

COMMERCIAL ENERGY ASSESSMENT/INSPECTION QUESTIONNAIRE

Thank you for instructing us for your Energy Performance Certificate. This questionnaire has been sent to you to enable you to provide as much information as possible to the Energy Assessor before the inspection in order for an accurate, complete and comprehensive report to be prepared.

The questionnaire is designed with the following objectives in mind:

- A set of questions that would normally be asked during an inspection but if the information is covered prior to this, then the inspection time is reduced
- To provide a cost effective method of collecting relevant data
- To enable the client to gather data and seek further information from relevant people prior to inspection
- To provide a basis on which any assumptions made in the report calculations to be qualified
- To help identify areas that would require further investigation and research prior to inspection

The questionnaire is accompanied with a guide to completing the relevant questions.

If you have any queries, questions or require assistance with the questionnaire, please contact your Energy Assessor below:

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Please answer all of the questions **as comprehensively as possible** with an explanation where required. If necessary, please continue overleaf placing the question number at the start of your continued answer. This will help speed up the assessment process. If you don't know the answer to any questions, don't worry, just fill in what you can.

Section 1

Name of organisation:

Person commissioning the Energy Report

Referred by:

Address of property for assessment:.....

..... Postcode.....

Correspondence address (if different from above)

..... Postcode.....

Contact telephone number/s:

E-mail address:@.....

Agents particulars (Name):.....

Correspondence address (if different from above)

..... Postcode.....

1. What are the operational hours of the business:

Day	Opening time	Closing time	Total
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total weekly	

Properties That Do Not Require an Energy Performance Certificate

Please check the attached the Service Level Agreement and Terms and Conditions very carefully. There are several types of properties that do not require an EPC such as: Public buildings as they require a Display Energy Certificate (DEC). It is advised that you check that the property needs a Non-Dwelling EPC. If your property may fall into one of these categories, it is essential that you inform us immediately. Use “don't know” and * delete as applicable.

Section 2 About the Property

2. What date was the property built?
3. How many storey's does the property have
4. Do you/your business occupy the whole building y/n
5. If yes, go to 12 below, if no please give further details below

6. What is the total usable area (TUFA) of the property.....
If you do not have this information or are not sure, do you have information about the Net Sales Area (NSA), Net Internal Area (NIA) or the Gross Rental Area (GRA) – if so, please write that here
7. Have any extensions been built - if so, when?
8. What is the total usable area (TUFA) of the extension?.....
If you do not have this information or are not sure, do you have information about the Net Sales Area (NSA), Net Internal Area (NIA) or the Gross Rental Area (GRA) – if so, please write that here
9. How is the property constructed (stone, solid brick, cavity, timber frame, using non-traditional materials eg concrete or steel framed)*?
10. If double glazed, when was the double glazing installed?
11. How are the walls insulated (as built or have additional measures being taken?)
12. Have any internal walls been dry lined (polystyrene foam backed plasterboard attached to inside walls). If so, which ones)?
.....
13. What other insulation measures does the property have? Please give details below:

Are there plans available of the property y/n

Please send plans with the questionnaire

Section 3 – Inspection arrangements and access

Will the property be empty during the inspection - yes/no*? If no, who will be at the property - what are their contact details?

Access arrangements: How to collect keys & security codes (please ensure this information is not compromised):

Return of keys arrangements (a person must sign for the keys):

Are there any security or safety issues (alarm)?

Are there any special access requirements?

14. When is inspection possible, please indicate by ticking a choice below:

	(✓)	Suitable day	Suitable time
Only inspection arrangements during opening hours			
Only available out of operational hours			
Only possible to arrange inspection at weekends			
Only possible to arrange inspection at night time			
Only possible to arrange inspection at pre-opening times			
Severe disruption will be caused by inspection, data will be provided as specified by the energy assessor			
Only accompanied inspection possible			
Access for inspection not suitable for a person with physical impairment			
Meeting needs to be arranged to discuss inspection arrangements			
Business will be closed for operational reasons during			

15. Does the property have any concealed access hatches or doorways that can be opened - yes/no*?

16. Are there any parts of the property that cannot be inspected because of stored possessions, etc - yes/no*?

17. Is there a secure ladder in position that can be used - yes/no*? If yes, please ensure the roof/ceiling hatches are open with the ladder extended for the inspection.

Section 4 – Health and Safety

Health & Safety, Defects and Security Issues That Could Affect the Inspection

18. Are there any Health and Safety aspects that could affect the inspection (eg does the property contain asbestos)?

19. Are there any defective elements that may cause damage if checked such as taps that cannot be operated?

20. Are there any defective elements that may cause a security breach such as doors that once opened cannot be closed?

21. Will the Assessor be required have any special protective equipment (PPE) to inspect the premises y/n

If yes, please provide details

22. Is there a maintenance manager, building services engineer on site? y/n

23. If not – who is responsible for equipment and machinery in the premises, please give contact details below

Section 5 – Main activities

In this section, it would be very helpful if you can identify the main activities carried out in different parts of the premises. The areas are called 'zones' but you can use whatever term you normally use for the activity in each area of the building. It is best to indicate these on the plans or a rough drawing of the building and summarise the information below or indicate this on the map with a reference to the table below. Please feel free to expand the table or use another one that you feel suits your way of providing the information

Area or Zone No	Activity in the zone	Usage of area	Reference on the plans
e.g Reception	Front of building area	25 M2	Zone 1

A list of activities is provide in the accompanying guidance document

Section 6 – Heating system information

This section requires a detailed knowledge of the heating system used in the building. It is best completed by the person responsible for this area in your organisation.

