

## Objective

Record your energy consumption from all sources on a regular basis so that you can monitor and report on your energy use. We strongly recommend that you regularly use data to calculate your carbon emissions.



### 1: Make a list of all the types of energy your property uses

You need to monitor all of the different types of energy you use. Your list should include the type of energy and what it is used for. It should cover all of the following:

Electricity | Gas | Petrol and diesel | Other fuels such as wood, coal and kerosene



### 2: Find out how to measure your consumption of each energy source

You need to be able to measure your use of each energy source so find out the best way to do this. For example, your electricity bill will show the kilowatt-hours (kWh) you consumed, your purchasing records should show how many litres or gallons of petrol you purchased. You will need to convert all sources into kWh before recording them using a correct calculation.



### 3: Implement a system to regularly record all of your energy use

Train relevant staff on when and how they should record your energy consumption from all sources (including how to convert into kWh) then create a spreadsheet where this will be recorded on a regular basis. Your spreadsheet should include all of the following and there is a template in the Member Zone:

- The name of each energy source
- The name of the supplier
- Where possible, which part of your operation is consuming it
- The amount that was consumed in kWh over a given date range
- It is best practice to include a final conversion to total carbon equivalent emissions for the reporting period.

You might be asked to show this document during your audit so make sure all of the relevant people know where to find it.



### 4: Include your energy use in regular internal reports

Your internal sustainability report should include your energy use and compare it to the last report and the same time period in previous years.



### 5: Assess your performance and look for areas where you can improve

Use this information to assess the following and write your conclusions in your internal report:

- Are we reducing the amount of energy we are consuming?
- Which parts of our operations are consuming the most energy?
- What changes can we make to reduce our energy consumption?

## More Information & Resources

Quick Guides: [Converting Energy to kWh](#), [Internal Reports](#)  
[Travelife Detailed Guide to Energy](#)  
[Travelife Energy Consumption Report Template](#)