



Green Tourism Business Scheme Grading Report

Business Name: Maximillion Events Ltd

Contact Name: Nicky Waters & CJ Fordyce
Address: Newbridge Industrial Estate
 Newbridge
 Edinburgh
 EH28 8PJ

Date of visit: Maximillion Events Ltd
Assessor: Ian Wasson
Revisit Year: 2010
Membership Code: GT035

Following your recent grading visit we can confirm that you have achieved the following grading in the Green Tourism Business Scheme. Please review the report in conjunction with the GTBS criteria and in light of any discussions during the visit.

Award Level	GOLD
--------------------	-------------

Your percentage is	88%
---------------------------	------------

Overall Comments

Very green business well deserving of Gold award, mainly due to concerted efforts of management and highly proactive environmental project managers. The business has recently moved headquarters to a new site and a wide range of sustainable practices have been incorporated in the refurbishment of the build (e.g. woodpellet heating, energy efficient lighting, effective recycling etc). Maximillion Ltd are also actively working towards minimising their Carbon Footprint across their range of products and services. A few 'tweaks' still need to be made with regards commissioning the rainwater harvesting system, water monitoring etc yet these should bed down over the coming year. To ensure continuous improvement the business should definitely begin composting on site and possibly consider a 100% renewable energy tariff, actions which have a highly positive associations in the minds of customers. A display cabinet in reception with corporate gifts such as solar toys and solar phone chargers for sale would be a nice touch. Overall Business is clearly leading the event industry and we welcome the business promoting their GTBS GOLD award.

Recommendations and Actions

Measure	Recommendation
Energy monitoring	New site so little historical data but good systems in place to record weekly. 15% reduction compared to previous site. Barometer to show running total to date. Set further targets for year on year reductions.
Water monitoring	Should do- Not being done at present due to lack of access to water meter. (Necessary to gauge benefits of rainwater harvesting system once commissioned)
GTBS branding	To be included on website once graded
Visitor payback	Worth considering opt in/opt out system for bookings. (e.g. £1 in every booking donated to local environmental/conservation type project)
Renewable energy	Could switch to more sustainable tariff. See www.greenelectricity.org
Non-drinking water used	Rainwater harvesting system on site- not yet commissioned



Printer and toner cartridges	Returned to Lyreco- Could donate to charity
Kitchen waste - composting	Could do- Worth exploring different options a plenty of space to site small composting area
Garden waste - composting	Could do- Worth exploring different options a plenty of space to site small composting area
Brochure & web have transport information	Should communicate methods of participating in Maximillion events by maximising use of public transport
Green vehicle	All diesel- Could explore more eco friendly options (e.g LPG, Electric car for pick ups)

SITE AUDIT REPORT

Key			
✓			scoring measure (0-5) - included in the score grading
☑			measure at scoring level (0-5) but insufficient to reach next award level so not included in grading
?			More information required - used for advisory reports only
Measure		Score	Audit-evidence/advice
1. COMPULSORY			
Env Commitment/Co-ordinator	✓	5	Nicky Waters & CJ Fordyce
Minimum Standards	✓	5	All minimum standards maintained
Waste containment			All waste contained
Sanitary waste			Initial Ltd
Car park runoff			Industrial estate
Chemical toilet disposal			N/A
Cooking oil			N/A
Other risk			
Annual performance information	✓	5	Forwarded to GTBS
TOTAL	3	15	<i>All measures are scored</i>
2. MANAGEMENT & MARKETING			
			Audit-evidence/advice
Green file	✓	5	All information on server + physical file- very well organised
Staff green awareness	✓	5	Staff very aware. Good green ethos. Very good green team. Green police at events and in office. Environmental aspects of business included in induction of new staff
Specific green training	✓	4	Range of seminars and events attended by Environmental Managers and communicated to all staff should provide green training log
Specialist advice	✓	5	British Environmental Partnership/Change works/ Low Carbon Building Programme. EST report. Dave Keys consulting
Energy monitoring	✓	4	New site so little historical data but good systems in place to record weekly. 15% reduction compared to previous site. Barometer to show running total to date. Set further targets for year on year reductions
Water monitoring	✓	0	Should do- Not being done at present due to access. (Necessary to gauge benefits of rainwater harvesting system once commissioned)
Waste monitoring	✓	5	Yes. All waste separated, weighed and logged. Stats available showing CO2 reductions through recycling
Monitoring advertising & marketing	☑		Actively monitoring- Google Analytics and YODA
Niche green marketing (inc business marketing)	☑		Some work done in this area but still in early stages
Monitoring nature/heritage	☑		Site bird life being actively monitored and recorded by CJ Fordyce. Nature diary in reception
Green visitor feedback	☑		Actively monitoring. Survey indicated that 20% of customers choose Maximillion because of Responsible Business policy
Green business club	☑		BEP (Business Environment Partnership) membership/ Visit Scotland/Junior Chamber of Commerce
Donation to local sustainable development charity	☑		Contributing to Kirknewton Renewable Charity
Green savings & investments	✓	4	Ethical option on staff pensions and account with Triodos
TOTAL	8	32	<i>Minimum of 3, 4, 5 ticks and 12, 16, 20 points required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

