

NOT JUST CLEANING LIMITED

2024-25 Carbon Footprint Report

Neutral Carbon Zone Analysis and Report on
Organisational and Operational Emissions

Years
Certified
1



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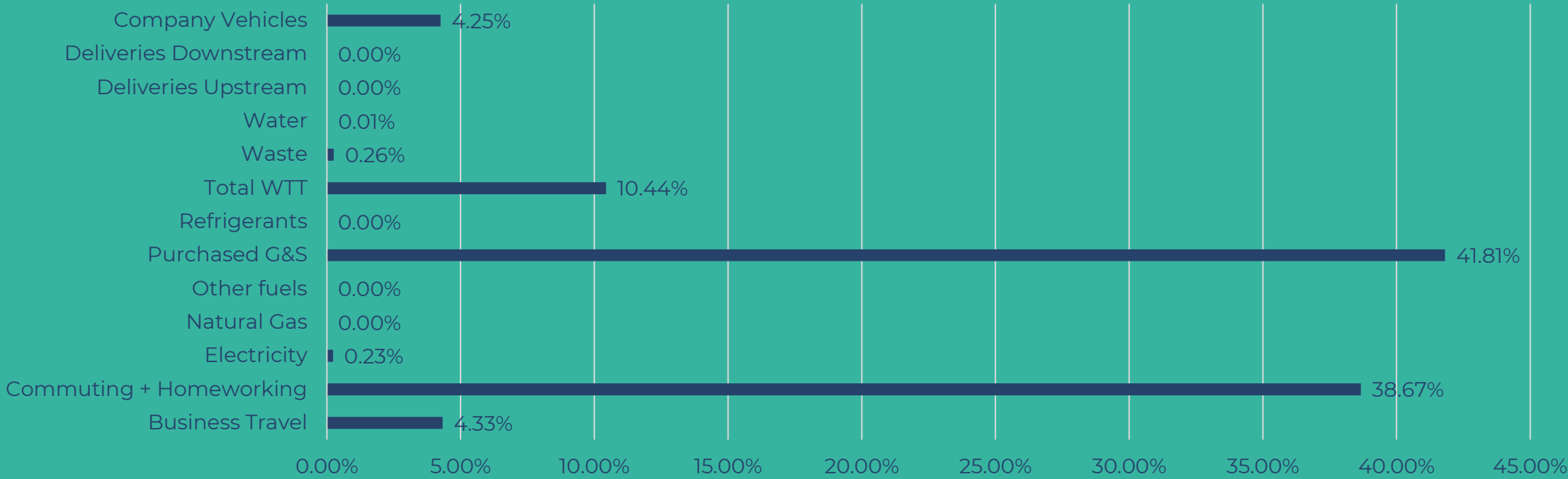


Executive Summary

This report details Not Just Cleaning Limited carbon footprint for the 2024-25 financial year.

The analysis shows that NJC’s carbon emissions for the period amounted to **1,000.86 tonnes of CO₂e**. The largest single source of emissions was Purchased Goods and Services (41.81%), followed by Commuting and Homeworking (38.67%), Energy and Fuel related Activities (Well-to-Tank and Transmission & Distribution) (10.44%), and Business Travel (4.33%), as illustrated below.

Percentage of Carbon Emissions by Activities, 2024-25



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Intensity Metrics

In addition to reviewing the absolute footprint, this report also benchmarks emissions “per £ million turnover” and “per full time employee (FTE)”. As opposed to absolute metrics, these intensity metrics provide relative tCO₂e figures for organisational carbon footprints. This allows for comparison between companies, but can also provide a useful alternative to absolute figures. For example, if a company is growing rapidly the absolute tCO₂e figure may increase, however the intensity metric will be useful in highlighting relative improvements in carbon intensity.

Emissions	Annual figure
Total Footprint (KgCO ₂ e)	1,000,864.24
FTE	490.00
Revenue (GBP)	15,000,000.00
Total Footprint/ FTE	2,042.58
Total Footprint/ Million Revenue	66,724.28



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Introduction

Not Just Cleaning Limited retained Neutral Carbon Zone to measure their organisational carbon footprint. Data was collected and validated internally by NJC. NCZ conducted the emissions calculations, quality review, and report preparation in accordance with ISO 14064-1:2018 principles of relevance, completeness, consistency, accuracy, and transparency.

NJC delivers a broad suite of soft FM services that extend beyond basic cleaning to support clients throughout transitions and transformations. The portfolio includes - cleaning services: specialist cleaning, support services: waste and recycling management, pest control, washroom hygiene.

This section outlines the processes and methodology used in this project. It explains the calculation principles and sets the operational boundaries of the footprint. The following section presents an in-depth analysis of all the emissions sources. This report includes Scope 1 Direct Emissions, Scope 2 Energy Indirect Emissions and Scope 3 Other Indirect Emissions.

The reporting period is 1st April 2024 to 31st March 2025. The base year for NJC's greenhouse gas inventory is YE2025, representing the first complete year of ISO 14064-1:2018-aligned reporting. If significant structural, methodological, or data changes occur in future reporting years, base-year emissions will be recalculated to ensure consistency and comparability over time.




