Birch Cleaning

CLIMATE & SUSTAINABILITY

Carbon Reduction Plan

Working Carbon Reduction Plan for company review and approval.

Demonstration - fictional business. All figures and actions are illustrative. This example is not an approved company plan.

REPORTING PERIOD

1 January 2025 to 31 December 2025

BASELINE PERIOD

1 January 2024 to 31 December 2024

PREPARED

10 September 2026

Example prepared with Crown Partners · Working draft

01 / EXECUTIVE SUMMARY

About our company and this plan

A view of our emissions, the actions we are taking and how we will review progress.

20.000

CURRENT FOOTPRINT / TCO2E

Across the reported Scope 1, 2 and 3 categories.

22.000

BASELINE FOOTPRINT / TCO2E

The starting point for comparing progress.

2050

NET ZERO TARGET

The target year recorded in this plan.

Company name	Birch Cleaning
Company number	Not provided
Registered address	Cambridgeshire, United Kingdom (fictional business)
Website	https://birch-cleaning.example
Contact	hello@birch-cleaning.example
Prepared date	10 September 2026

Commitment to achieving Net Zero

Birch Cleaning is committed to achieving Net Zero emissions by 2050.

Birch Cleaning is a fictional six-person office-cleaning business. This example shows how a small supplier can bring its footprint, practical actions and annual review into one document.

02 / SCOPE & METHODOLOGY

Reporting boundary and methodology

What this plan covers, how the figures were prepared and the periods being compared.

Reporting period: 1 January 2025 to 31 December 2025.

Baseline period: 1 January 2024 to 31 December 2024.

Organisational boundary: Operational control.

This example covers a company vehicle, office electricity, supplier deliveries, operational waste, business travel and staff commuting. Customer deliveries are recorded as zero because the fictional business supplies cleaning services rather than distributing goods.

> Demonstration data: activity quantities, emissions and source references are fictional. The figures illustrate the layout; they are not a calculated or verified inventory.

Baseline notes: The illustrative 2024 baseline is 22 tCO2e. The 2025 example footprint is 20 tCO2e. These invented figures demonstrate a comparison, not an actual reduction achieved by a business.

Term	What it means in this plan
Scope 1	Direct emissions from owned or controlled sources, such as company vehicles or direct fuel use.
Scope 2	Indirect emissions from purchased energy, mainly electricity used by offices, workshops or other premises.
Scope 3	Other indirect emissions in the value chain. PPN 006 asks suppliers to report categories 4, 5, 6, 7 and 9.

03 / CARBON FOOTPRINT

Our carbon footprint

Where current emissions come from



Emissions scope	Coverage	Baseline tCO2e	Current tCO2e
Scope 1	Direct emissions from vehicles and direct fuel use	3.000	2.000
Scope 2	Purchased electricity and energy	4.500	4.000
Scope 3	Reported value-chain categories, including any additional disclosures	14.500	14.000
Total gross emissions		**22.000**	**20.000**

Change from baseline: 2.000 tCO2e reduction (9.1%) against the baseline.

Vehicles, fuel and energy

Scope	Activity	Quantity	tCO2e	Notes
Scope 1 direct emissions	Company vehicle fuel	750.000 litres	2.000	Illustrative annual vehicle fuel use.
Scope 2 purchased energy	Office electricity	15,000.000 kWh	4.000	Illustrative office electricity consumption.

04 / VALUE-CHAIN ACTIVITY

Travel, waste and deliveries (Scope 3)

The activity behind the reported Scope 3 footprint, with the notes that explain each figure.

Category	Activity	Quantity	tCO2e	Notes
Category 4: Upstream transportation and distribution	Supplier deliveries	5,000.000 tonne.km	1.000	Illustrative delivery distance and load estimate.
Category 5: Waste generated in operations	Operational waste	4.000 tonnes	2.000	Illustrative annual general waste quantity.
Category 6: Business travel	Business travel	6,000.000 miles	2.000	Illustrative work travel, excluding commuting.
Category 7: Employee commuting	Employee commuting	25,000.000 miles	9.000	Illustrative annual commuting estimate.
Category 9: Downstream transportation and distribution	Customer deliveries	0.000 tonne.km	0.000	No goods distributed; cleaning services only.

05 / ACTION PLAN

Our carbon reduction priorities

Focus first on avoidable vehicle mileage and electricity use. Improve the commuting and delivery records before setting further quantified targets. The Net Zero year is an illustrative commitment for this fictional example.

01

Plan routes with fewer miles

By 2026

Group nearby cleaning visits where service times allow. The supervisor will compare monthly mileage with completed visits to check whether the change is helping.

In Progress

02

Reduce electricity outside working hours

By 2026

Review timers, lighting and equipment shutdown with the office manager. Track monthly kWh against occupancy before considering further investment.

Planned

03

Improve supplier delivery information

By 2027

Ask regular suppliers for delivery records and explore combined orders. The director will review options alongside cost, stock levels and service reliability.

Planned

04

Refresh the commuting picture

By 2027

Repeat the staff travel survey and explore practical shared journeys. Record actual participation before claiming an emissions saving.

Planned

06 / GOVERNANCE & DECLARATION

Ownership and annual review

Plan owner: Company director (example role).

Review fuel, electricity and delivery records quarterly. Update the footprint and action plan annually, explaining changes in activity and any estimates.

Publication: Publication location not specified.

External verification: No external verification claim is made in this plan.

Declaration and sign-off

This working plan uses the company information and activity figures shown above. Check the figures, coverage and approval details before publishing it or using it for a tender.

SIGNED BY	POSITION
Not specified	Not specified
APPROVAL DATE	**SIGN-OFF DATE**
Not specified	Not specified

Next review

10 September 2027

07 / SUPPORTING RECORDS

How the figures were prepared

Emissions source	Data basis	Source or assumption
Scope 1 direct emissions	Management estimate	Example fuel log - Illustrative annual vehicle fuel use.
Scope 2 purchased energy	Management estimate	Example electricity bills - Illustrative office electricity consumption.
Category 4: Upstream transportation and distribution	Management estimate	Example delivery log - Illustrative delivery distance and load estimate.
Category 5: Waste generated in operations	Management estimate	Example waste report - Illustrative annual general waste quantity.
Category 6: Business travel	Management estimate	Example travel log - Illustrative work travel, excluding commuting.
Category 7: Employee commuting	Management estimate	Example staff survey - Illustrative annual commuting estimate.
Category 9: Downstream transportation and distribution	No activity / not applicable	Example business description - No goods distributed; cleaning services only.

> Figures marked as management estimates should be replaced with source records where possible during the next annual review. Useful records include utility bills, vehicle mileage, waste contractor reports, staff travel records and supplier delivery data.

All emissions are stated as tonnes of carbon dioxide equivalent (tCO2e).