TEMPLATE · INDICATORS A4.5, D1.1, D2.3, D3.3 AND D6.3 · HOW TO USE THE WORKBOOK

The Monthly Indicator Log

Source: Francesco Dore, The Helm and the Lens, Volume 7a — GSTC Hotel Standard v4.0, subchapters 1.5 (book page 61), 2.8 (book page 289), 2.9 (book page 303), 2.10 (book page 317) and 2.12 (book page 343)

WHAT THE LOG IS FOR

Total energy by type, total water by source, solid waste by type, and Scope 1 and Scope 2 emissions, each recorded monthly and expressed per guest night or per occupied room — so that the annual sustainability report required by A4 is assembled from data collected throughout the year rather than in December.

1 · What the standard asks

Indicator	What it asks (paraphrased)	Sheet of the workbook
A4.5	Sustainability data collected and monitored at intervals appropriate to operations, for accurate reporting and continuous improvement.	All sheets, month by month
A4.2	An annual report on policy, goals, actions and performance; its guideline asks for quantitative data, year-over-year comparison, and a baseline in the first year.	Notes for the A4 report
D1.1, D1.2	Total energy and energy per guest night or occupied room, by energy type; source and share of renewables reported.	Energy
D2.3, D2.7	Total water by source and per guest night or occupied room; linen reuse participation monitored.	Water
D6.3	Total solid waste by type per guest night or occupied room; the guideline names at least recyclables, food waste and waste to landfill or incineration.	Waste
D3.3, D3.5	Scope 1 and Scope 2 tracked annually and reported; Scope 3 where feasible.	Factors, Emissions

2 · How to fill it in, month by month

Inputs. Enter the reporting year, then the occupied rooms and the guest nights of each month. Every per-unit figure in the workbook divides by these two numbers, and stays empty until they are entered.

Energy. Read the meters on the same day each month, or take the invoices, and enter each energy type in kWh. Vehicle fuel belongs in the figures: the guideline to D1.1 includes transportation fuel used in directly managed operations. Convert litres, cubic metres or kilograms into kWh with your supplier’s or a recognised national factor, and record the factor.

Water. Enter water by source in cubic metres. Greywater reuse is recorded for information and is not added to total use. Housekeeping records how many multi-night stays were offered linen reuse and how many took part.

Waste. Weigh by type, or record the weights on the collector’s receipts. Recyclables are the first four columns; food waste, garden waste, special streams and residual waste follow.

Factors. Enter an emission factor in kilograms of CO2e per kWh for each fuel and for purchased electricity and heat, from a recognised source, with the source and the year. The workbook does not supply factors: they depend on country, supplier and method.

Emissions. Scope 1 and Scope 2 are calculated automatically. Refrigerant losses, if known, are entered directly as other Scope 1.

3 · Reading the figures each month

The point of monthly figures is to see a change while it can still be explained. Two habits drawn from the book are worth adopting; they are this book's practice, not requirements of the standard.

Habit	From the book
Compare each month with the same month of the previous year, adjusted for occupancy, and investigate any month more than ten per cent above it within a week, recording the result.	Subchapter 1.5, Funchal
Fit sub-meters where a single area can move the total — pools, irrigation, laundry, kitchen, garage — and read them with the main meters.	Subchapters 1.5, 2.8 and 2.9
Weigh waste for a full week each month at a fixed point, by department and type, before setting any target.	Subchapter 2.12, Maui
Calculate Scope 1 and Scope 2 separately, record the factors and the method, and label any Scope 3 figure as an estimate.	Subchapter 2.10, Hvar

4 · From the log to the annual report

The sheet "Notes for the A4 report" links the annual totals automatically and leaves a column for last year's figures, so that the year-over-year comparison asked by the guideline to A4.2 is a subtraction rather than a project. In the first year, the report states that it establishes the baseline. The same sheet lists the report's other elements — policy, goals, actions, method, renewables, Scope 3 where feasible, procurement, stakeholder feedback, the A10.5 statement on land and water — with a box for notes beside each.

5 · Monthly record (paper version)

For properties that prefer to record on paper and enter the figures later.

Month	Occupied rooms	Guest nights	Energy total (kWh)	Water total (m^3)	Waste total (kg)	Read by
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						

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