

Furniture Clearance Evidence Checklist

Use this to audit what your clearance supplier has actually given you, and identify every gap before your Scope 3 record is tested.

A zero-landfill certificate tells you where furniture did not go. It says nothing about where it did. Use this checklist against every clearance pack you receive: each gap is a Category 5 number you cannot defend.

THE CHECKS THAT CLOSE THE SCOPE 3 LOOP

1 Weight at item or batch level

Ask for actual mass by material type and treatment route, not a single diversion percentage for the whole job. Route-specific DESNZ conversion factors require route-specific mass inputs: without them, you are estimating where you could have measured.

2 Named facility and treatment route

Require the name and address of every receiving facility and the treatment applied there: reuse, refurbishment, recycling, energy recovery or landfill. A destination that stops at a consolidation depot is not a closed evidence chain.

3 Actual-versus-estimated flag on every line

Each data point in your Category 5 calculation must be marked as actual or estimated, with the estimation method stated. GHG Protocol Scope 3 guidance ranks differentiated measured data above average data, and auditors now check which you used.

4 Complete denominator: the full estate cleared

The clearance record must show the total number and mass of items in scope, not only those diverted. Without the denominator, your diversion rate is a marketing figure, not a calculation input, and the audit trail has no opening balance to reconcile against.

5 Waste carrier registration and authorisation chain

Confirm the carrier's registered waste carrier number and retain a copy of every waste transfer note issued under the Defra Duty of Care Code of Practice. The obligation does not transfer with the load: it stays with you until each note is in your file.

A clearance pack that passes every check gives you a defensible Category 5 record and a closed reconciliation against your asset register. One that fails any check leaves you with an estimated Scope 3 number sitting on top of an undocumented estate: the exact exposure that repeats at every lease event. If your estate runs to 200 or more items, book a free scoping visit with Coggin SOS and start with the opening balance.