AIM COMMERCIAL CLEANING

2023-24 Carbon Footprint Report

Neutral Carbon Zone Analysis and Report on
Organisational and Operational Emissions

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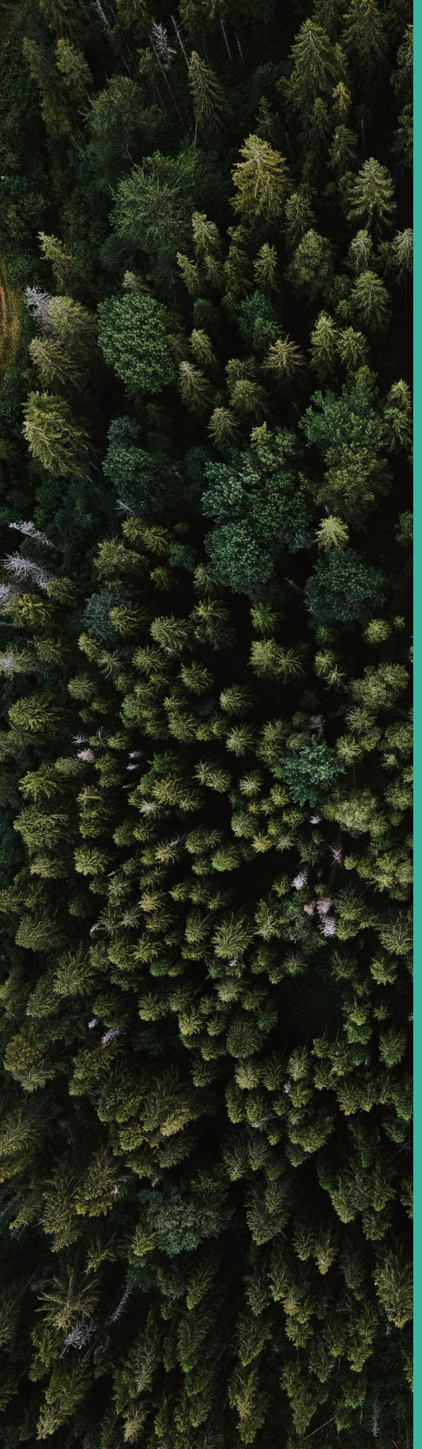
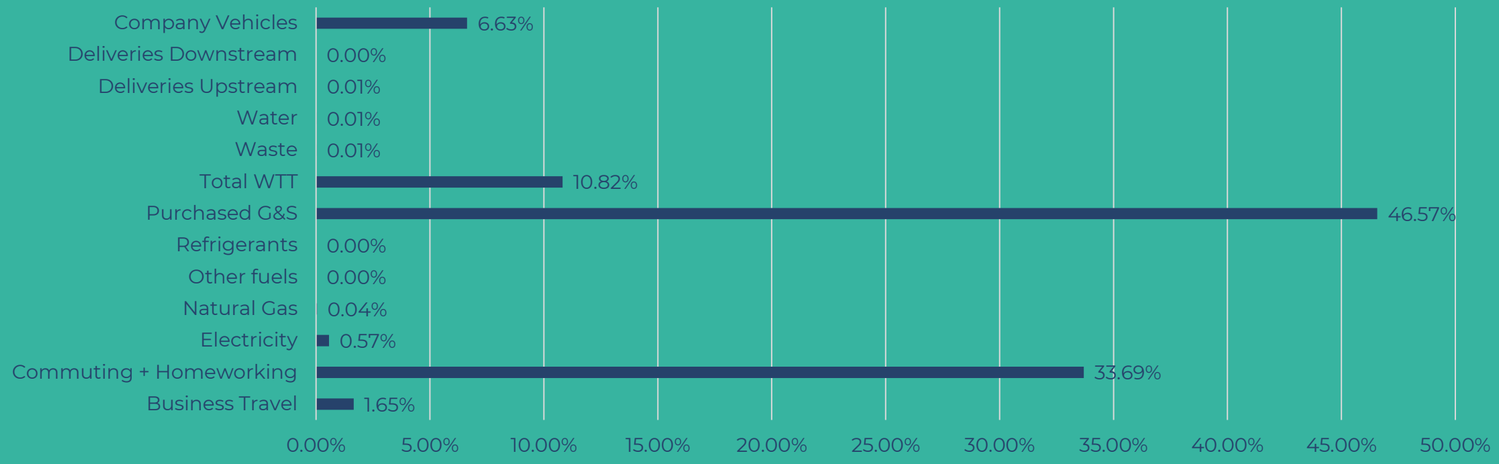


Executive Summary

This report details Aim Commercial Cleaning carbon footprint for the 2023-24 financial year.

The analysis shows that Aim Commercial Cleaning's carbon emissions for the period amounted to **817.83 tonnes of CO_2e**. The largest single source of emissions was Purchased Goods and Services (46.57%) followed by Commuting and Homeworking (33.69%), Energy and Fuel related Activities (Well-to-Tank and Transmission & Distribution) (10.82%) and Company Vehicles (6.63%), and as illustrated below.