3. COMMUNICATION		Score	Audit-evidence/advice
Green policy	✓	5	Responsible business policy- (3Rs, External validation, Carbon balance, Mission green, Targets) Displayed on web and in office
GTBS branding	✓	0	To be included on website once graded
Website & Email	✓	4	Professional website in place could have details of green actions taken by the office in 2008 and plans for 2009 linked to GTBS
Contacts with GTBS	✓	4	List of Gold accredited GTBS hotels promoted on website. Special offers available for GTBS members could monitor referrals and develop package
Community green project	<input checked="" type="checkbox"/>		Planning litter picking day by staff. Eco schools events, Pentlands gorse bushes etc
Visitor payback			Considering
Towel & linen policy			N/A
Customer green information	✓	5	All participants provided with information on how to minimise impacts when on Maximillion events. ('Green top tips' Getting there etc)
Education on sustainability	✓	5	Several events- Green building, Environmental Adventures, Eden (Flagsh sustainable event)
Linked offers			
No smoking	<input checked="" type="checkbox"/>		All no smoking (legal compliance)
TOTAL	6	23	<i>Minimum of 3, 4, 5 ticks and 12, 16, 20 points required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

4. ENERGY		Score	Audit-evidence/advice
A-rated or ECA appliances	✓	5	All appliances A rated (New)- Dishwasher and Washing machine
Refrigeration	✓	5	Well sealed and AAA rated
Motor controllers			
Mini Kettles	✓	5	Ecokettles
Lighting - internal	✓	5	All T5 Fluorescent tube and CFL
Lighting controls - internal	✓	5	PIRs -Chill room, stair well and reception
Lighting - external	✓	5	All on dawn to dusk timers and PIRs
High efficiency boiler	<input checked="" type="checkbox"/>		Pellamatic Boiler- Wood pellet biomass system likely efficiency 80-85%
Individual room heating controls	✓	5	Yes. All TRVs
External optimiser	<input checked="" type="checkbox"/>		Integrated with new biomass boiler
Zone controls	✓	5	3 zones - One upstairs and two downstairs
Advanced heating controls			
Heat recovery			
Pool cover			
Insulation	<input checked="" type="checkbox"/>		Well insulated building
Glazing & draughtproofing	<input checked="" type="checkbox"/>		All double glazed- one skylight triple glazed. Door closers to prevent drafts
Hot water tank insulation	<input checked="" type="checkbox"/>		Sealed by manufacturer
Hot water @ 60C	✓	5	Set at 60oC
Instant hot water			
Solar hot water	✓	5	Solar thermal hot water heating
Renewable energy	✓	5	Heating uses biomass boiler
TOTAL	11	55	<i>Minimum of 3, 4, 5 ticks required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

5. WATER		Score	Audit-evidence/advice
No dripping taps	✓	5	None noted
Self closing taps			
Low flow taps	✓	5	Mixer taps throughout site- loos, utility and laundry
Showers	<input checked="" type="checkbox"/>		Low flow shower on site
Urinals			
Reduce flush toilets	✓	5	All dual flush
Bag it & Bin it			
Washroom controllers			
A-rated or ECA washing machine	✓	5	Yes- AAA rated
A-rated or efficient commercial dishwasher	✓	5	Yes- AAA rated
Water butts			
Non-drinking water used	✓	3	Rainwater harvesting system on site- not yet commissioned
Drip irrigation			
Non-chlorine water treatment			
Phosphate free cleaners	✓	5	All ecover
Chlorine-free cleaners	✓	5	All ecover
Bunded oil tanks			Bunded diesel tank- legal compliance for new build
TOTAL	8	38	<i>Minimum of 3, 4, 5 ticks required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

