2</sub>e</b>		<b>488.6</b>	
Total floor space		m <sup>2</sup>		14,509.0	
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.02</b>	
<b>Market Based</b>					
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>291.8</b>	
No. employees		Number		32	
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>		<b>9.1</b>	
Turnover £m		£m		0.8	
<b>Total per £m</b>		<b>tCO<sub>2</sub>e</b>		<b>388.0</b>	
Total floor space		m <sup>2</sup>		14,509.0	
<b>Building emissions per m<sup>2</sup></b>		<b>tCO<sub>2</sub>e</b>		<b>0.02</b>	

All rows and tables are rounded to one decimal place. This may lead to slight discrepancies in totals within the report.



# About this report – General.

<b>Company Name</b>	Techspace Property Group
<b>Sector</b>	Serviced Offices
<b>Reporting Period</b>	01 April 2021 to 31 March 2022
<b>Year Of Certification</b>	1st
<b>Reporting Boundary</b>	Offices in London & Berlin
<b>Emission sources included</b>	Electricity, T&D Losses, Other Fuels, Natural Gas, Water, Business travel, Waste, Paper, Homeworking (excluded from footprint)
<b>Total FTE Employees (annual average no.)</b>	32
<b>Total Internal Floorspace (m<sup>2</sup>)</b>	14,509
<b>Data Collection Lead</b>	Chris Parker, Design Manager - <a href="mailto:chris.parker@techspace.co">chris.parker@techspace.co</a>
<b>Significant reporting changes</b>	Shift from mostly working from home to mostly working from the office.
<b>Current Conversion Factor</b>	BEIS 2021
<b>Methodology</b>	We follow the GHG Protocol for Corporate Emission Reporting and The National TOMs Framework for Social Value Reporting. Refer to Planet Mark Business Certification Scheme Rules for detailed information on the methodology and standards used in the preparation of this report
<b>Community Project</b>	Contributions to the Eden Project and to Cool Earth's Asháninka community rainforest project have been made as part of Planet Mark Certification
<b>Prepared by</b>	Joanne Rowley, Sustainability Consultant, Planet Mark
<b>Checked by</b>	Jamie Beevor, Head of Technical, Planet Mark Alex Smith, Technical Consultant, Planet Mark
<b>Date</b>	26 April 2023



# About this report – Caveats (i).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Electricity	2 and 3	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation and interpolation to match reporting period	<p>Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Your electricity consumption is shown in the carbon footprint as Purchased Electricity emissions (Scope 2 emissions) and Electricity Transmission and Distribution losses (Scope 3 emissions).</p> <p>Your scope 2 electricity emissions are reported in two ways; one is using the location based method and the other the market based method. Location based electricity emissions have been calculated using carbon emission factors for average UK national grid electricity and market based electricity emissions have been calculated using carbon emission factors for your specific electricity supply fuel mix as published on your supplier's website for electricity supplied in the period Apr 2020 to Mar2021, or by use of the residual fuel mix 2020/21 (where no information on your specific supplier fuel mix was available).</p>	Aldgate East, Whitechapel, Shoreditch, Kreuzberg, Eiswerk, Shoreditch South
Natural gas	1	kWh	Primary source - invoices	Actual and estimated meter reads with some extrapolation and interpolation to match reporting period	<p>Please refer to omissions and estimations slide for data interpolation and or extrapolation details. Shoreditch South - an assumption has been made that usage is based on reads taken on the 1st of each month. It has been confirmed that there is no gas supply at Kreuzberg, Eiswork and Shoreditch.</p>	Aldgate East, Whitechapel, Shoreditch, Kreuzberg, Eiswerk, Shoreditch South