Percentage of Carbon Emissions by Activities, 2023-24



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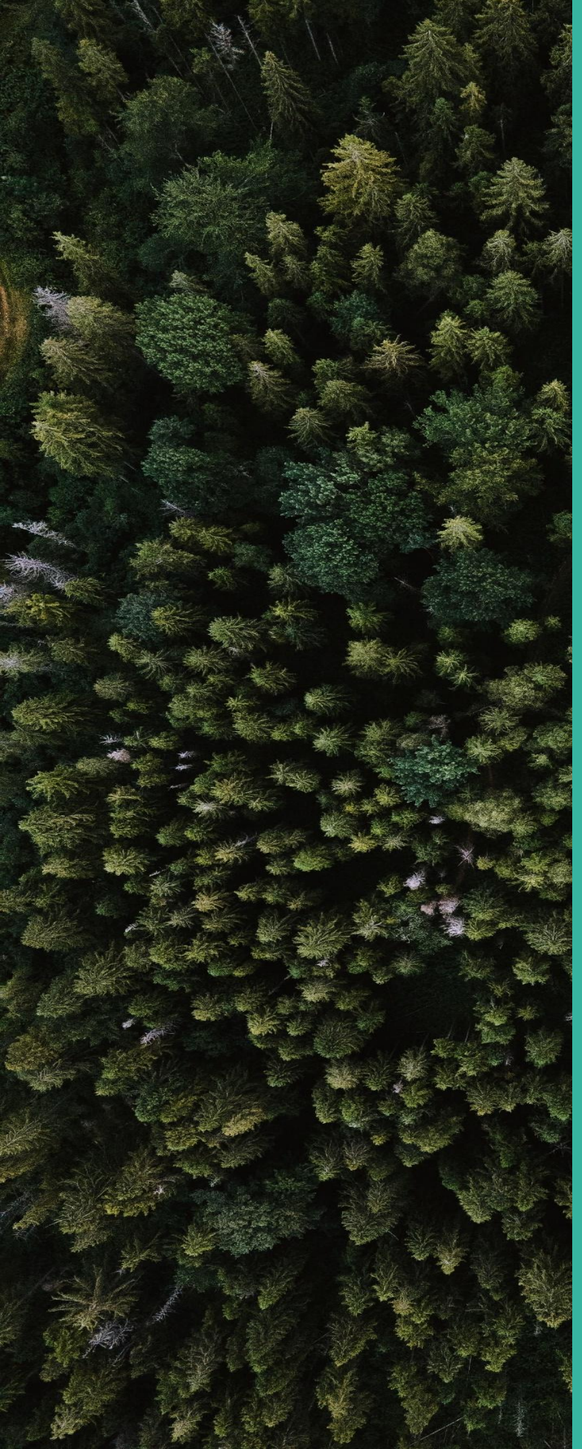

Intensity Metrics

In addition to reviewing the absolute footprint, this report also benchmarks emissions “per £ million turnover” and “per full time employee (FTE)” – shown in Table 1. As opposed to absolute metrics, these intensity metrics provide relative tCO_2e figures for organisational carbon footprints. This allows for comparison between companies, but can also provide a useful alternative to absolute figures. For example, if a company is growing rapidly the absolute tCO_2e figure may increase, however the intensity metric will be useful in highlighting relative improvements in carbon intensity.

Emissions	Annual figure
Total Footprint (KgCO2e)	817,832.68
FTE	376.00
Revenue (GBP)	14,373,498.00
Total Footprint/ FTE	2,175.09
Total Footprint/ Million Revenue	56,898.65

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Introduction

Aim Commercial Cleaning retained Neutral Carbon Zone to measure their organisational carbon footprint.

AIM Commercial Cleaning is a family operated business based in Greater London. With a team in excess of 1000 dedicated staff, we deliver daily cleaning services to clients in every business sector throughout the UK.

This section outlines the processes and methodology used in this project. It explains the calculation principles and sets the operational boundaries of the footprint. The following section presents an in-depth analysis of all the emissions sources. This report includes Scope 1 Direct Emissions, Scope 2 Energy Indirect Emissions and Scope 3 Other Indirect Emissions.

The reporting period is 1st April 2023 to 31st March 2024.

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Standard & Scope

FOOTPRINTING PROCESS

A carbon footprint assessment measures the carbon emissions generated by your organisation's activities. The carbon footprint report is the critical first stage of a comprehensive and commercially focused carbon management plan. To measure your carbon emissions, this report follows the methodology of the internationally recognised standard ISO-14064-2006.

SCOPE 1

Direct emissions - Emissions from greenhouse gas sources owned or controlled by the organisation.

SCOPE 2

Energy indirect emissions - Emissions from the generation of imported electricity, heat or steam consumed by the organisation.

SCOPE 3

Other indirect emissions - Emissions which are consequences of an organisation's activities but arise from sources that are owned or controlled by other organisations.

ISO 14064 requires the measurement of carbon emissions arising from Scope 1 and 2. While not mandatory, inclusion of Scope 3 emissions is advised as it can lead to a greater understanding of the company's wider impacts.

In this report, the term 'carbon emissions' not only includes carbon dioxide (CO_2), but all other greenhouse gases (GHG) covered under the Kyoto Protocol: methane (CH_4), nitrous oxide (N_2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC) and sulphur hexafluoride (SF_6).