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Standard & Scope


FOOTPRINTING PROCESS

A carbon footprint assessment measures the carbon emissions generated by your organisation's activities. The carbon footprint report is the critical first stage of a comprehensive and commercially focused carbon management plan. To measure your carbon emissions, this report follows the methodology of the internationally recognised standard ISO-14064-1:2018




SCOPE 1

Direct emissions - Emissions from greenhouse gas sources owned or controlled by the organisation.



SCOPE 2

Energy indirect emissions - Emissions from the generation of imported electricity, heat or steam consumed by the organisation.



SCOPE 3

Other indirect emissions - Emissions which are consequences of an organisation's activities but arise from sources that are owned or controlled by other organisations.

ISO 14064 requires the measurement of carbon emissions arising from Scope 1 and 2. While not mandatory, inclusion of Scope 3 emissions is advised as it can lead to a greater understanding of the company's wider impacts.

In this report, the term 'carbon emissions' not only includes carbon dioxide (CO₂), but all other greenhouse gases (GHG) covered under the Kyoto Protocol: methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFC), perfluorocarbons (PFC) and sulphur hexafluoride (SF₆).



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SCOPE OF THE FOOTPRINT

ORGANISATIONAL BOUNDARY

In accordance with ISO 14064, the approach used in this footprint is based on the principle of operational control. Under the control approach we accounted for 100% of the GHG emissions from operations over which NJC has control. Control can be defined in either financial or operational terms.

- The financial control approach – NJC has financial control over an operation if it has the ability to direct the financial and working policies of the organisation with a view to gaining economic benefits from its activities.
- The operational control approach – NJC has operational control over an organisation if it or one of its subsidiaries has the full authority to introduce and implement its working policies at the business.

Operational control approach has been used for NJC's footprint calculation.

OPERATIONAL ACTIVITIES

Activities Included in the Scope for the Footprint

In accordance with ISO 14064 the organisational boundaries for this carbon footprint were company vehicles, natural gas, fuels, refrigerants, electricity, business travel, commuting, homeworking, water, waste, purchased goods and services and well-to-tank.

Activities Excluded from the Scope of the Footprint

No significant sources of greenhouse gas emissions were excluded. A full breakdown of emissions sources which were deemed relevant can be found in Appendix 1.



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DATA ACCURACY

The data provided by Not Just Cleaning Limited covers the period from 1st April 2024 to 31st March 2025. The majority of data was primary, but some data was secondary and extrapolated using benchmark approaches. Neutral Carbon Zone collated the supplied data and summarised it in a single summary spreadsheet. Each data category has been assessed for completeness and reliability. NJC intends to improve data quality through supplier engagement and by increasing the proportion of primary data sources in future years.



Natural Gas – N/A



Other Fuels – N/A



Refrigerants – N/A



Company Vehicles – Annual spend for fuel was supplied and converted to litres. Annual spend on electric charging was also provided, this has been included under electricity emissions.



Electricity - A management based decision was made using consumption median (m² per employee) from Non-domestic National Energy Efficiency Data-Framework (ND-NEED) 2022.



Business Travel – Data was supplied as spend, therefore no Well-To-Tank has been calculated.



Commuting and Homeworking – data was derived from a recent staff survey which received 106 responses (22%). Benchmarks were created from the collected data and extrapolated out to predict where there was a shortfall in primary data.



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DATA ACCURACY Cont...



Waste – Office waste was calculated using a management based decision, split between recycling at 44.6% and general waste at 55.4%. Calculations source from UK waste statistics from www.gov.uk.



Water – Consumption was calculated from a management based decision using data supplied by South Staffs Water UK.



Upstream Deliveries – N/A



Downstream Deliveries – N/A



Purchased Goods and Services – Data supplied as spend and applied to EPA emissions factors



