



# Carbon Footprint Tool

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**Carbon Footprint Calculator**  
Company Information Worksheet

**INTRODUCTION**  
Please enter information about your company below. These data are essential for other calculations to work correctly. If you have more than 5 facilities, you can "unhide" additional rows (between rows 16 and 112) to accommodate up to 100 facilities. Capacity for more facilities is also available on other pages by unhide the appropriate rows.

**COMPANY INFORMATION**

Facility Info			Facility locations		
Facility Name (if applicable)	Avg. # of employees (FTEs)	Facility type	(see notes for definitions of U.S. service areas, if needed)		
Facility 1	25	Office - Other professional	Seattle (Seattle City Light)		
Facility 2	10	Office - Governmental	Seattle (Seattle City Light)		
Facility 3					
Facility 4					
Facility 5					
<b>Total</b>	<b>35</b>				

**Test info (company owned vehicles)**

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**Carbon Footprint Calculator**  
Energy Worksheet

**INTRODUCTION**  
Please enter data below using only one of the three methods for each facility (these data cells have the methods you want using). This info, however, use a different method for each facility. Note that Method 1 is the most preferred without you Method 2 is the next preferred. All data should cover the one year period you entered on the Company Info tab or a one-year interval as close to that period as possible. For buildings and facilities you own, contact your facilities manager or accounting department. For facilities you lease, contact your building manager or landlord. This may take a few calls and will be required to know the square footage of your office space.

**ENERGY USE DATA**

Facility Name (if applicable)	Method 1: Energy Purchase/Ownership		Method 2: Building Averages		Method 3: Sample Estimates	
	Energy purchased (kWh)	Energy owned (kWh)	Total energy (kWh)	Estimated energy by company (kWh)	Sample facility energy (kWh)	Company energy use by company (kWh)
Watermark Energy						
Marine One (Seattle)						
Banking Plaza						
Bank (International)						

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