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (ii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
District Heat and Steam	2	kWh	Primary source - invoices	Actual Meter reads	It is confirmed that Eiswork heating is from district heat and steam and the emissions factor is sourced from <a href="https://xn--wrme-loa.vattenfall.de/binaries/content/assets/waermehaus/startseite/produkte/warme/stadtwarme/co2-zertifikat---kopenick.pdf">https://xn--wrme-loa.vattenfall.de/binaries/content/assets/waermehaus/startseite/produkte/warme/stadtwarme/co2-zertifikat---kopenick.pdf</a>	
Water supply & treatment	3	m³	Primary source - invoices	Actual and estimated meter reads with some interpolation to match reporting period	Please refer to omissions and estimations slide for data interpolation and or extrapolation details. An assumption has been made that the water treatment volume is the same volume as the water supply. It has been confirmed that there is no water usage information available for Shoreditch South, Kreuzberg and Eiswerk.	Shoreditch, Aldgate East, Whitechapel,
Homeworking energy	3	kWh	Secondary source - Planet Mark homeworking energy calculation tool	Estimated	Includes additional electricity and space heating energy consumption as a result of working from home. We calculate energy consumption due to homeworking in each month of the reporting period based on the number of FTE who work from home. Space heating energy consumption in each month is derived from a Planet Mark degree day analysis using average UK energy consumption for a gas heated home. Monthly electricity consumption takes into account the electricity needed for a home office plus some other ancillary demand.	Aldgate, Whitechapel and Shoreditch
Air travel	3	pkm	Primary source - expense claims	Actual	None	All Sites

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (iii).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Rail travel	3	pkm	Primary source - expense claims	Actual cost, estimated distance	Only cost per trip available. We assumed £0.55 per mile. Calculations based on 2021 analysis of Planet Mark members' rail journeys.	All Sites
Taxi travel	3	km	Primary source - expense claims	Actual cost, estimated distance	Only cost per trip available. We assumed £2.53 per mile. Calculations based on a fixed start price of £2.8 per journey, an average cost of £2.02 per mile and an average taxi journey of 5.36 miles. (sources: UK national average taxi costs, Numbeo and 2019 Passenger journeys per person per year - Taxi and Private Hire Vehicle Statistics: England 2021.)	All Sites
Waste Landfill	3	tonnes	Secondary source - data submission report	Unverified	Where exact weight is not available then this has been estimated using Environment Agency factors based on bin size. Estimated as 'light materials'. It has been confirmed that there is no information available for Shoreditch South, Shoreditch, Kreuzberg.	Whitechapel, Aldgate East, Eiswerk
Waste Recycling	3	tonnes	Primary source - supplier report	Actual	Where exact weight is not available then this has been estimated using Environment Agency factors based on bin size. Estimated as 'light materials'. It has been confirmed that there is no information available for Shoreditch South, Shoreditch, Kreuzberg.	Whitechapel, Aldgate East, Eiswerk
Energy from waste	3	tonnes	Primary source - supplier report	Actual	Where exact weight is not available then this has been estimated using Environment Agency factors based on bin size. Estimated as 'light materials'. It has been confirmed that there is no information available for Shoreditch South, Shoreditch, Kreuzberg.	Whitechapel, Aldgate East, Eiswerk

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report – Caveats (iv).

Operational Boundary	Scope	Unit	Data Source	Data Accuracy	Comments, omissions, estimates or extrapolations	Organisational Boundary
Waste Composting	3	tonnes	Secondary source - estimated	Actual	Where exact weight is not available then this has been estimated using Environment Agency factors based on bin size. Estimated as 'light materials'. It has been confirmed that there is no information available for Shoreditch South, Shoreditch, Kreuzberg.	Whitechapel, Aldgate East, Eiswerk
Procurement - paper	3	tonnes	Primary source - invoices	Actual	It has been confirmed that there have been no other paper purchases during the reporting period.	Eiswerk
Headcount		no.	Primary source - Design Manager	Actual	We have used annual average full time equivalent employees. Part time employees assumed to work 20 hours a week. We assume headcount only includes active employees (i.e. excludes employees on furlough).	All Sites
Turnover		£	Secondary source - data submission form	Assumed Actual	None	All Sites
Floor Area		m²	Secondary source - data submission form	Assumed Actual	None	All Sites

Note: unless otherwise stated in the report all electricity emissions are location based (i.e. calculated using carbon emission factors for average UK national grid electricity). Do let us know if your electricity is from 100% renewable energy and we will provide dual reporting to show both market based and location based electricity emissions.