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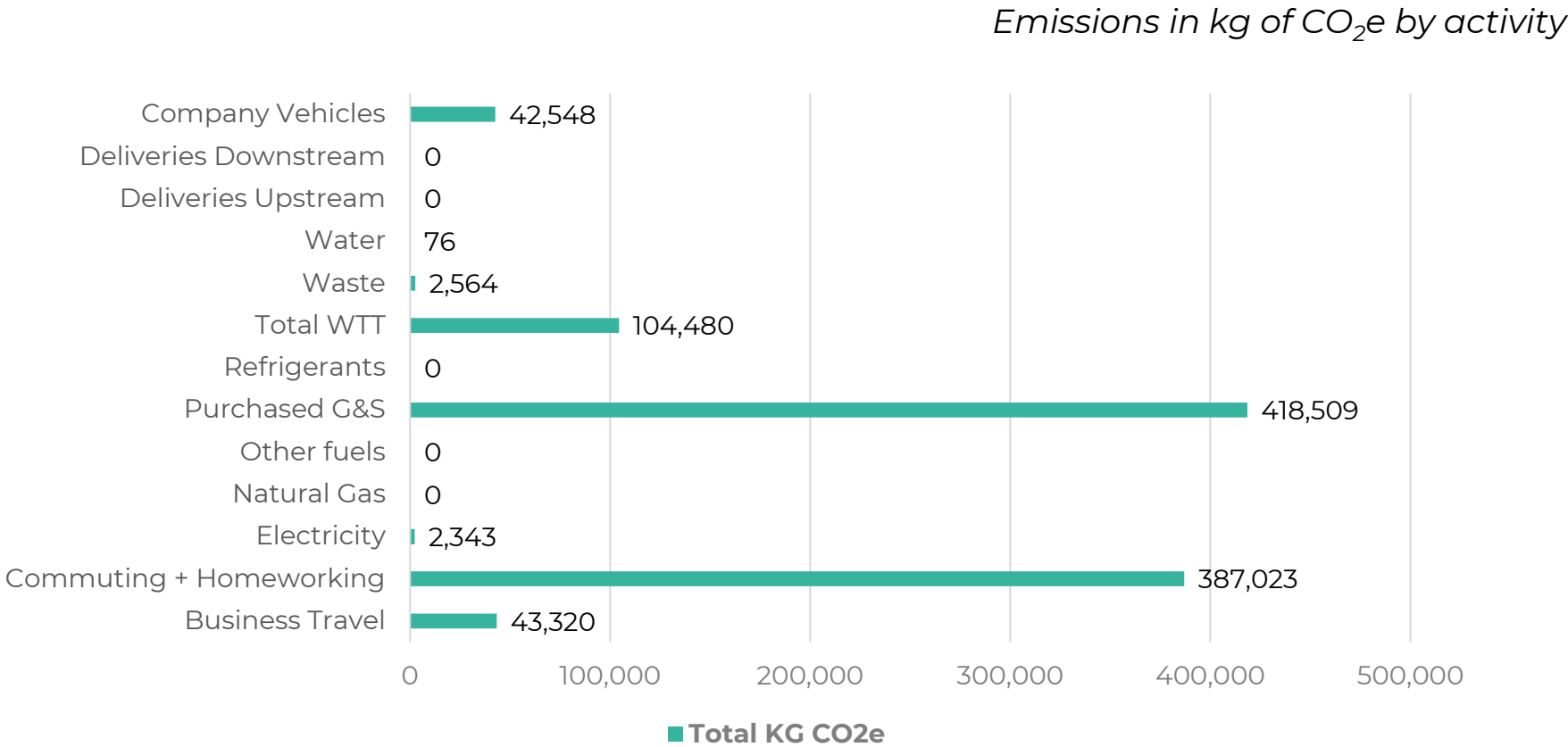
Scope Categories	Evidence Provided
Natural Gas	No evidence provided
Other Fuels	No evidence provided
Refrigerants	No evidence provided
Company Vehicles	Transaction report and fuel log expense sheet
Electricity	No evidence provided
Business Travel	No evidence provided
Commuting + Homeworking	Staff survey responses
Waste	No evidence provided
Water	No evidence provided
Deliveries Downstream/Upstream	No evidence provided
Purchased Goods + Services	Purchased goods category & spend sheet

* All GHG data, calculations, and supporting evidence are stored securely within NCZ's database. Data inputs are reviewed annually, and any material changes are documented to maintain a consistent and verifiable record of emission sources.

Results

EMISSIONS BY ACTIVITY

The results of the project show that NJC's carbon footprint for the 2024-25 financial year was **1,000.86 tonnes of CO₂e**. A breakdown of emissions by activity is shown in the chart below:



Purchased Goods and Services in Scope 3 accounted for the largest proportion of emissions at 418.51 tCO₂e (41.81%), followed by Commuting and Homeworking 387.02 tCO₂e (38.67%), Energy and Fuel related Activities (Well-to-Tank and Transmission & Distribution) 104.48 tCO₂e (10.44%), and Business Travel 43.32 tCO₂e (4.33%).



SUMMARY OF RESULTS



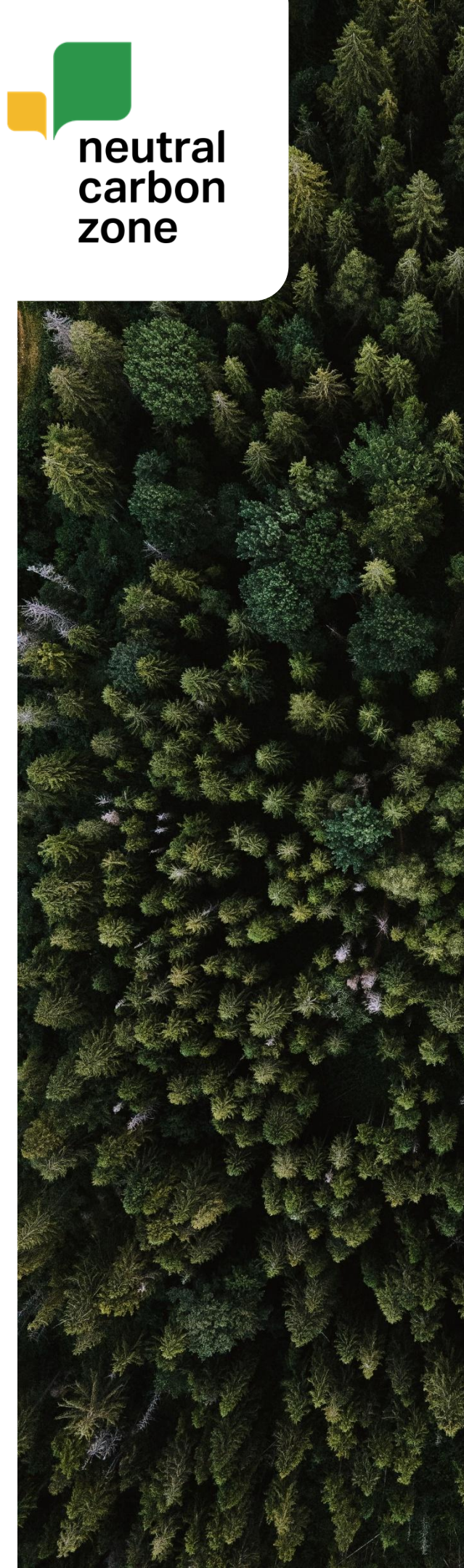
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CARBON FOOTPRINT BY ACTIVITY

