

Carbon Reduction Plan

FY 2025-26 · PPN 06/21 Compliant

Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduc

This Carbon Reduction Plan is publicly available at:
<https://carbonpass.co/company/hartley-building-services>

1. Organisation Details

Organisation	Hartley Building Services Ltd
Company Number	08451293
Registered Address	Unit 4, Queen Street Offices, London EC4R 1BJ
Sector	Construction — Building services & facilities maintenance
Employees	32
Reporting Period	April 2025 — March 2026
Operational Sites	London HQ (24 staff) · Manchester Warehouse (8 staff)
Reporting Boundary	Operational control approach (UK operations)

Commitment to Net Zero

Hartley Building Services Ltd is committed to achieving Net Zero greenhouse gas emissions by 2050. We have set an interim target to reduce our Scope 1 and 2 emissions by 25% by 2030 against our 2025-26 baseline year.

2. Baseline Emissions

Baseline Year: FY 2025-26 (April 2025 — March 2026)

As this is the organisation's first year of carbon reporting, no historical emissions data is available. Therefore, FY 2025-26 has been selected as the baseline year in accordance with PPN 06/21 guidance, which permits the use of the first reporting year as the baseline where prior data does not exist. Future Carbon Reduction Plans will report progress against this baseline.

Methodology

Emissions have been calculated using the GHG Protocol Corporate Accounting and Reporting Standard. Emission factors applied are from the UK Government's Greenhouse Gas Conversion Factors for Company Reporting (DEFRA 2024). The reporting boundary

follows the operational control approach.

Scope 3 Reporting Boundary

The following Scope 3 categories have been included in accordance with PPN 06/21 requirements: business travel, employee commuting, waste generated in operations, and upstream purchased goods and services. These represent the most material indirect emissions sources for the organisation. Categories were selected based on their relevance and materiality to our operations, in line with the GHG Protocol Corporate Value Chain (Scope 3) Standard.

Emission Source	Scope	Activity Data	tCO ₂ e
Natural gas — London HQ	Scope 1	38,600 kWh	7.06
Natural gas — Manchester Warehouse	Scope 1	26,300 kWh	4.81
Fleet diesel (8 vehicles)	Scope 1	103,700 km	30.65
Scope 1 Total			42.52
Purchased electricity — London HQ	Scope 2	50,200 kWh	10.39
Purchased electricity — Manchester	Scope 2	33,400 kWh	6.92
Scope 2 Total			17.31
Employee commuting (32 staff)	Scope 3	DEFRA commuting factors	8.50
Business travel (air, rail, car)	Scope 3	Distance-based	3.60
Hotel stays (30 nights)	Scope 3	DEFRA hotel factor	0.50
Waste disposal (17 tonnes)	Scope 3	DEFRA waste factors	3.80
Purchased goods & services	Scope 3	£225k spend-based	12.00
Scope 3 Total			28.40
TOTAL EMISSIONS			88.23
Emissions intensity (per employee)		32 employees	2.76

3. Current Emissions — FY 2025-26

As FY 2025-26 is the organisation's first reporting year and has been designated as the baseline year, current emissions are identical to those reported in Section 2 above. Subsequent reports will present year-on-year comparisons against this baseline.

4. Carbon Reduction Targets

Hartley Building Services Ltd has established the following carbon reduction targets. All targets are measured against the FY 2025-26 baseline of 88.23 tCO₂e.

Target	Year	Expected Reduction
Interim — Scope 1 & 2 reduction vs baseline	2030	-25% (14.96 tCO ₂ e)
Switch to 100% REGO-backed renewable electricity	2026	-17.31 tCO ₂ e
Replace 2 diesel vans with hybrid/EV	2027	-7.60 tCO ₂ e
Increase waste recycling to 60%	2027	-1.50 tCO ₂ e
Net Zero — all scopes	2050	-100%

5. Carbon Reduction Projects & Initiatives

LED Lighting Retrofit (Completed 2024)

Replaced all fluorescent lighting at London HQ with LED fittings. Estimated annual saving: 4,200 kWh (0.87 tCO₂e). Capital cost: £3,200. Payback period: 18 months. Verified by supplier energy assessment.

Video Conferencing Policy (Completed 2024)

Implemented Microsoft Teams as the default for client meetings, reducing domestic business travel by approximately 30%. Estimated annual saving: 1.1 tCO₂e. No capital cost — utilised existing Microsoft 365 licence.

Renewable Electricity Procurement (Target: October 2026)

Planned switch of both operational sites to 100% REGO-backed renewable electricity tariff. This is expected to reduce Scope 2 emissions to near zero, subject to supplier verification and grid residual factor. Estimated annual reduction: 17.31 tCO₂e. Estimated cost premium: £1,200/yr. Quotes received from three suppliers.

Fleet Electrification Phase 1 (Target: 2027)

Planned replacement of two oldest diesel vehicles (registration HB19 PQR and HB20 DEF) with electric or plug-in hybrid alternatives. Vehicles under evaluation include Ford E-Transit and Mercedes eSprinter. Estimated annual reduction: 7.6 tCO₂e, subject to vehicle selection and operational range requirements. Budget allocated: £65,000.

Waste Recycling Programme (Target: 2027)

Planned increase in construction waste recycling rate from current 40% to target 60%. Measures include introduction of segregated waste skips on all construction sites and revised waste contractor terms. Estimated annual reduction: 1.5 tCO₂e.

Employee Commuting Reduction (Ongoing)

Cycle-to-work scheme available to all staff (3 London employees currently participating). Exploring hybrid working policy to reduce commuting days for office-based roles. Impact to be quantified in FY 2026-27 report.

6. Environmental Management Measures

- Carbon emissions are reviewed quarterly by the Operations Director and reported to the Board.
- Energy consumption data is tracked monthly using the CarbonPass platform (carbonpass.co).
- All new equipment purchases are evaluated for energy efficiency (minimum A-rated appliances).
- Fleet fuel consumption is monitored via Allstar fuel cards with monthly reporting to management.
- Waste contractor provides quarterly tonnage and recycling rate reports, reviewed against targets.
- Environmental considerations are included in supplier selection criteria for all contracts above £5,000.
- Annual staff briefing on energy saving measures and waste reduction, with suggestions encouraged.
- This Carbon Reduction Plan is reviewed and updated annually, with the next update due by March 2027.

7. Declaration & Sign-Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and the associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol Corporate Accounting and Reporting Standard. The emission factors used are from the UK Government's Greenhouse Gas Conversion Factors for Company Reporting (DEFRA 2024).

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Protocol Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been formally reviewed and approved by the Board of Directors of Hartley Building Services Ltd. The Board accepts responsibility for the accuracy of this report and is committed to the reduction targets set out herein.

Signed: _____
Name: James Hartley
Position: Managing Director
Date: 15 March 2026
On behalf of: The Board of Directors, Hartley Building Services Ltd

This document is publicly accessible at: <https://carbonpass.co/company/hartley-building-services>

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