# About this report.

## Data Quality.

### Data quality score

The data quality score is based on the ‘Data Quality Matrix’ in the Planet Mark Business Certification Scheme Rules and provides an indication of data assurance when using information in this report in your business.

	01 April 2021 to 31 March 2022	Definition
Relevance of boundary	3	Boundary accurately reflects the majority of the business carbon footprint for studied period.
Data completeness	3	12 months of data provided and all GHG emission sources within the boundary accounted for, no disclosure of exclusions.
Transparency	2	Data collection procedure insufficiently disclosed, partial disclosure of assumptions.
Data accuracy	2	Qualified estimate, few efforts to reduce uncertainties. Some estimated meter readings and sampled/estimated data.
Total score	10 out of 16	

**As a way to improve your data quality score for future reports, it is recommended:**

- To consider taking regular utility meter reads to avoid being billed on estimated meter reads.
- To consider reporting all from/to destinations for business travel journeys.



# About this report – Caveats – Adjusted Data (i).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Aldgate East (LEM)	Invoice	Actual meter read	01-04-2021	01-02-2022	307	01-04-2021	31-03-2022	365	Extrapolated to end of reporting period
Electricity	2	Aldgate East (LEM)	Invoice	Actual meter read	01-04-2021	01-02-2022	307	01-04-2021	31-03-2022	365	Extrapolated to end of reporting period
Electricity	2	Whitechapel (CML)	Invoice	Estimated	25-03-2021	12-04-2022	384	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Whitechapel (CML)	Invoice	Actual meter read	01-04-2021	01-04-2022	366	01-04-2021	31-03-2022	365	Interpolated to end of reporting period
Electricity	2	Whitechapel (CML)	Invoice	Actual meter read	05-04-2021	05-04-2022	366	01-04-2021	31-03-2022	365	Interpolated to end of reporting period
Electricity	2	Shoreditch (LUK)	Invoice	Actual meter read	01-04-2021	31-01-2022	306	01-04-2021	31-03-2022	365	Extrapolated to end of reporting period
Electricity	2	Kreuzberg (LOB)	Invoice	Actual meter read	31-12-2020	05-11-2021	310	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period





# About this report – Caveats – Adjusted Data (ii).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Kreuzberg (LOB)	Invoice	Mixed (actual & est)	30-06-2020	23-06-2021	359	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Kreuzberg (LOB)	Invoice	Mixed (actual & est)	31-12-2020	23-06-2021	175	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Kreuzberg (LOB)	Invoice	Actual meter read	31-12-2020	23-06-2021	175	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Kreuzberg (LOB)	Invoice	Actual meter read	21-05-2020	25-11-2021	554	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Kreuzberg (LOB)	Invoice	Actual meter read	30-06-2020	11-05-2021	316	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	01-01-2021	20-11-2021	324	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period



# About this report – Caveats – Adjusted Data (iii).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	01-01-2021	20-11-2021	324	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	01-01-2021	20-11-2021	324	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Actual meter read	01-01-2021	24-11-2021	328	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Actual meter read	01-01-2021	24-11-2021	328	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	01-01-2021	24-11-2021	328	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	01-01-2021	20-11-2021	324	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period



# About this report – Caveats – Adjusted Data (iv).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Electricity	2	Eiswerk (EIS)	Invoice	Actual meter read	01-01-2021	24-11-2021	328	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Actual meter read	04-03-2021	30-11-2021	272	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Eiswerk (EIS)	Invoice	Mixed (actual & est)	04-03-2021	30-12-2021	302	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Electricity	2	Shoreditch South (SCR)	Landlord Report	Assumed Actual	01-04-2021	01-04-2022	366	01-04-2021	31-03-2022	365	Interpolated to end of reporting period
Gas	1	Aldgate East (LEM)	Invoice	Actual meter read	01-04-2021	01-01-2022	276	01-04-2021	31-03-2022	365	Extrapolated to end of reporting period
Gas	1	Whitechapel (CML)	Invoice	Estimated	25-03-2021	24-03-2022	365	01-04-2021	31-03-2022	365	Interpolated and extrapolated to match reporting period
Gas	1	Shoreditch South (SCR)	Landlord Report	Assumed Actual	01-04-2021	01-04-2022	366	01-04-2021	31-03-2022	365	Interpolated to end of reporting period