NJC's organisational carbon footprint by type of emission and activity.

Scope	Category	Total KgCO2e	% of total emissions scope wise	% of total emissions
Scope-1	Natural Gas	-	0.00%	0.00%
	Other fuels	-	0.00%	0.00%
	Refrigerants	-	0.00%	0.00%
	Company Vehicles	42,548	100.00%	4.25%
	Total Scope-1	42,548	100.00%	4.25%
Scope-2	Electricity	2,343	100.00%	0.23%
	Total Scope-2	2,343	100.00%	0.23%
Scope - 3	Business Travel	43,320	4.53%	4.33%
	Commuting + Homeworking	387,023	40.48%	38.67%
	Waste	2,564	0.27%	0.26%
	Water	76	0.01%	0.01%
	Deliveries Upstream	-	0.00%	0.00%
	Deliveries Downstream	-	0.00%	0.00%
	Purchased G&S	418,509	43.78%	41.81%
	WTT-Electricity	727	0.08%	0.07%
	WTT- Company Cars	10,346	1.08%	1.03%
	WTT-Commuting + Homeworking	93,408	9.77%	9.33%
Total Scope-3	955,973	100.00%	95.51%	
TOTAL KgCO2e		1,000,864		





SCOPE 1 - DIRECT EMISSIONS

Direct Emissions arise from the generation of greenhouse gases in company-owned or leased assets. In most businesses these arise from consumption of gas in buildings (heating & hot water) and fuels in company-owned vehicles. They also arise as a result of other heating fuels, chemical reactions and gas leakage (fugitive emissions) during manufacturing, production and from air conditioning systems.

Direct Emissions amounted to **42.55 tonnes of CO₂e** or 4.25% of NJC's total footprint and stems from the usage of Company Vehicles.

SCOPE 2 - INDIRECT ENERGY EMISSIONS

Indirect Energy Emissions arise from the generation of imported electricity, heat or steam consumed by the company. For NJC, indirect energy emissions stemmed from the consumption of electricity for lighting, cooling, IT and other electrical equipment. NJC's Scope 2 emissions amounted to **2.34 tonnes of CO₂e** or 0.23% of the total footprint.

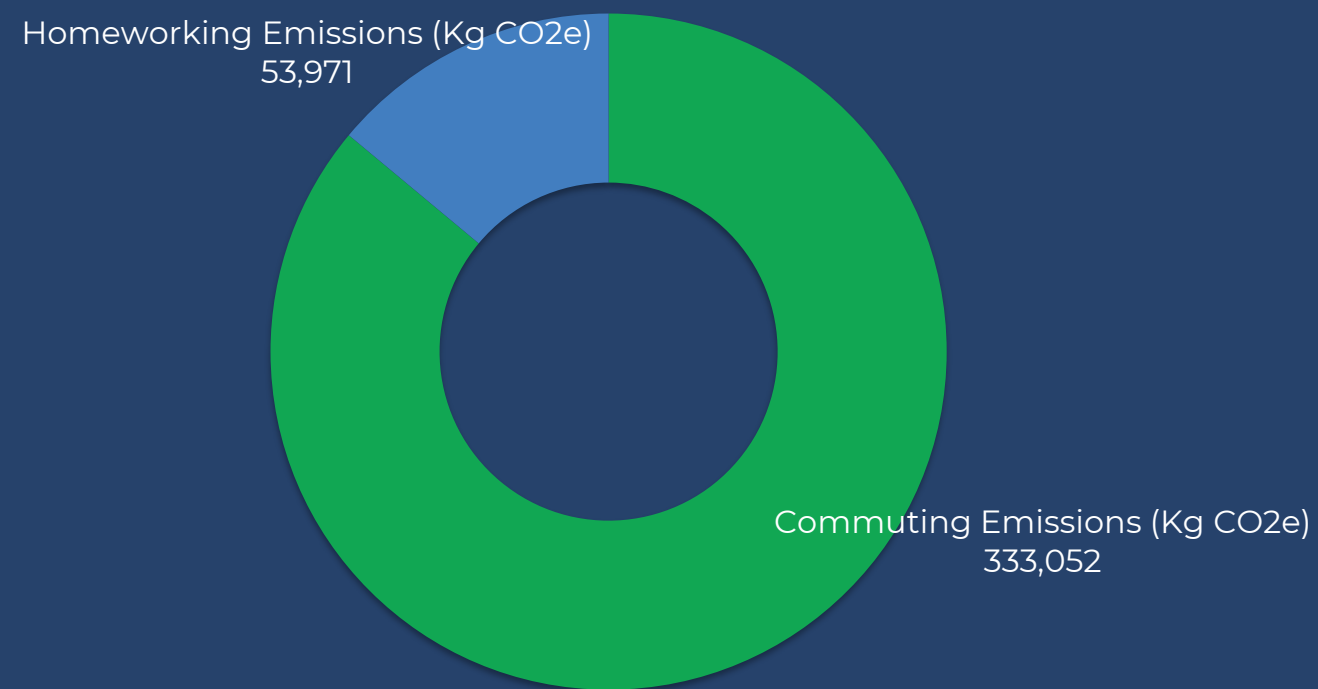
The image contains two logos. On the left is the NJC logo, consisting of the lowercase letters 'njc' in a bold, sans-serif font, with a vertical line to its right and three small colored dots (green, orange, blue) above the 'c'. To the right of the NJC logo is the tagline 'Powered by our people' in a smaller, sans-serif font. On the far right is the 'neutral carbon zone' logo, which features a stylized speech bubble icon composed of a green square and a yellow square, followed by the text 'neutral carbon zone' in a bold, sans-serif font.

