

## c) Survey Check List

Date or Survey:		Undertaken by:	
Begin by taking meter readings. Then move through the building noting where energy saving actions are/are not being undertaken. The goal is to note areas where energy could be saved by making changes to day to day operation.			
meter readings (include units, kWh, litres, m <sup>3</sup> etc)		Gas/Oil units	Electricity units
Good housekeeping actions	Yes/No	Chapel	Hall
<b>Lighting</b>			
Are windows and lights clean?			
Is lighting switched off in areas when not required?			
Are lighting time clocks set to match the occupancy of the building?			
Are time clocks for external lighting correct?			
Is lighting switched off when there is sufficient daylight?			
<b>Heat and Hot Water</b>			
Have the boilers or electric heaters been maintained/serviced regularly?			
Are draughts being addressed using draught curtains, blinds and draught stripping?			
Are radiators (or other heat emitters) free from obstruction?			
Are the time clock(s) on the heating controller set correctly?			
Are electric hot water heaters switched off at the end of the day?			
Is the hot water thermostat is set 60°C			
Are thermostats in offices set to 19°C?			
Is the heating turned off whilst not in use?			
Are radiator TRVs set correctly?			
<b>Air Conditioning</b>			
Are remote and wall controls on a/c set to cool to 24°C			
Are air filters clean?			
Are a/c units in use when offices are unoccupied?			
<b>Common Area actions</b>			
Is electrical equipment switched off at the end of the day?			
<b>General actions</b>			
Is all electrical equipment switched off at the end of the day?			
Are doors and windows closed whilst the heating or cooling is on?			

Now use these general notes to update your Energy Check List.