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SCOPE OF THE FOOTPRINT

ORGANISATIONAL BOUNDARY

In accordance with ISO 14064, the approach used in this footprint is based on the principle of operational control. Under the control approach we accounted for 100% of the GHG emissions from operations over which Aim Commercial Cleaning has control. Control can be defined in either financial or operational terms.

- The financial control approach – Aim Commercial Cleaning has financial control over an operation if it has the ability to direct the financial and working policies of the organisation with a view to gaining economic benefits from its activities.
- The operational control approach – Aim Commercial Cleaning has operational control over an organisation if it or one of its subsidiaries has the full authority to introduce and implement its working policies at the business.

Operational control approach has been used for Aim Commercial Cleaning's footprint calculation.

OPERATIONAL ACTIVITIES

Activities Included in the Scope for the Footprint

In accordance with ISO 14064 the organisational boundaries for this carbon footprint were company vehicles, natural gas, fuels, refrigerants, electricity, business travel, commuting, homeworking, water, waste, purchased goods and services and well-to-tank.

Activities Excluded from the Scope of the Footprint

No activity deemed to be a significant driver of carbon emissions has been excluded from the scope of this footprint.

DATA ACCURACY

The data provided by Aim Commercial Cleaning covers the period from 1st April 2023 to 31st March 2024. The majority of data was primary, but some data was secondary and extrapolated using benchmark approaches. Neutral Carbon Zone collated the supplied data and summarised it in a single summary spreadsheet.

Natural Gas – Data was provided as kWh for April to Dec. Data was extrapolated for Jan – March.

Electricity – Data was provided as kWh.

Waste – Data was supplied as kilograms for general waste and recycling.

Upstream Deliveries – distance and weight of goods applied to Average Van (petrol) as mode of transport.

Purchased Goods and Services – data supplied as spend and entered against the EPA categories.

Company Vehicles – data was supplied as fuel litres for the petrol hybrid car(s); miles for the diesel van(s) and kWh for the electric vehicle.

Business Travel – Some data was supplied as spend, therefore no Well-To-Tank has been calculated.

Commuting and Homeworking – data was derived from a recent staff survey which received 193 responses (23%). Benchmarks were created from the collected data and extrapolated out to predict where there was a shortfall in primary data.

Water – Consumption provided as cubic meters.

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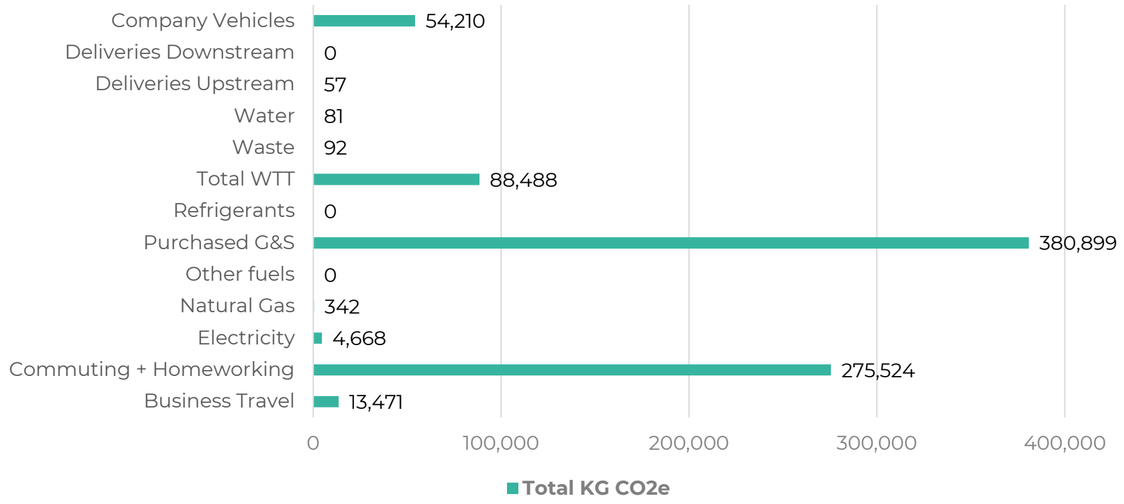
Results