# About this report – Caveats – Adjusted Data (v).

**Notes:** Data for the periods shown below has been interpolated or extrapolated as indicated in the table.

Emission Source	Scope	Site	Data Source	Data Accuracy	Date From	Date To	No. of Days	Adjusted Date From	Adjusted Date To	Adjusted No. of Days	Comment
Water Supply	3	Shoreditch (LUK)	Invoice	Mixed (actual & est)	28-03-2021	01-08-2021	127	01-04-2021	01-08-2021	123	Interpolated to start of reporting period
Water Supply	3	Shoreditch (LUK)	Invoice	Estimated	02-08-2021	01-02-2022	184	02-08-2021	31-03-2022	242	Extrapolated to end of reporting period
Water Supply	3	Aldgate East (LEM)	Invoice	Mixed (actual & est)	25-04-2021	07-09-2021	136	01-04-2021	07-09-2021	160	Extrapolated to start of reporting period
Water Supply	3	Aldgate East (LEM)	Invoice	Estimated	08-09-2021	01-04-2022	206	08-09-2021	31-03-2022	205	Interpolated to end of reporting period



# Recommendations.

APPENDIX





# Guidance for general best practice.

## Data collection and quality

**Evidence pack:** Collate all relevant invoices in an electronic evidence pack.

**Utilities:** Take readings of all meters on the last day of the month. Investigate the installation of smart meters.

**Headcount:** Ask HR for a table showing monthly full time equivalent headcount for the whole reporting period.

**Fuel:** Introduce fuel cards.

**Travel:** Ask your travel suppliers to provide you with a report detailing mileage and mode of transport so you can accurately add data to your carbon footprint. For non centrally booked travel record mode of travel, destination/origin and distances travelled in expense claim forms.

## Building

**Energy efficiency:** Regular 'energy audits' will help identify where most energy is being used and potential wastage from equipment, lights and heat loss. Investigate the installation of LED, T5 and sensor lighting and the upgrade of heating controls.

## Waste

**Carry out a waste management audit:** To understand what waste you are producing, where it is coming from and what the best route for it would be. Provide plenty of bins for segregating waste correctly and encouraging recycling.

**Engage your waste management supplier** to help you reduce landfill waste and instead increase the proportion that goes to recycling and to energy from waste.



# Guidance for general best practice.

## Water

**Check your meters at night**, or when water is not in use, to monitor leakage.

**Introduce a water use awareness campaign** in communal kitchen areas.

## Travel

**Record all business travel** and promote public transport options for business meetings.

**Arrange safe and fuel efficient driving training** for all drivers. Plan driver routes to finish at their homes.

**Choose fuel efficient vehicles.** Electric or hybrid cars are exempt from various taxes. Subsidies are also available for smallest vehicles. Provide incentives for employees to opt for low carbon cars, and limit choices to those which meet sustainability criteria.

**Choose travel management companies**, airlines, taxi companies, couriers and other providers that are Planet Mark certified, and look for clear progress on improving fuel efficiency and pursuing credible, sustainable solutions for travel.

## Paper

**Buy paper from sustainable forests** or recycled content. Ask for FSC or PEFC branded paper as a minimum - ideally with the EU Eco label.

**Choosing recycled content paper**, your carbon emissions from paper use are reduced by 30% but choosing sustainably sourced paper the benefits are more holistic as you support the demand for sustainably managed forests which may otherwise be cut down for a different land use such as agriculture.



# Guidance for general best practice.

## Staff engagement

**Organise annual sustainability workshops.**

Carry out an energy awareness and 'switch off' campaign.

## Supplier engagement

**Explore your possibilities and choose consciously.** Check the [Planet Mark website](#) for companies that are currently engaged on reducing their carbon footprint.



# A BRIGHTER future.



# THANK YOU

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