



Business Sustainability Checklist

Thank you for signing up to Merton's Business Network for Climate Action.

This checklist will help you identify areas of your business where you can take action and to set out your actions for the first 6-12 months. If you would like to make a pledge on the actions you will take, please make reference to our Pledge form

Energy

<p>Building:</p> <p>Are you in control of your building and if so, what can you do? If you rent then maybe it is time to influence your landlord or the owner of the building.</p> <p>What insulation has your building had installed? Is your building prone to draughts? How old is the property that your business is located in? What type of heating has your premises?</p>	
<p>Energy costs:</p> <p>Do you pay your own energy costs? If so, record how much you pay. If not, maybe it is time to talk to your landlord or building owner on what changes they are planning.</p> <p>Current energy consumption: (units & cost)</p> <p>Gas (KwH) Electricity (KwH) Water (cubic meters)</p>	

<p>Carbon footprint calculations are typically based on annual emissions from the previous 12 months - see www.carbonfootprint.com</p>	
<p>Electricity and lighting:</p> <p>Have you switched your electricity supplier to a green energy supplier? What percentage of your light bulbs are energy saving? How many halogen lamps are on your premises?</p>	
<p>Water:</p> <p>Water usage in cubic meters?</p> <p>Have you installed any water saving measures on your premises? If so, please list them:</p>	

**Waste Disposal and
Reduction, Reuse and Recycling**

<p>Waste Produced:</p> <p>(list type, quantity & any hazardous) e.g. number of eurobins per week</p>	
<p>Methods of waste storage Where?</p>	
<p>Current method of disposal</p>	
<p>Name of waste collection provider</p>	

<p>Do you hold a current 'Duty of Care' Waste Transfer Note? Reference number</p>	
<p>Reduction, Reuse and Recycling:</p> <p>Do you use plastic bottled water or have you installed a mains connected water-cooler or using alternative water supply?</p> <p>Could you offer the Refill scheme and have you signed up if so?</p> <p>Do you separate your waste - e.g. general, recycling and food?</p> <p>List items that are recycled e.g. paper, card, glass and how?</p> <p>List items that are reused and how?</p> <p>List of items purchased that are from recycled materials eg photocopying paper?</p> <p>Do you buy new or re-used furniture when required?</p> <p>What do you do with your food waste?</p> <p>Do you have any food that you could give to those in need (eg food banks and Community Fridges). If so, what, when and how often?</p>	

Transport

<p>Journeys to work</p> <p>What % of staff use:</p> <ul style="list-style-type: none"> - public transport - cycle 	
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