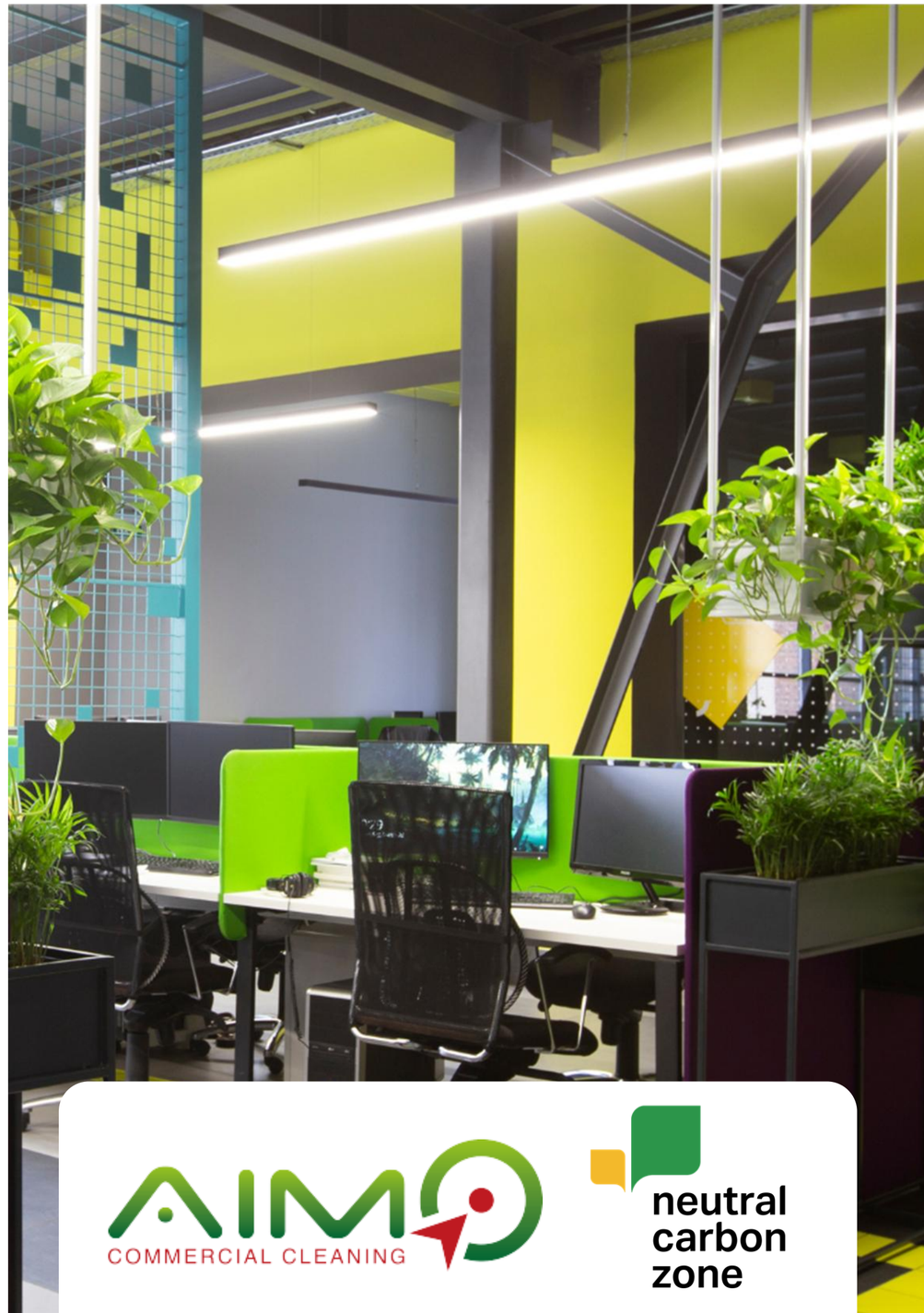
EMISSIONS BY ACTIVITY

The results of the project show that Aim Commercial Cleaning's carbon footprint for the 2023-24 financial year was **817.83 tonnes of CO_2e**. A breakdown of emissions by activity is shown in the chart below:

Emissions in kg of CO_2e by activity



Purchased Goods in Scope 3 accounted for the largest proportion of emissions at 380.89 tCO_2e (46.57%), followed by Commuting and Homeworking 275.52 tCO_2e (33.69%), Energy and Fuel related Activities (Well-to-Tank and Transmission & Distribution) 88.49 tCO_2e (10.82%) and Company Vehicles 54.21 tCO_2e (6.63%),



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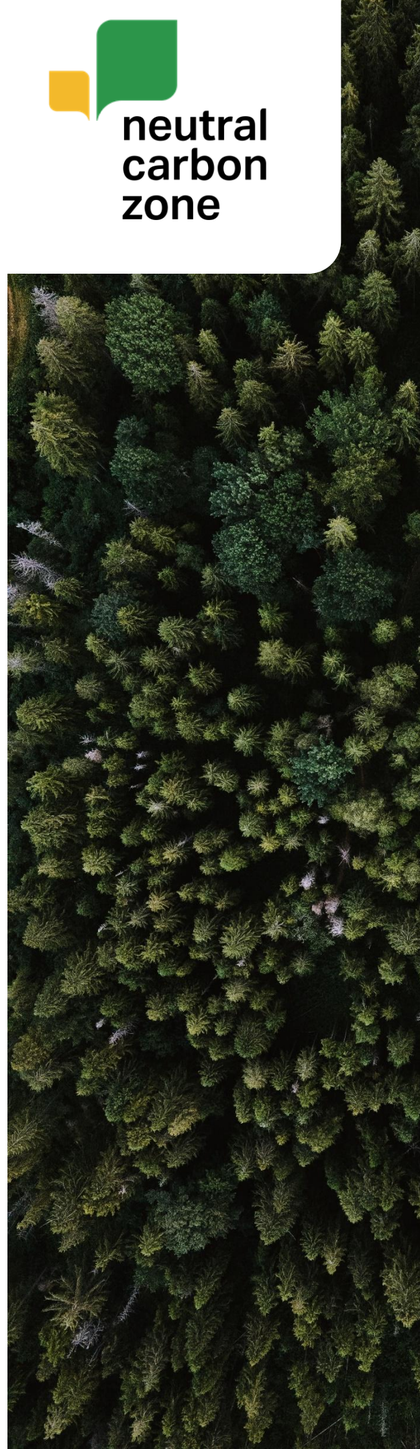
SUMMARY OF RESULTS

CARBON FOOTPRINT BY ACTIVITY

Aim Commercial Cleaning's organisational carbon footprint by type of emission and activity.

