

TVCC CHECKLIST

‘Where do we start?’

The Thames Valley checklist can help provide your business with a toolkit to help review its carbon emissions and identify actions that can be taken to help your company reduce its energy use and associated emissions. A voluntary aid, to access the full checklist, please [click here](#)

Already Done / up to date	Not Applicable	Not a Priority right now	Explore Further	Priority	Completed
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1. Starting Point: Understanding the Challenge

1A	Measure your carbon footprint						
1B	Understand your energy outputs						
1C	Understand the climate change emergency and the part you play						
1D	Make a start, even if you do not have all the answers						

2. Set Goals and Create Action Plan

2A	Set simple, short-term goals to start you on your journey						
2B	Create an action plan						
2C	Sign up to well recognised decarbonisation initiatives						

3. Commit to Employee Engagement and Education

3A	Assign or appoint a senior leader to be a ‘Climate Change Champion’ (CCC) in your business						
3B	Be transparent with your employees						

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3. Commit to Employee Engagement and Education							
3C	Involvement of all employees in the process, a bottom-up approach						
3D	Educate yourself, your staff and your suppliers and customers						
4. Switch to Sourcing Renewable Energy							
4A	Switch to sourcing renewable energy supplies where possible						
4B	Switch to renewable tariffs where possible						
4C	Carbon offsetting						
5. Commit to Reducing Energy Consumption							
5A	Install a smart meter						
5B	Get an up-to-date Energy Performance Certificate (EPC) for your premises						
5C	Replace all incandescent and halogen lightbulbs with LED bulbs						
5D	Turn all lights off when not needed and/or install motion sensor lighting						
5E	Reduce your use of air conditioning						
5F	Review heating settings and turn the thermostat down						

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5. Commit to Reducing Energy Consumption

5G	Ensure all appliances are energy efficient (A+++ rating)					
5H	Reduce unnecessary travel by car					
5I	Reduce the use of water in the workplace					
5J	Add plants to your workplace					
5K	Green Web Hosting					
5L	Insulate your buildings					

6. Reduce, Reuse, Recycle

6A	Implement measures to reduce waste and improve your office recycling systems					
6B	Recycle old or unused electronic goods or give them to charity					
6C	Go paperless					
6D	Use sustainable, renewable, and recyclable materials in your products, packaging, and marketing					

7. Work with Greener Suppliers

7A	Understand what your expectation of a supplier is					
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7. Work with Greener Suppliers

7B	Use sustainable suppliers and business partners, sourcing locally where possible					
7C	Ask questions of your suppliers and supply chain					

8. Utilise your Network and Commit to Social Good

8A	Find out how others can help you be greener, and support others to be greener					
8B	Donate to charities within the Thames Valley Community					