SCOPE 3 – INDIRECT OTHER EMISSIONS

The sources of Other Indirect Emissions comprised 95.51% of total emissions or 955.97 tonnes of carbon dioxide equivalent. This arises mainly from Purchased Goods and Services and Commuting and Homeworking.

EMPLOYEE COMMUTING AND HOMEWORKING

The category of employee commuting covers both the emissions from commuting made by NJC staff to work and emissions associated with homeworking. This category totalled 387.02 tonnes of CO₂e or 38.67% of total emission. The graph below shows the split in emissions between commuting and homeworking.



Employee Commuting vs Homeworking Emissions Split



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Commuting data emissions based on commuting mode and distance travelled.

Mode of Transport	Distance	Total KgCO ₂ e
Petrol Cars	65,694	15,088
Diesel Cars	194,868	52,416
EV Cars	7,200	559
Motorcycle	76,238	13,947
Moped	14,018	2,564
National Rail	564,643	32,223
Overground	236,270	10,876
Underground	680,359	30,439
Bus	1,454,482	174,316
Taxi	1,864	624
Walk/Cycle	124,149	-
Total	3,419,786	333,051.95

SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..

BUSINESS TRAVEL

Business journeys made by NJC staff resulted in 43.32 tonnes of CO₂e (4.33% of total emissions). The majority of these emissions stem from rail travel.

Mode of Transport	Emissions kgCO ₂ e
National Rail	43,320.00
TOTAL	43,320.00

Business Travel Split

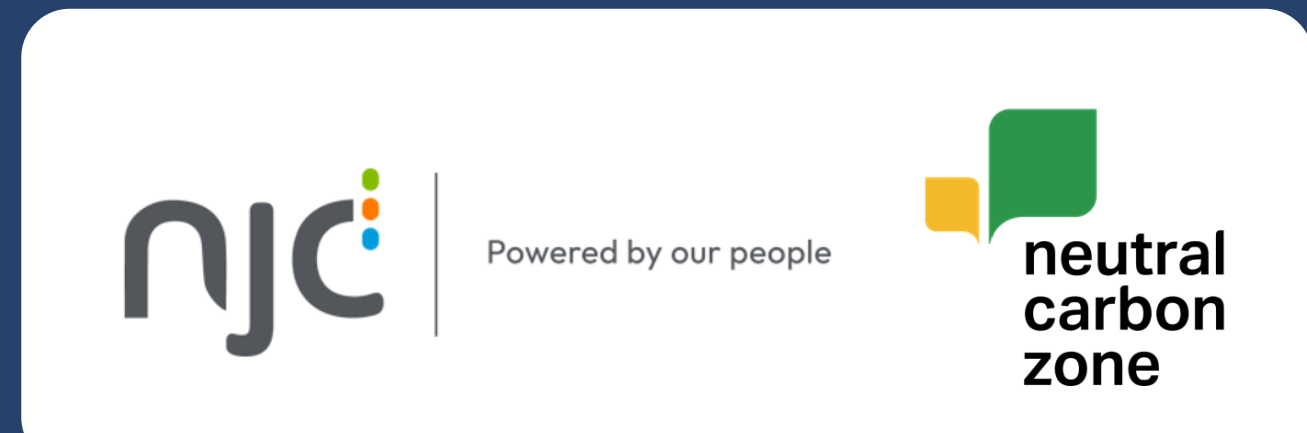
WATER

Water consumption amounted to approximately 225m³. Emissions associated with supply and treatment of water therefore resulted in 0.076 tonnes of CO₂e or 0.01% of the total footprint.

WASTE

In the 2024-25 financial year, NJC produced 9.00 tonnes of waste resulting in 2.56 tCO₂e, 0.26% of the total footprint. The table below outlines the split in waste type and emissions.

Waste Type	Tonnage	Emissions kgCO ₂ e
Mixed Recycling	4.01	85.42
General Waste to landfill	4.99	2,478.26
TOTAL	9.00	2,563.68



SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..