Scope	Category	Total KgCO2e	% of total emissions scope wise	% of total emissions
Scope-1	Natural Gas	342	0.63%	0.04%
	Other fuels	-	0.00%	0.00%
	Refrigerants	-	0.00%	0.00%
	Company Vehicles	54,210	99.37%	6.63%
	Total Scope-1	**54,551**	**100.00%**	**6.67%**
Scope-2	Electricity	4,668	100.00%	0.57%
	Total Scope-2	**4,668**	**100.00%**	**0.57%**
Scope - 3	Business Travel	13,470.81	1.78%	1.65%
	Commuting + Homeworking	275,524.37	36.32%	33.69%
	Waste	92.15	0.01%	0.01%
	Water	81.27	0.01%	0.01%
	Deliveries Upstream	57.02	0.01%	0.01%
	Deliveries Downstream	-	0.00%	0.00%
	Purchased G&S	380,899.26	50.21%	46.57%
	WTT-Natural Gas	56.43	0.01%	0.01%
	WTT-Electricity	1,438.71	0.19%	0.18%
	WTT- Company Cars	15,277.95	2.01%	1.87%
	WTT- Business Travel	1,485.34	0.20%	0.18%
	WTT-Commuting + Homeworking	70,213.76	9.26%	8.59%
	WTT-Upstream Deliveries	15.85	0.00%	0.00%
	Total Scope-3	**758,612.91**	**100.00%**	**92.76%**
	TOTAL KgCO2e	**817,832.68**		100.00%



SCOPE 1 - DIRECT EMISSIONS

Direct Emissions arise from the generation of greenhouse gases in company-owned or leased assets. In most businesses these arise from consumption of gas in buildings (heating & hot water) and fuels in company-owned vehicles. They also arise as a result of other heating fuels, chemical reactions and gas leakage (fugitive emissions) during manufacturing, production and from air conditioning systems.

Direct Emissions amounted to **54.55 tonnes of CO_2e** or 6.67% of Aim Commercial Cleaning's total footprint and stems from the usage of Company Vehicles.

SCOPE 2 – INDIRECT ENERGY EMISSIONS

Indirect Energy Emissions arise from the generation of imported electricity, heat or steam consumed by the company. For Aim Commercial Cleaning, indirect energy emissions stemmed from the consumption of electricity for lighting, cooling, IT and other electrical equipment. Aim Commercial Cleaning's Scope 2 emissions amounted to **4.67 tonnes of CO_2e** or 0.57% of the total footprint.

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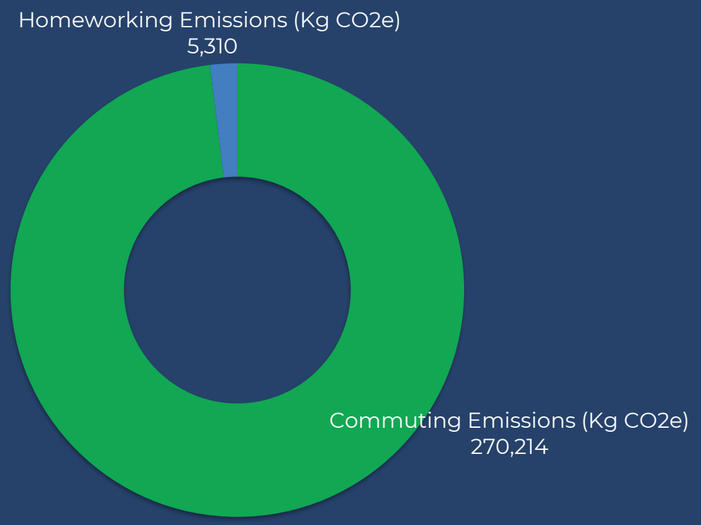
SCOPE 3 – INDIRECT OTHER EMISSIONS

The sources of Other Indirect Emissions comprised 92.76% of total emissions or 758.61 tonnes of carbon dioxide equivalent. This arises mainly from Purchased Goods and Services and Commuting and Homeworking.

EMPLOYEE COMMUTING AND HOMEWORKING

The category of employee commuting covers both the emissions from commuting made by Aim Commercial Cleaning staff to work and emissions associated with homeworking. This category totalled 275.52 tonnes of CO_2e or 33.69% of total emission. The graph below shows the split in emissions between commuting and homeworking.



