

How to Provide Scope 3 Data to Your Commercial Property Manager Clients

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Having the data is not enough. The way you package and deliver per-job carbon data determines whether your commercial clients can use it or whether it becomes a research project for their ESG team. Usable data arrives in the right format, at the right time, with enough context to slot directly into their Scope 3 inventory without additional processing.

What Commercial Clients Actually Need

A commercial property manager's ESG team needs: emissions in metric tons of CO2 equivalent (tCO2e), broken down by GHG Protocol Scope 3 category, attributed to a specific property and time period, with a methodology citation they can use in their disclosure documentation. Everything else is secondary. Lead with the numbers in the right format.

The RCP Per-Job Carbon Report Format

The RCP per-job carbon report is a single-page document containing: job identification (contractor, job ID, property address, job type, dates), emissions summary (total tCO₂e with subtotals by Scope 3 category), category breakdown with activity data and emission factors, methodology citation (“Restoration Carbon Protocol v1.0, GHG Protocol Corporate Value Chain Standard, EPA/DEFRA emission factors”), and data quality notation flagging any estimated data points.

Delivery Timing and Format

Deliver within 30 days of job completion for planned maintenance work, 60 days for emergency loss events. Delivery timing matters because commercial clients aggregate Scope 3 data on an annual cycle — reports received after their cut-off date get pushed to the following year’s inventory.

Format options in order of preference: structured data file (CSV or JSON) feeding directly into ESG software, PDF carbon report for manual entry, standardized email summary with required fields clearly labeled. Ask which format the client’s ESG team prefers.

Building the Report Into Job Close-Out

Treat the per-job carbon report as a standard job deliverable — same category as moisture readings or job completion certificate. Adding it to your close-out checklist as a required item for commercial jobs ensures consistent delivery and builds the data discipline needed for reliable ESG reporting.

Handling Historical Data Requests

Commercial clients building their first Scope 3 inventory often request historical data going back two or three years. For jobs completed before RCP implementation, produce a retrospective estimate using RCP methodology applied to available historical records. Flag as estimated with documentation of what records were used. A documented estimate is more useful than a refusal to provide historical data.

Do you need to provide a carbon report for every job?

For SB 253 and GRESB purposes, only commercial clients have reporting obligations requiring contractor data. Building the data capture habit across all jobs reduces administrative burden and builds the operational discipline that makes commercial reporting reliable.

What if the client's ESG team doesn't know what to do with the data?

Include a brief explanatory cover note explaining which GHG Protocol Scope 3 categories the data covers and how to incorporate it into a portfolio-level Scope 3 inventory. The RCP will publish a standard client guidance document for this purpose.

Should you provide carbon data proactively or only when requested?

Proactive delivery — including the carbon report with standard close-out documentation for all commercial clients — is recommended. It demonstrates ESG maturity, avoids chasing data requests retroactively, and establishes you as a vendor who thinks about supply chain sustainability without being prompted.

Delivery Formats by Client Type

The format your client needs depends entirely on how their ESG team processes vendor data. Three delivery formats cover the full spectrum:

Format 1: PDF Job Carbon Report (Manual Entry Clients)

For clients whose ESG coordinator manually enters data into GRESB, CDP, or their ESG platform, the PDF Job Carbon Report is sufficient. It should be delivered at job close-out and retained in the job file. The ESG coordinator will manually transfer the total tCO₂e figure and category breakdown into their platform at the annual reporting cycle. Deliver via email to the property's sustainability contact (not the facilities manager — find the right person).

Format 2: RCP JSON Record (Platform-Integrated Clients)

For clients using Measurabl, Yardi Elevate, Deepki, or Atrius, provide the machine-readable RCP-JCR-1.0 JSON record. These platforms accept structured data uploads or API POST requests. Coordinate with the client's ESG platform administrator to establish the intake endpoint. Once configured, RCP records can be transmitted automatically at job close-out without human intervention on either side.

Format 3: Annual RCP Portfolio Summary CSV (GRESB/CDP Reporters)

For clients submitting GRESB or CDP, the most useful annual deliverable is a portfolio summary CSV that aggregates all per-job records for their properties during the reporting year. The recommended column structure:

```
property_id | property_address | job_id | job_type | job_start | job_end |
total_tco2e | cat1_tco2e | cat4_tco2e | cat5_tco2e | cat12_tco2e |
calculation_method | data_quality_notes
```

This CSV maps directly to the Scope 3 supplier data intake format accepted by Measurabl and Yardi Elevate. Deliver it in January or February for calendar-year reporters so their ESG team has time to validate before the April–July GRESB window.

Measurabl-Ready CSV Field Mapping

RCP FIELD	MEASURABL COLUMN	NOTES
job_identification.client_name	entity_name	Must match the client's Measurabl entity name exactly
property_address	asset_id or asset_address	Use client's Measurabl asset ID if known
job_start_date / job_completion_date	reporting_period_start / end	ISO 8601 date format required
emissions_summary.category_1_materials_tco2e	scope3_cat1_mt_co2e	

		Metric tons CO ₂ e
emissions_summary.category_4_transportation_tco2e	scope3_cat4_mt_co2e	Metric tons CO ₂ e
emissions_summary.total_job_emissions_tco2e	scope3_total_mt_co2e	Sum of all categories
data_quality.calculation_method flags	data_quality_notes	Flag proxy vs. primary data points

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Timing: When to Deliver and When Clients Need It

The most common contractor failure is not the data format — it is the timing. Most restoration contractors wait for clients to ask. By then, the client's ESG submission deadline is two weeks away and their team is scrambling to collect data from a dozen vendors simultaneously. Be the contractor who delivers without being asked.

The RCP delivery calendar:

- **At job close-out (ongoing):** Deliver the per-job RCP Job Carbon Report within 30 days of completion. Don't wait for year-end.
- **January 31:** Deliver the annual RCP Portfolio Summary for all calendar-year reporters. Covers the prior year's jobs by property.
- **March 31:** Final deadline for any corrections or updates to the prior year's records before GRESB data lock.

- **April–July:** GRESB submission window. Your data should already be in the client’s ESG platform. No action required from you during this period if delivery was on time.

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CONTINUE READING

- [Building an ESG-Ready Vendor Profile](#)
- [How Restoration Work Shows Up in GRESB and CDP](#)
- [RCP Audit Readiness Guide](#)

SEE ALSO

- [RCP and SBTi](#)
- [RCP and EU CSRD](#)
- [RCP JSON Schema v1.0](#)

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