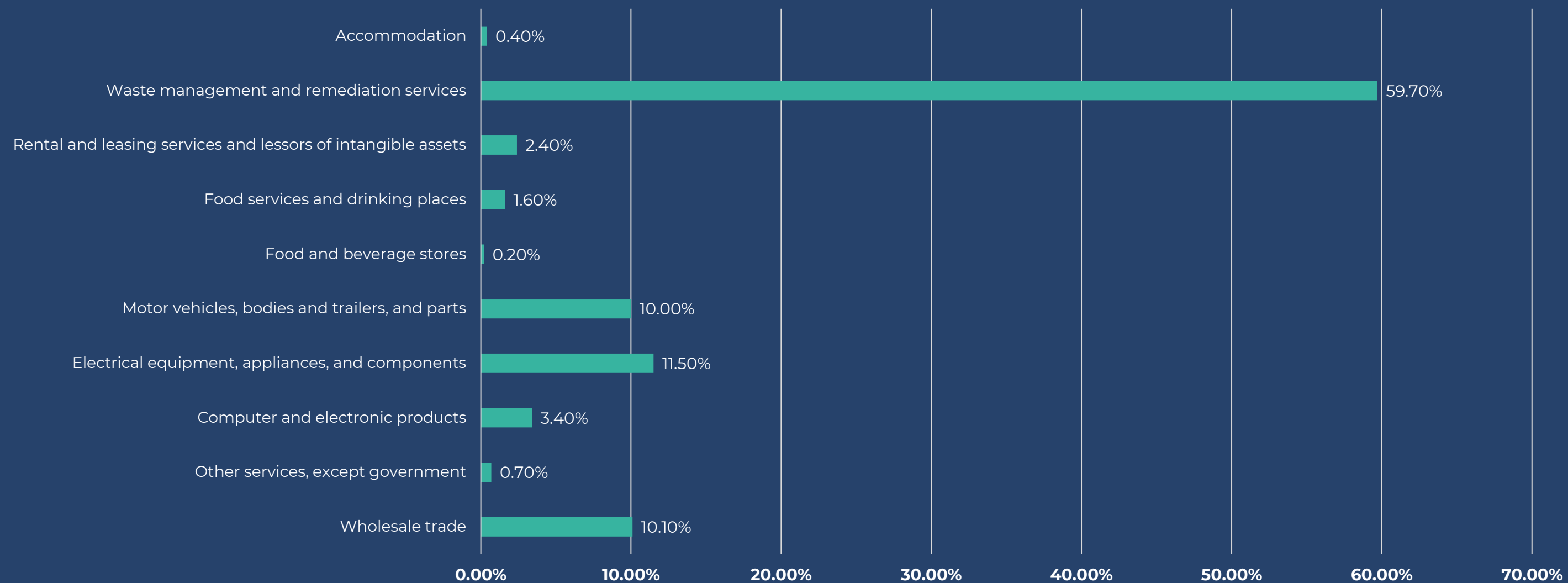
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PURCHASED GOODS & SERVICES

Goods and services purchased by NJC resulted in 418.51 tonnes of CO₂e (41.81% of total emissions).

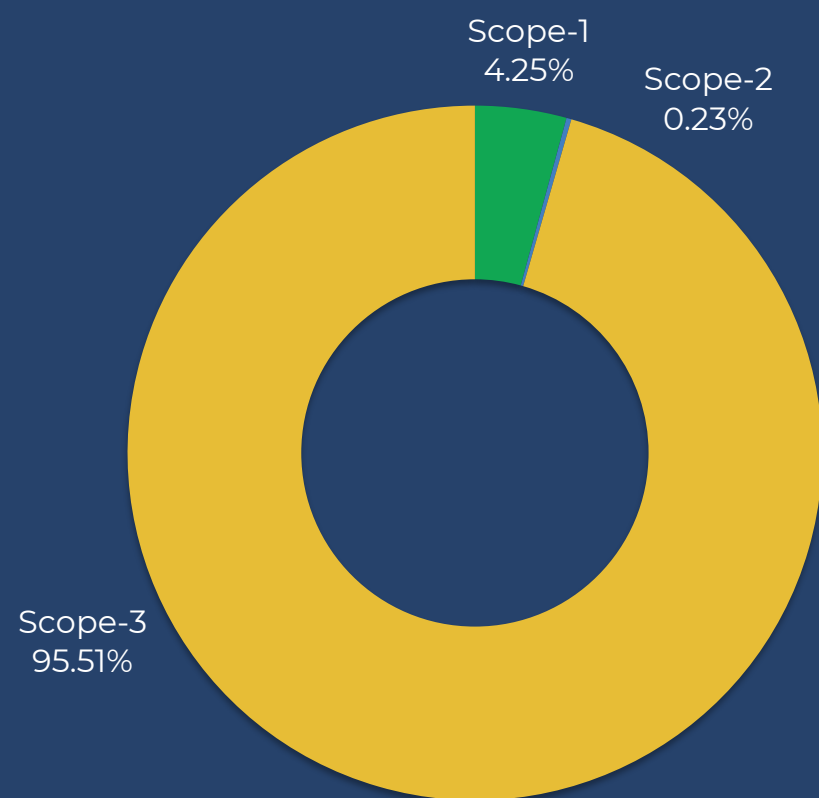
Emissions breakdown by category for P G&S



SCOPE 3 – INDIRECT OTHER EMISSIONS Cont..

