

Q. Number	Question	Further explanation	Info required before answering
1	What date range is this data related to? <i>Please use a 12 month period</i>	This question asks for the specific 12-month period your data covers. For example, if your data is from January 2023 to December 2023, you would enter those dates.	
2	Which calendar/financial year number does the data relate to?	This question is asking for the year your data corresponds to, either in the calendar year (e.g., 2023) or the financial year (e.g., FY 2023/24).	
3	How many sites are you entering data for?	Here, you need to specify the number of different locations or sites for which you are providing data.	
4	How many sites does the information relate to? <i>Only applicable if multiple selected in Q3</i>	If you are entering data for multiple sites, this question asks how many of those sites the specific information pertains to.	
5	Sector	For you this will be hotels	
6	Site name	Provide the name of the specific site or location for which you are entering data.	
7	What is your Site ID?	Enter the unique identifier or code assigned to the site.	
8	Please select the site's rating	Choose the rating or classification of the site, if you do not have this leave it blank.	
9	What is your total annual revenue (gross sales) rounded to the nearest thousand? <i>Allows us to work out the carbon emissions per £ of turnover</i>	Provide the total income from sales for the year, rounded to the nearest thousand pounds.	Your annual turnover in £
10	How many people are employed (part time & full-time)? <i>Please include both full-time and part-time employees</i>	Enter the total number of employees, including both those who work full-time and part-time.	Total number of employees
11	How many full-time employees are employed? <i>Please include only full-time employees, full-time typically ranges from 35-40 hours depending on the company</i>	Provide the number of employees who work full-time hours, typically between 35-40 hours per week.	Number of employees who work full-time hours

12	How many sleeper guests do you have a year?	Enter the total number of guests staying overnight your site receives annually.	Total number of guests staying overnight
13	How many rooms do you have?	Provide the total number of rooms available at your site.	
14	How many occupied rooms do you have a year?	It wants to know how many rooms were booked and used by guests throughout the entire year.	
15	What is the square footage of the gross floor area of the hotel? Gross floor area is the total area of all enclosed spaces inside the building, including guest rooms, lobbies, hallways and other areas	This means you need to calculate the total area of all the enclosed spaces within the hotel building. The gross floor area includes: Guest rooms Lobbies Hallways Any other enclosed areas within the building Essentially, it's the sum of all the spaces inside the hotel that are enclosed by walls, regardless of their use. This measurement helps in understanding the overall size of the building.	
16	How much do you spend annually on toiletries? (£)	Enter the total amount spent on toiletries each year, in pounds.	total amount spent on toiletries each year, in pounds.
17	How much do you spend annually on linen and the laundry of? (£)	Provide the annual expenditure on linen and laundry services, in pounds.	annual expenditure on linen and laundry services
18	How much is spend on capital expenditure? (£)	Enter the total amount spent on capital expenditures, such as equipment or property, in pounds.	total amount spent on capital expenditures
Utilities			
19	Do you use gas (or other fuels e.g. LPG) on site?	Yes/No: Indicate if you use gas or other fuels like LPG on your premises.	

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20	Do receive your gas bills or other fuels bills?	Yes/No: Indicate if you use gas or other fuels like LPG on your premises.	
21	What is the total annual natural gas consumption? (kWh) <i>If not applicable put 0</i>	Enter the amount in kWh: If not applicable, go back to prior question and click no.	total annual natural gas consumption?
22	What is the total annual LPG consumption? (litres) <i>If not applicable put 0</i>	Enter the amount in litres	What is the total annual LPG consumption?
23	What is the total annual heating oil consumption? (litres) <i>If not applicable put 0</i>	Enter the amount in litres	total annual heating oil consumption?
24	Do receive your electricity bills?	Yes/No: Confirm if you get billed for electricity usage.	
25	What is the total annual electricity consumption? (kWh)	Enter the amount in kWh: Check your electricity bills for this information.	total annual electricity consumption?
26	Can you choose your electricity supplier?	Yes/No: Indicate if you have the option to select your electricity supplier.	
27	Please provide details of electricity supplier and tariff, including whether renewable. <i>Note - This can be found on your electricity bill / statement.</i>	Supplier Name and Tariff: This information is usually found on your electricity bill or statement.	Supplier Name and Tariff
28	Do you receive water bills?	Yes/No: Confirm if you get billed for water usage.	
29	What is the total annual water consumption? (m ³)	Enter the amount in cubic meters (m ³): Check your water bills for this information.	total annual water consumption?
Facilities on Site			
30	Which of the following facilities do you have on site?		
31	Do you separate your waste?	Yes / No	If NO move onto question 31
32	Which categories is your waste separated into?	What are the specific types of waste you sort before disposal.	