Employee Commuting vs Homeworking Emissions Split

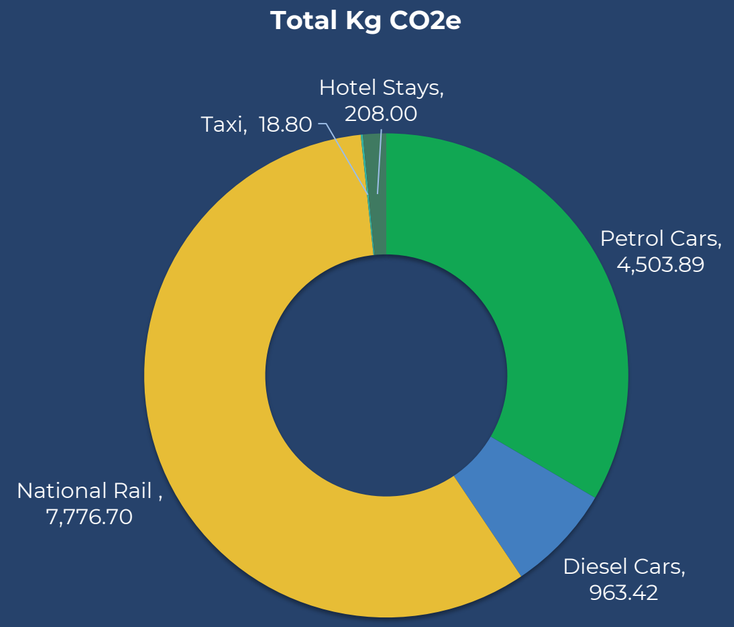
Commuting data emissions based on commuting mode and distance travelled.

Mode of Transport	Distance	Total KgCO2e
Petrol Cars	347,051	90,941
Diesel Cars	6,284	2,036
EV Cars	1,042	88
Hybrid Cars	1,042	183
Motorcycle	46,655	8,535
Moped	4,241	776
National Rail	278,658	15,904
Underground	2,084	93
Bus	922,521	151,658
Walk/Cycle	173,973	-
Total	**1,783,552**	**270,214.17**

SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..

BUSINESS TRAVEL

Business journeys made by Aim Commercial Cleaning staff resulted in 13.47 tonnes of CO_2e (1.65% of total emissions). The majority of these emissions stem from rail travel.



Business Travel Split

WASTE

In the 2023-24 financial year, Aim Commercial Cleaning produced 0.27 tonnes of waste resulting in 0.092 tCO_2e, 0.01% of the total footprint. The table below outlines the split in waste type and emissions.

Waste Type	Tonnage	Emissions kgCO2e
Office Mixed Recycling	0.09	1.94
Office General Waste to landfill	0.18	90.21
TOTAL	**0.27**	**92.15**

WATER

Water consumption amounted to approximately 215m^3. Emissions associated with supply and treatment of water therefore resulted in 0.081 tonnes of CO_2e or 0.01% of the total footprint.

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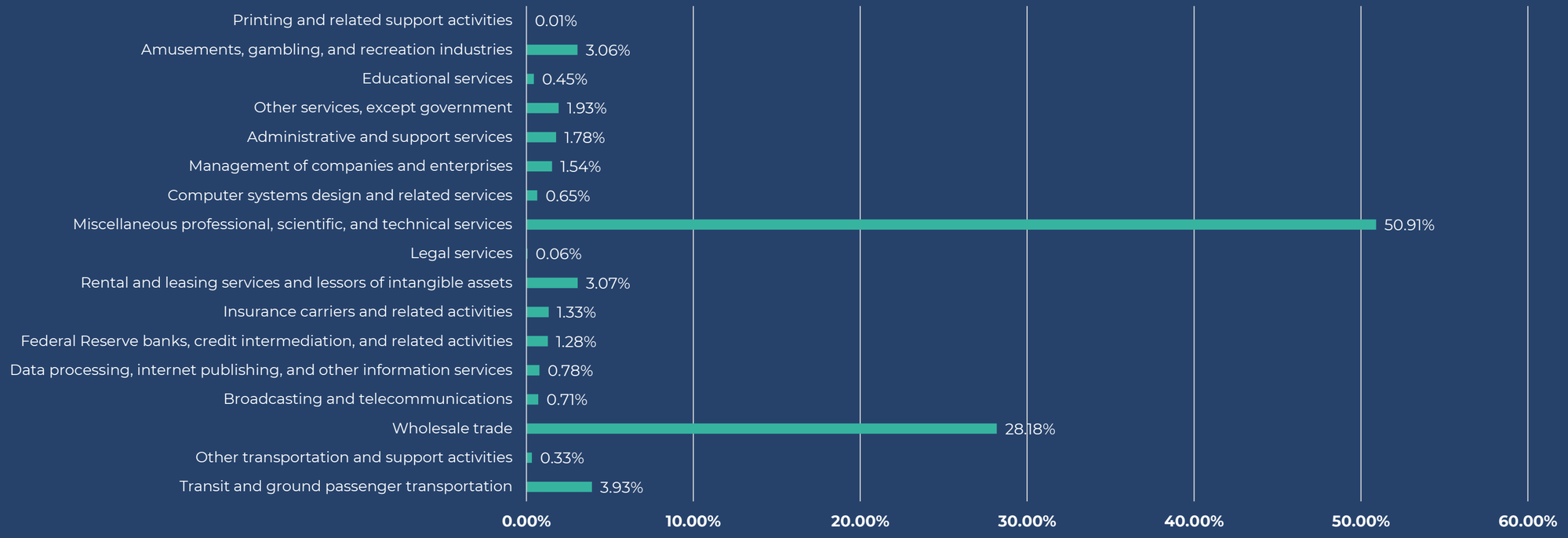
SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..