WELL-TO-TANK (WTT) AND TRANSMISSION & DISTRIBUTION (T&D)

WTT and T&D emissions are those emissions associated with the upstream processes of extracting, refining, and transporting raw fuel and energy to the vehicles, assets, or other process under scrutiny. NJC's WTT and T&D emissions amounted to 104.48 tCO₂e or 10.44% of the total footprint, and is made up of gas and electricity consumption, as well as fuel consumption relating to business travel, employee commuting, and deliveries. Note that this emissions driver is dependent on other categories, and therefore rises and falls with other scopes. For example, as more fuels like gas must be extracted, processed, and transported to NJC company site, more well-to-tank emissions are released.



Emissions split by Scope



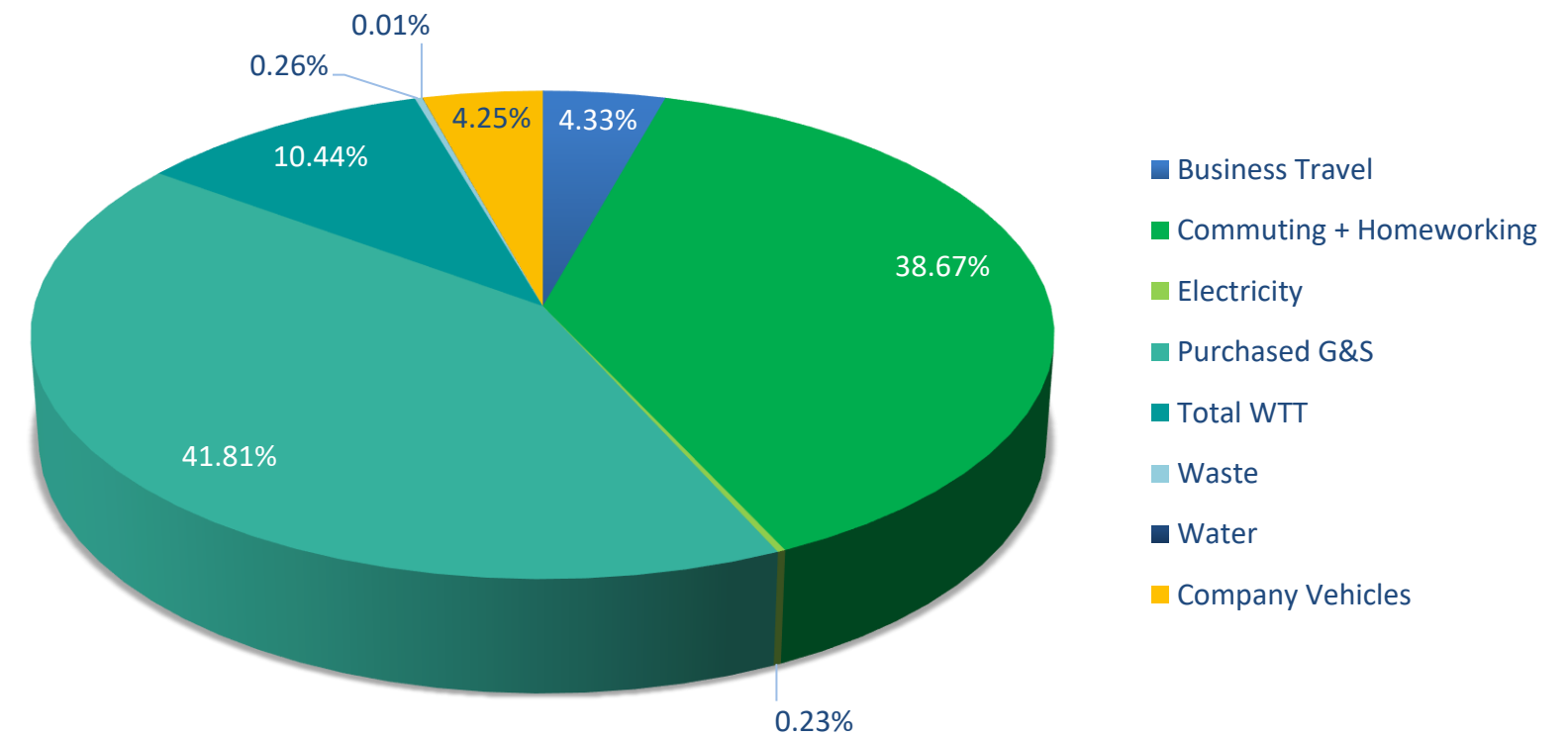
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Conclusions & Recommendations

Neutral Carbon Zone has analysed Not Just Cleaning Limited's footprint and are able to provide the following recommendations to reduce emissions. These recommendations are ordered in terms of priority, starting with the highest emissions activity. If undertaken, these recommendations have potential to significantly reduce NJC's carbon footprint.



Emissions in % by Category



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CONCLUSIONS & RECOMMENDATIONS

NJC is committed to improving the completeness and precision of its greenhouse gas data. Key priorities for the next reporting period are listed below. These actions will improve overall data quality, enabling more robust year-on-year performance comparisons and alignment with ISO 14064-1:2018.

