

Getting Started: Before using the calculator please collect the information listed below



	Information	Units	Check
Location	No. of staff		<input type="checkbox"/>
	No. of weekly visitors		<input type="checkbox"/>
	Size of facility	sq ft or sq metre	<input type="checkbox"/>
Facilities	Electricity usage in the year	kWh/year	<input type="checkbox"/>
	% of electricity purchased from a clean energy programme	% of total electricity	<input type="checkbox"/>
	Natural gas usage	Ccf/year	<input type="checkbox"/>
	Other fuel usage	gallons/year or litres/year	<input type="checkbox"/>
	Water & wastewater usage	cost/year	<input type="checkbox"/>
	Solid waste (incl. recycling) produced	tons/year or tonnes/year	<input type="checkbox"/>
	Amount of paper/metals/plastic/glass recycled	% of total of each	<input type="checkbox"/>
Transportation	Distance driven by staff in using gasoline vehicles for business purposes	miles/year or km/year	<input type="checkbox"/>
	Distance driven by staff in using electric vehicles for business purposes	miles/year or km/year	<input type="checkbox"/>
	Distance travelled by staff using public transit for business purposes	miles/year or km/year	<input type="checkbox"/>
	Distance travelled by staff using rail for business purposes	miles/year or km/year	<input type="checkbox"/>
	Distance travelled by staff using air travel for business purposes	miles/year or km/year	<input type="checkbox"/>
	Average distance visitors live from facility	miles or km	<input type="checkbox"/>
	% of visitors who bike, walk or transit	% of total visitors	<input type="checkbox"/>
	% of visitors who use electric vehicles	% of total visitors	<input type="checkbox"/>
Food	No. of events with meals per week	events w/ meals	<input type="checkbox"/>
	No. of servings of red meat	servings/event	<input type="checkbox"/>
	No. of servings of fish, chicken, eggs	servings/event	<input type="checkbox"/>
	No. of servings of dairy	servings/event	<input type="checkbox"/>
	No. of servings of grains and bread	servings/event	<input type="checkbox"/>
	No. of servings of fruits and vegetables	servings/event	<input type="checkbox"/>
Procurement	Amount spent on printing services	cost/year	<input type="checkbox"/>
	Amount spent on supplies	cost/year	<input type="checkbox"/>
	Amount spent on facilities maintenance	cost/year	<input type="checkbox"/>
	Amount spent on textiles	cost/year	<input type="checkbox"/>
	Amount spent on electronics	cost/year	<input type="checkbox"/>
	Amount spent on furniture and appliances	cost/year	<input type="checkbox"/>
	Amount spent on paper products	cost/year	<input type="checkbox"/>
	Carbon offsets	tCO2e	<input type="checkbox"/>

If you do not have the information at hand you can use the default values provided in the calculator