PURCHASED GOODS & SERVICES

Goods and services purchased by Aim Commercial Cleaning resulted in 380.90 tonnes of CO_2e (46.57% of total emissions).

Emissions breakdown by category for P G&S



SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..

WELL-TO-TANK (WTT) AND TRANSMISSION & DISTRIBUTION (T&D)

WTT and T&D emissions are those emissions associated with the upstream processes of extracting, refining, and transporting raw fuel and energy to the vehicles, assets, or other process under scrutiny. Aim Commercial Cleaning's WTT and T&D emissions amounted to 88.49 tCO_2e or 10.82% of the total footprint, and is made up of gas and electricity consumption, as well as fuel consumption relating to business travel, employee commuting, and deliveries. Note that this emissions driver is dependent on other categories, and therefore rises and falls with other scopes. For example, as more fuels like gas must be extracted, processed, and transported to Aim Commercial Cleaning company site, more well-to-tank emissions are released.

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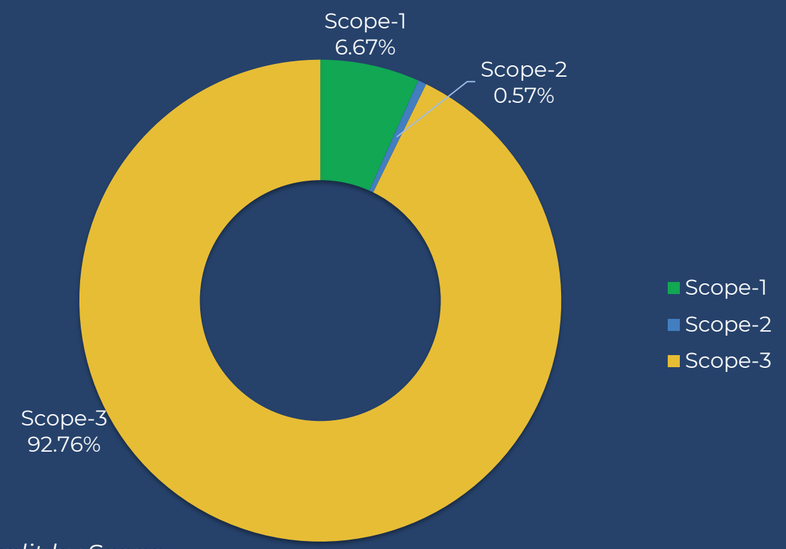

Emissions split by Scope

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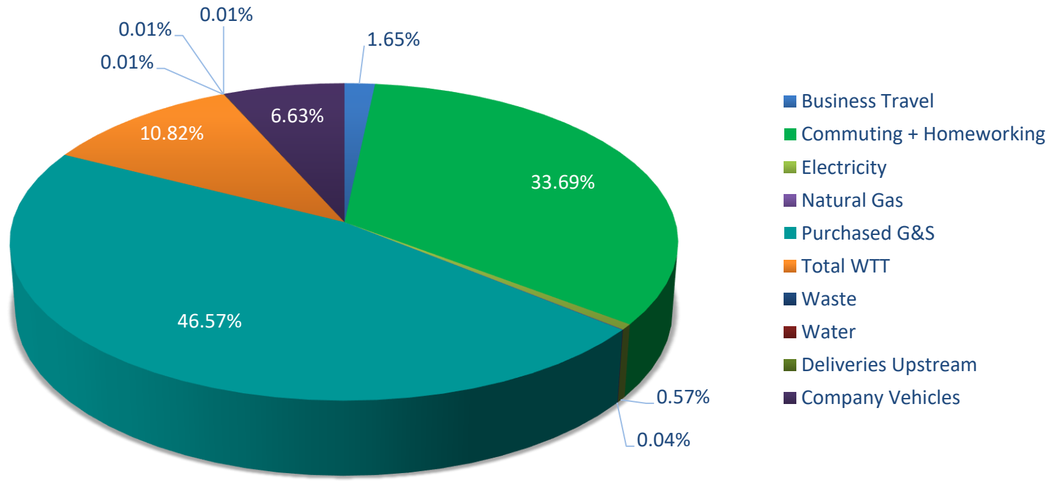
Conclusions & Recommendations

Neutral Carbon Zone has analysed Aim Commercial Cleaning's footprint and are able to provide the following recommendations to reduce emissions. These recommendations are ordered in terms of priority, starting with the highest emissions activity. If undertaken, these recommendations have potential to significantly reduce Aim Commercial Cleaning's carbon footprint.