6. PURCHASING		Score	Audit-evidence/advice
Supplier screening	✓	5	Actively pursuing supplier screening policy. GTBS venues logged on job sheet. Held suppliers night to promote responsible business and offer help. Green city used for consumables.
Recycled paper - housekeeping	✓	5	All recycled- provided by Green city Wholefoods
Recycled plastic	✓	5	Pens and pencils made from recycled CD cases
Recycled glass			
Recycled paper - business	✓	5	100% recycled
Recycled cartridges	✓	0	Should ensure that new contact for cartridges allows use of remanufactured cartridges
Fair trade	✓	5	Tea, coffee, sugar in office and on events
Home grown or organic			
Local food & drink association			
Local drinks (and some food)	✓	4	Local water. Dundee and Highland spring
Local fish & meat			
Local fruit & veg			
Sustainable wood	✓	5	FSC approved doors and noticeboards. Cert in file
Local crafts			
Green traditional methods			
Natural products			
Green energy tariff			Could switch to more sustainable tariff for electricity supply, Planned see www.greenelectricity.org
TOTAL	8	34	<i>Minimum of 3, 4, 5 ticks required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

7. WASTE MINIMISATION		Score	Audit-evidence/advice
Glass	✓	5	Separated, weighed, logged and collected by LEAP recycling
Paper	✓	5	Separated, weighed, logged and collected by LEAP recycling
Cardboard	✓	5	Separated, weighed, logged and collected by LEAP recycling
Cans	✓	5	Separated, weighed, logged and collected by LEAP recycling
Plastic	✓	5	Separated, weighed, logged and collected by LEAP recycling
Hazardous waste			Transported to community drop off point as necessary
Dosing			
Soap	✓	5	All pumps/refillable dispensers
Printer and toner cartridges	✓	2	Returned to Lyreco- Could donate to charity
Electrical goods (WEEE)			
Textiles			
Fixtures & fittings			
Kitchen waste - composting			Could do
Garden waste - composting			Could do
Construction waste			
Building conservation			
Publicity materials			All virtual.
Compactor			
TOTAL	7	32	<i>Minimum of 3, 4, 5 ticks required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

8. TRANSPORT		Score	Audit-evidence/advice
Onsite public transport information			
Brochure & web have transport information	✓	0	Planning to incorporate soon
Drop off point	✓	5	Yes. Pick up from station. Car share pick up/drop off point in town
joint tickets (and guest transport incentives)			could join government cycle scheme or provide incentives for green travel
Coach park			
Public service vehicle			
Green vehicle			All diesel- Could explore more eco friendly options
Staff travel	✓	5	Good system- Well organised and monitored
Seasonal caravan pitches (HP only)			
Walking & cycling information			
Cycle hire information			
Walkers & cyclists welcome			
Cycle rack	✓	5	Yes
Carbon offset	✓	5	Edinburgh Centre of Carbon Management (ECCM)
TOTAL	5	20	<i>Minimum of 3, 4, 5 ticks required for Bronze, Silver & Gold respectively</i>

SITE AUDIT REPORT

9. WILDLIFE & LANDSCAPE		Score	Audit-evidence/advice
Supports a nature organisation	✓	4	Corporate member RSPB, Woodlands Trust, National Trust Scotland. In talks re new Caledonian tree planting project
Local nature information	✓	3	Flora and fauna book at reception for visitors to browse
Natural heritage packages			
Specific wildlife and nature information			
Native trees	✓	4	All staff given Silver Birches for Christmas and had competition to grow them. Rowan trees given as gifts at start of Eden event
Wildlife management			Have commission report from BEP re encouraging wildlife on site
Nesting boxes and refuges	✓	5	Several nesting boxes installed on site
Historic grounds maintenance			
Dog facilities			
Screening (HP only)			
Eco-design & construction			
Access for all			
Light pollution			
TOTAL	4	16	
10. BONUS			
TOTAL	0	0	

SITE AUDIT REPORT

SCORING SUMMARY			
Sections	Done	Score	
COMPULSORY	3	15	100%
MANAGEMENT & MARKETING	8	32	80%
COMMUNICATION	6	23	77%
ENERGY	11	55	100%
WATER	8	38	95%
PURCHASING	8	34	85%
WASTE MINIMISATION	7	32	91%
TRANSPORT	5	20	80%
WILDLIFE & LANDSCAPE	4	16	80%
BONUS	0	0	#DIV/0!
TOTAL	60	265	GOLD

Max	Nos	80%	GRADING LEVEL ACHIEVED
150	BRONZE	30	120
225	SILVER	45	180
300	GOLD	60	240

GOLD

88%

Disclaimer: this grading report is the harmonised UK version 3.5 (prev. version III England and Scotland). There may be some minor differences between the criteria you have and the measures graded above. This is because some measures have been removed, others added and some modified. This is a part of the GTBS process to keep the criteria up to date and should not have a major bearing on your grading level. GTBS makes every effort to make sure our assessors are up to date on sustainability issues. Any advice given is in good faith but GTBS can not be held liable for any actions undertaken related to that advice.



Think Before You Print