		Common waste separation categories include: Recyclables: Paper, cardboard, glass, certain plastics, and metals. Organic waste: Food scraps, yard waste, and other biodegradable materials. General waste: Non-recyclable and non-organic items. Hazardous waste: Batteries, chemicals, electronic waste, and other potentially dangerous materials.	
33	Do you know your % split between your recycled & non-recycled waste?	The proportion of your total waste that is recycled versus the proportion that is not recycled.	
34	Please provide the % split between your recycled & non-recycled waste	Provide the %	

Food & Drink Mix

35	Please can you provide a percentage breakdown of your annual revenue?	Enter percentages, must equal 100%	Your turnover split between accommodation, food & drink
36	Do you serve food on site?	Select the breakdown of how you serve food	
37	Please select the option below which best describes your food mix in terms of ingredients used	Enter percentages, must equal 100%	
38	What's your bestselling dish?	Enter the name of the dish: For example, "Spaghetti Bolognese".	
39	Thank you for the data you have just provided. We will calculate your emissions using industry benchmarks and your revenue. Do you want a more accurate		

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	answer to your food related emissions by entering the weight of food purchased annually by type in kg? <i>This allows us to improve the accuracy of your footprint, you can add to this at a later date.</i>		
40	What is the total weight of red meat purchased annually? (kg)	The total amount of red meat (like beef, pork, and lamb) bought in a year, measured in kilograms.	
41	What is the total weight of fish purchased annually? (kg)	The total amount of fish bought in a year, measured in kilograms.	
42	What is the total weight of dry goods purchased annually? (kg)	The total amount of dry food items (like rice, pasta, and flour) bought in a year, measured in kilograms.	
43	What is the total weight of fruit & vegetables purchased annually? (kg)	The total amount of fruits and vegetables bought in a year, measured in kilograms.	
44	What is the total weight of plant/vegan based food purchased annually? (kg)	The total amount of plant-based or vegan foods (like tofu, plant-based meat substitutes, and vegan dairy products) bought in a year, measured in kilograms.	
45	What is the total weight of dairy purchased annually? (kg)	The total amount of dairy products (like milk, cheese, and yogurt) bought in a year, measured in kilograms.	
46	What is the total weight of poultry purchased annually? (kg)	The total amount of poultry (like chicken and turkey) bought in a year, measured in kilograms.	
47	What is the total weight of ready to eat purchased annually? (kg)	The total amount of pre-prepared or ready-to-eat foods (like pre-cooked meals and snacks) bought in a year, measured in kilograms.	
48	Do you serve drinks on site?	Whether beverages (like water, soda, coffee, or alcoholic drinks) are available for consumption at the location.	
50	Thank you for the data you have just provided. We will calculate your		

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	emissions using industry benchmarks and your revenue. Do you want a more accurate answer to your drink related emissions by entering the volume of drink purchased by type?		
51	What is the total volume of beer purchased annually? (litres)	The total amount of beer bought in a year, measured in litres.	
52	What is the total volume of wine purchased annually? (litres)	The total amount of wine bought in a year, measured in litres.	
53	What is the total volume of spirits purchased annually? (litres)	The total amount of spirits (like whiskey, vodka, and rum) bought in a year, measured in litres.	
54	What is the total volume of soft drinks purchased annually? (litres)	The total amount of soft drinks (like soda, juice, and energy drinks) bought in a year, measured in litres.	
Actions already taken			
55	Do you already have any of the following?	Click actions already taken	
56	Are there any areas you would like to know more about?	Click areas you would like to know more about	

Glossary of terms	
LPG (Liquefied Petroleum Gas)	Definition: LPG is a type of fuel that consists of a mixture of hydrocarbon gases, primarily propane and butane¹. It is stored in liquid form under pressure and is commonly used for heating, cooking, and in some vehicles. Usage: LPG is versatile and can be used in homes for heating and cooking, in vehicles as an alternative fuel, and in industrial applications.

kWh (Kilowatt-hour)	Definition: A kilowatt-hour is a unit of energy equivalent to one kilowatt (1 kW) of power used for one hour. It is commonly used to measure electricity consumption. Usage: Your electricity bill typically shows your consumption in kWh. For example, if you use a 100-watt light bulb for 10 hours, you consume 1 kWh of energy.
m³ (Cubic Meter)	Definition: A cubic meter is a unit of volume that is commonly used to measure large quantities of liquids or gases. Usage: Water consumption is often measured in cubic meters. One cubic meter is equivalent to 1,000 liters of water.
Renewable Energy	Definition: Renewable energy comes from sources that are naturally replenished, such as solar, wind, hydro, and geothermal energy. Usage: Many electricity suppliers offer tariffs that include a percentage of renewable energy. This information can usually be found on your electricity bill.
Tariff	Definition: A tariff is the price plan you are on with your electricity or gas supplier. It determines how much you pay per unit of energy consumed. Usage: Tariffs can vary based on factors like the time of day, the amount of energy used, and whether the energy is from renewable sources.
Annual Consumption	Definition: This refers to the total amount of a particular resource (like gas, electricity, or water) used over the course of a year. Usage: Knowing your annual consumption helps in budgeting and understanding your energy usage patterns.
Waste Separation	Definition: This is the process of sorting waste into different categories for recycling or disposal. Usage: Common categories include recyclables (like paper, plastic, and glass), compostable waste, and general waste.