



BASIC CARBON FOOTPRINT ASSESSMENT

Introduction

This assessment has been carried out to provide a baseline assessment of the likely carbon dioxide emissions generated annually by Gunn MacPhee & Associates during the normal day to day functions carried out as a result of providing consulting services to our clients. This carbon footprint was calculated using emission factors published by DEFRA in April 2008. The assessment was based on annual emissions produced between November 2008 – October 2009.

Inclusions

1. Electrical energy usage annually within the Gunn MacPhee office
2. Fuel costs due to site visits to client's development sites and related survey work

Exclusions

The following indirect emissions have not been included in this baseline assessment:

1. Emissions generated by Gunn MacPhee & Associates suppliers
2. Emissions resulting from the waste products that are produced by Gunn MacPhee
3. Emissions due to our employees commuting between home and work
4. Emissions produced within the Ross-Shire Business Centre outwith the Gunn MacPhee office

Breakdown of Annual Emissions

Emission Type	Description	kWh	CO ₂ (tonnes)
Direct emissions	None	0.00	0.00
Indirect emissions	Electricity	11,879.00	6.38
	Transport	38,583.33	9.26
Totals		50,462.33	15.64



Observations

1. The Gunn MacPhee office is part of a larger building, the Ross-Shire Business Centre and as such much of the emissions produced within the Business Centre are outwith the control of Gunn MacPhee.
2. All the desktop computers have been set up with a scheduled task that carries out a maintenance procedure of a virus scan before automatically shutting down the computer outwith normally working hours.
3. All non-essential computer equipment is switched off when not in use.
4. All lighting is switched off before the office is locked up at night
5. Car journeys are arranged so that all staff travelling to a site travel in the same vehicle
6. Car journeys are only organised when survey work or attendance at a meeting is necessary.
7. Car journeys are where possible organised to visit different sites during the same journey rather than several journeys.
8. Purchases for office stationary and other items are made from local suppliers whenever possible.
9. Designs produced for clients recommend locally sourced equipment whenever possible.

Future Plans

This assessment has been carried out to establish a baseline. It is hoped that future assessments will also include more detail including the items listed above that have been excluded from this assessment. Our next step is to formulate a plan to identify realistic reduction targets for the company. Ensure all members of staff are aware of this plan and work together to reduce the company's carbon emissions. The emissions will be the subject of ongoing monitoring of our progress to achieve these targets.

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