Ø Purchased Goods & Services was the largest emissions driver. It accounts for approximately 41.81% of total emissions. NCZ recommends that NJC carries out an in-depth supply-chain analysis in order to identify the specific individual impacts of the goods and services being purchased and highlight any potential efficiencies that are available and/or currently appropriate to be implemented. This can be facilitated through NCZ Platinum certification.

Ø Employee commuting and homeworking is the second largest emissions driver at 38.67% of emissions. Current data was based on limited survey responses. NCZ recommends improving participation in staff commuting surveys and implementing annual data collection processes to strengthen data representativeness.

Ø Well to Tank emissions, the third largest emissions driver (10.44%), are dependent on other fuel and energy data sources. NCZ recommends standardising all energy and fuel data collection processes, including source documentation and units of measure, to ensure consistent and verifiable reporting across reporting periods.

Ø Business travel accounts for 4.33% of total emissions. Data was supplied as spend data. NCZ recommends implementing a process to capture distance travelled by mode.



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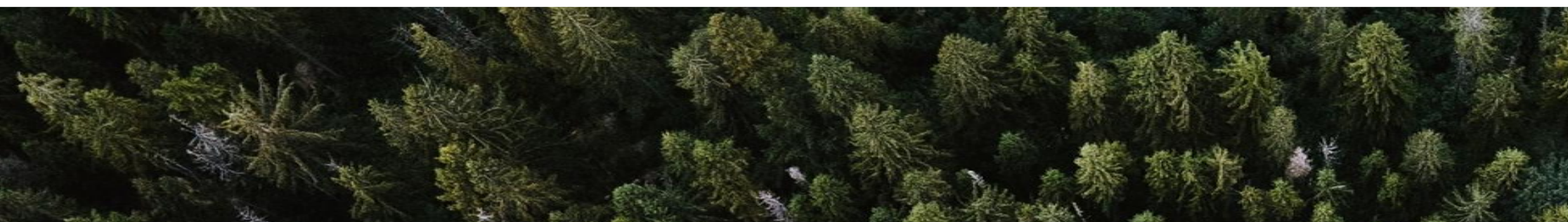
CONCLUSIONS & RECOMMENDATIONS Cont..

Ø Company vehicles was the fifth largest emissions driver (4.25%). NCZ recommends that NJC introduces a structured system to capture fuel data directly from fuel card statements or telematics, rather than relying on spend data.

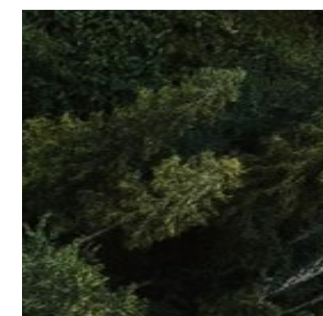
Ø Waste accounts for 0.26% of total emissions. NCZ recommends requesting waste transfer notes and recycling reports from waste management providers to replace management based decisions.

Ø Purchased Electricity (0.23%), and Water data should be supported by utility invoices and meter readings wherever possible. NCZ recommends creating a central data store for all consumption evidence (invoices, landlord statements, etc.) for audit and verification purposes.

Scope Categories	Best Practice Data/Evidence
Business Travel	Data relating to the actual distances travelled/number of hotel stay nights
Commuting + Homeworking	100% survey response rate
Company Vehicles	Data relating to litres of fuel consumed and evidence of fuel purchases (for example fuel card reports)
Electricity	Consumption provided as kWh and evidence of consumption (for example landlord reports or invoices)
Natural Gas	Consumption provided as kWh and evidence of consumption (for example landlord reports or invoices)
Other fuels	Consumption provided in correct units and evidence of consumption (for example supplier reports or invoices)
Purchased G&S	Emissions data specific for each supplier
Refrigerants	Data relating to and maintenance reports provided as evidence showing the amount of top-up during the reporting period
Waste	Consumption provided in correct units and evidence of the amount of waste generated and disposal routes (for example supplier reports or invoices)
Water	Consumption provided in correct units and evidence of consumption (for example landlord reports or invoices)
Deliveries Downstream/Upstream	Data relating to and evidence of the distance travelled and weight of deliveries (for example supplier reports or invoices)



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Categories included.

Scope	Category	Calculated/included
Scope-1	Natural Gas	Not relevant – excluded
	Other Fuels	Not relevant – excluded
	Refrigerants	Not relevant – excluded
	Company Owned Vehicles	Relevant – included
Scope-2	Location-based	Relevant – included
	Market-based	Relevant – not measured
Scope - 3	Purchased Goods and Services	Relevant – included
	Capital Goods	Relevant – not measured
	Fuel-and energy-related activities	Relevant – included
	Upstream transportation and distribution	Relevant – captured under purchased goods and services
	Waste generated in operations	Relevant – included
	Business travel	Relevant – included
	Employee commuting	Relevant – included
	Upstream leased assets	Relevant – captured under scope 1, 2 and/or 3
	Downstream transportation and distribution	Not relevant – excluded
	Processing of sold products	Not relevant – excluded
	Use of sold products	Not relevant – excluded
	End-of-life treatment of sold products	Not relevant – excluded
Downstream leased assets	Not relevant – excluded	
Franchises	Not relevant – excluded	
Investments	Not relevant – excluded	