Emissions in kgCO_2e by Category

CONCLUSIONS & RECOMMENDATIONS

Ø Purchased Goods & Services was the largest emissions driver. It accounts for approximately 46.57% of total emissions. NCZ recommends that Aim Commercial Cleaning carries out an in-depth supply-chain analysis in order to identify the specific individual impacts of the goods and services being purchased and highlight any potential efficiencies that are available and/or currently appropriate to be implemented. This can be facilitated through NCZ Platinum certification.

Ø Employee commuting and homeworking is the second largest emissions driver at 33.69% of emissions. Emissions can be reduced by encouraging greater use of public transport i.e., buses, overground and underground where possible and/or car-share schemes, walking/cycling and other active transport options to reduce the use of more carbon intensive modes of transport such as petrol and diesel personal vehicles.

Ø Well to Tank emissions, the third largest emissions driver (10.82%), will subsequently fall with the reduction in other energy and fuel related activities.

Ø Company vehicles was the fourth largest emissions driver. Neutral Carbon Zone therefore recommends Aim Commercial Cleaning consider a transition analysis of their vehicle fleet towards hybrid and/or electric vehicles wherever feasible. Emissions can also be further reduced by avoiding any unnecessary use of fossil fuelled vehicles where less emission intensive options are available and practical, including greater use of public transport, car-share schemes and active transport (walking and cycling) should be considered wherever practical and/or appropriate.

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CONCLUSIONS & RECOMMENDATIONS Cont..

Ø Business travel is the fifth highest emitter and accounts for 1.65% of total emissions. Data was supplied as spend data. Establishing a process to track fuel use and/or distances travelled by type is recommended. Additionally, consideration into alternative options regarding modes of transport and route/requirement analysis can be influential in the reduction of emissions in this category.

Ø Purchased electricity accounted for 0.57% of total emissions. This can be reduced further by switching to a 100% renewable energy tariff for purchased electricity and investigating the opportunities for the reduction in electricity consumption.

Ø Natural Gas represents 0.04% of the total organisational emissions for the period. NCZ recommends further analysis into the use of gas within the business premises to investigate the opportunities for further efficiencies, reduced consumption and potential alternatives to be considered. NCZ also recommends including green tariffs in the next energy contract tender to maximise the opportunities for carbon and fossil fuel reliance reduction.

Ø Waste accounts for 0.01% of total emissions. In order to reduce emissions associated with waste, Aim Commercial Cleaning would need to focus on waste reduction measures where possible. In order to understand how this can be done most effectively, a greater understanding of type of waste and disposal is needed. Aim Commercial Cleaning could also consider a zero waste to landfill policy.

Scope Categories	Best Practice Data/Evidence
Business Travel	Data relating to the actual distances travelled/number of hotel stay nights
Commuting + Homeworking	100% survey response rate
Company Vehicles	Data relating to litres of fuel consumed and evidence of fuel purchases (for example fuel card reports)
Electricity	Consumption provided as kWh and evidence of consumption (for example landlord reports or invoices)
Natural Gas	Consumption provided as kWh and evidence of consumption (for example landlord reports or invoices)
Other fuels	Consumption provided in correct units and evidence of consumption (for example supplier reports or invoices)
Purchased G&S	Emissions data specific for each supplier
Refrigerants	Data relating to and maintenance reports provided as evidence showing the amount of top-up during the reporting period
Waste	Consumption provided in correct units and evidence of the amount of waste generated and disposal routes (for example supplier reports or invoices)
Water	Consumption provided in correct units and evidence of consumption (for example landlord reports or invoices)
Deliveries Down/Upstream	Data relating to and evidence of the distance travelled and weight of deliveries (for example supplier reports or invoices)

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Comparisons

Emissions	2022-23	2023-24	% Difference
Total Footprint (KgCO2e)	**413,434.55**	**817,832.68**	**97.81%**
FTE	**340.00**	**376.00**	**10.59%**
Revenue (GBP)	**11,692,000.00**	**14,373,498.00**	**22.93%**
Total Footprint/ FTE	**1,215.98**	**2,175.09**	**78.87%**
Total Footprint/ Million Revenue	**35,360.46**	**56,898.65**	**60.91%**

Scope	Category	Total KgCO2e 2022-23	Total KgCO2e 2023-24	% Difference
Scope-1	Natural Gas	315	342	8%
	Other fuels	-	-	-
	Refrigerants	-	-	-
	Company Cars	47,549	54,210	14%
	Total Scope-1	**47,864**	**54,551**	**14%**
Scope-2	Electricity	5,416	4,668	-14%
	Total Scope-2	**5,416**	**4,668**	**-14%**
Scope - 3	Business Travel	4,094	13,471	229%
	Commuting + Homeworking	13,062	275,524	2009%
	Waste	723	92	-87%
	Water	39	81	109%
	Deliveries Upstream	3	57	1955%
	Purchased G&S	324,015	380,899	18%
	WTT - Natural Gas	52	56	8%
	WTT-Electricity	1,669	1,439	-14%
	WTT-Company Cars	12,536	15,278	22%
	WTT-Business Travel	964	1,485	54%
	WTT-Commuting + Homeworking	2,997	70,214	2243%
	WTT-Upstream Deliveries	1	16	100%
	Total Scope-3	**360,155**	**758,613**	**111%**
	TOTAL KgCO2e	**413,435**	**817,833**	**98%**