



Business Resource Efficiency Review

Preparation Checklist

Business Sector:

Retail / Services

Date:

Ref:

Company Name:

Site Name:

Address:

City/Town:

County:

Post Code:

Contact Name:

Tel:

Email:

General Company Information

How many employees (full time) does your company have?

(Select one)

- 0 or 1
- 2 - 4
- 5 - 9
- 10 - 49
- 50 - 99
- 100 - 249
- 250 +

What was your company's turnover in the last financial year?

£

(enter value between 1 and 999,999,999)





Retail / Services Sector

Energy

Please specify your company's annual consumption and cost for any of the main energy sources.
(enter value between 0 and 999,999,999)

Electricity consumption (kWh):	<input type="text"/>
Electricity cost (£):	<input type="text"/>
Natural Gas consumption (kWh):	<input type="text"/>
Natural Gas cost (£):	<input type="text"/>
Heating Oil consumption (kWh):	<input type="text"/>
Heating Oil cost (£):	<input type="text"/>

What are the main uses of energy in your company? (Select all that apply)

- Lighting
- Space Heating
- Space Cooling
- Water Heating
- Refrigeration / Freezing
- Other (please specify):

Have you implemented any initiatives or programmes to reduce energy consumption within the last 12 months? (Select all that apply)

Renewable

- Onsite Micro Generation (including Biomass)

Low Cost / No Cost

- Low energy lighting
- Improved insulation

Capital Investment

- Renewed lighting
- Replaced heating system
- Introduced low energy equipment

Reviewing and Reducing

- Overnight and weekend energy use
- Metering of individual equipment
- Metering and data analysis

Continued...



Retail / Services Sector

Energy

Transport

Driver training

None

Other (please specify):

Water

What are the main uses of water in your company? (Select all that apply)

Cooling

Process

Steam Generation

Washing

Kitchen / Toilets

Other (please specify):

What was your company's water consumption over the last 12 months? (Select one)

Less than 25 (cubic meter per year)

25 to 50

100 to 500

50 to 100

100 to 200

200 to 500

500 to 1,000

1,500 to 2,000

2,000 +

What was your company's total water charge last year? (Select one)

Less than 50 (£ / year)

50 to 100

100 to 200

200 to 400

400 to 1,000

1,000 to 2,000

2,000 to 3,000

3,000 +



Retail / Services Sector

Raw & Packaging Materials

What quantity of raw materials or consumables does your company use annually?

This excludes materials brought onto site to package goods.

(Select a tonnage level, or “None”, for each material)

<i>tonnes (t) or cubic meters (m3) per year</i>	None	Less than 1	1 to 2	2 to 5	5 to 10	10 to 20	20 to 50	50 To 100	100 +
Paper and Cardboard (t)									
Display Materials / Window Dressing (t)									
Cleaning and maintenance products/ chemicals (m3)									
Office Consumables (t)									
Other									

How much in total did the raw materials cost your company last year?

(Select one)

- Less than 500 (£ / year)
- 500 to 1,000
- 1K to 5K
- 5K to 10K
- 10K to 20K
- 20K to 50K
- 50K to 100K
- 100K to 500K
- 500K +



Retail / Services Sector

Raw & Packaging Materials

What quantity of packaging materials does your company use annually?

(Select a tonnage level, or “None”, for each material)

<i>tonnes per year</i>	None	Less than 0.5	0.5 to 1	1 to 2	2 to 5	5 to 10	10 to 20	20 to 50	50 +
Paper / Cardboard									
Plastic / Polystyrene									
Wood (including pallets)									
Glass									
Metal									
Other									

How much in total did the packaging materials cost your company last year? (Select one)

- Less than 500 (£ / year)
- 500 to 1,000
- 1K to 5K
- 5K to 10K
- 10K to 20K
- 20K to 50K
- 50K to 100K
- 100K to 500K
- 500K +



Retail / Services Sector

Waste

What waste streams do your operations produce annually and in what quantities?

Do you recycle any of these wastes?

(Select a tonnage level, or "None", for each material and check the box if recycled)

<i>tonnes (t) or cubic meters (m3) per year</i>	None	Less than 0.25	0.25 to 0.5	0.5 to 1	1 to 2	2 to 5	5 to 10	10 to 50	50 +	Recycled <input checked="" type="checkbox"/>
Paper / Cardboard (t)										<input type="checkbox"/>
Plastics (t)										<input type="checkbox"/>
Wood (t)										<input type="checkbox"/>
Glass (t)										<input type="checkbox"/>
Metals (t)										<input type="checkbox"/>
Food Waste (t)										<input type="checkbox"/>
Out-of-date Stock and Goods (t)										<input type="checkbox"/>
Discarded Equipment (Non-hazardous) (t)										<input type="checkbox"/>
General Mixed Non-hazardous Wastes (t)										<input type="checkbox"/>
Other										<input type="checkbox"/>

What hazardous wastes do your operations produce annually and in what quantities?

(Select a tonnage level, or "None", for each waste)

<i>tonnes (t) or cubic meters (m3) per year</i>	None	Less than 0.1	0.1 to 0.2	0.2 to 0.5	0.5 to 1	1 to 2	2 to 5	5 to 10	10 +
Contaminated Food Wastes (t)									
Out-of-date Stock (Hazardous Components) (t)									
Hazardous WEEE (fluorescent tubes, CRTs, batteries etc.) (t)									
Other									



Retail / Services Sector

Waste

How much does waste disposal cost your company annually? (Select one)

- Less than 250 (£ / year)
- 250 to 500
- 500 to 1,000
- 1K to 2K
- 2K to 5K
- 5K to 10K
- 10K to 20K
- 20K to 50K
- 50K +

Transport

How many and which type of vehicles does your company fleet operate?

(Select one level, or "None", for each type of vehicles)

	None	1 to 3	3 to 5	5 to 10	10 to 15	15 to 25	25 to 50	50 to 100	100 +
Car									
Van / Truck / Forklift Truck									
HGV (over 7.5 tonnes)									
Motorbike									

How many litres of automotive fuel were used by your fleet vehicles over the last 12 months?

- Less than 5,000 (Litres / year) (Select one)
- 5,000 to 10,000
- 10,000 to 15,000
- 15,000 to 20,000
- 20,000 to 25,000
- 25,000 to 30,000
- 30,000 to 40,000
- 40,000 to 50,000
- 50,000 +



Retail / Services Sector

Environment Management

Which environment management programmes does your company have already in place?

(Select all that apply)

- Environmental Management Policy
- Environmental Management Action Plan
- ISO 14001 - Environmental Management
- BS 8555 - Environmental Management
- None
- Other Environmental Management Systems (please specify):

What initiatives have you implemented to reduce consumption or reduce waste?

(select all that apply)

Materials

- Waste audit
- Waste segregation
- Reduce, Reuse, Recycle

Water

- Leak identification programme
- Introduced water saving devices, taps, cisterns etc
- Water harvesting / recycling

Transport

- Travel to work policy
- Transport scheduling
- Fleet management programme

- None
- Other (please specify):

Are there any specific elements of environmental legislation in your sector that cause you concern?

(select all that apply)

- Packaging Regulations
- Duty of Care - responsibility for waste
- Statutory Nuisance
- Hazardous Waste Disposal
- None
- Other (please specify):