24. Does the property have heating? y/n
 25. If so, please answer the questions below in the table provided

If you have more than 1 system, please provide the same information for all systems used.

Please use the accompanying guidance to help you complete this section

Type of source of fuel		
Boiler make and model		
BTU or KW capacity		
Location of plant		
Distribution system used e.g radiators, fan assisted convectors		

Type of source of fuel		
Boiler make and model		
BTU or KW capacity		
Location of plant		
Distribution system used e.g radiators, fan assisted convectors		

Is plan for the heating system available? y/n

Services.

26. What is the main heating type (radiator/storage heaters/room heaters/underfloor/warm air)*?
 27. What type of fuel is used to heat the property (electricity - standard rate or Economy 7), gas, LPG, oil, coal, anthracite, smokeless)*?
 28. What year was the main boiler/source of heating manufactured?
 29. What year were the room heaters manufactured?
 30. Does the property have any open fireplaces, if so how many?

Domestic Hot Water (DHW)

Does the heating system also provide hot water for the building? y/n

If yes, please provide information on how this is used and distributed

If not, please also provide the information for Section 9

Section 7 – Ventilation system information

This section requires a detailed knowledge of the ventilation system used in the building. It is best completed by the person responsible for this area in your organisation.

31. Does the property have mechanical ventilation? y/n

If no – is natural ventilation used, what type

32. If mechanical ventilation is used, please answer the questions below in the table provided

If you have more than 1 system, please provide the same information for all systems used.

Please use the accompanying guidance to help you complete this section

Type of source of fuel		
Type of system, make and model e.g CV, VAV		
BTU or KW capacity		
Location of plant		
Distribution system used e.g Fan coils, fan assisted convectors		

Localised ventilation supply

Type of source of fuel		
Type of system, make and model e.g CV, VAV		
BTU or KW capacity		
Location of plant		
Distribution system used e.g Fan coils, fan assisted convectors		

Controls

What type of controls are used for the ventilation?

Centralised / partially centralised / None

Automatic / Manual / Local control / Part of AC or ventilation plant Air Handling Unit (AHU)

Section 8 – Air conditioning system information

This section requires a detailed knowledge of the AC system used in the building. It is best completed by the person responsible for this area in your organisation.

33. Does the property have AC? y/n
 34. If so, please answer the questions below in the table provided

If you have more than 1 system, please provide the same information for all systems used.

Please use the accompanying guidance to help you complete this section

Type of source of fuel		
Type of system, make and model e.g Water based, dry air		
BTU or KW capacity		
Location of plant		
Distribution system used e.g Fan coils, fan assisted convectors		

Localised AC supply

Type of source of fuel		
Type of system, make and model e.g CV, VAV		
BTU or KW capacity		
Location of plant		
Distribution system used e.g Fan coils, fan assisted convectors		

Controls

What type of controls are used for the AC?

Centralised / partially centralised / None

Automatic / Manual / Local control / Part of AC or ventilation plant Air Handling Unit (AHU)

Section 9 – Hot water provision

This section requires a detailed knowledge of the boiler system used in the building. It is best completed by the person responsible for this area in your organisation.

35. Does the property have hot water? y/n
 36. If so, please answer the questions below in the table provided

If you have more than 1 system, please provide the same information for all systems used.

Please use the accompanying guidance to help you complete this section

Type of source of fuel		
Type of system, make and model e.g Bespoke system Combination,, condensing Modular		
BTU or KW capacity		
Location of plant		
Distribution system used e.g Local instant Local electric		

Localised heating supply

Type of source of fuel		
Type of system, make and model e.g Locally installed and controlled radiators		
BTU or KW capacity		
Location of plant		
Distribution system used e.g portable appliances		

Controls

What type of controls are used for the heating?

Centralised / partially centralised / None

Automatic / Manual / Local control / Part of AC or ventilation plant

Section 10 – Electrical and lighting

This section requires a detailed knowledge of the electrical and lighting system used in the building. It is best completed by the person responsible for this area in your organisation.

37. Does the property have electricity? y/n
 38. If so, please answer the questions below in the table provided

If you have more than 1 system, please provide the same information for all systems used.

Please use the accompanying guidance to help you complete this section

	Location	Capacity
Use of electricity e.g only for lighting, for processes in the plant		
Type of system, make and model		
KW capacity		
Location of services		
Distribution system used		
Separable metering		

Controls

What type of controls are used?

Centralised / partially centralised / None

Automatic / Manual / Local control / Part of AC or ventilation plant or AHU

39. Does the property have fixed lighting systems? Yes/no
 40. Is a lighting design plan available? – if yes, please provide this with the questionnaire

If not, please complete the table below, Please provide as much information as possible below

Area or zone	Type of bulbs used	Type of luminaire used	Wattage or efficacy

Lighting controls

41. Does the property have lighting controls? Y/n

Is this manual / automatic / a mixture of both

If no, please go to question 42, if yes, please complete the table below

Area or zone	Type of control used	Centralised / local	Comments
	e.g movement sensors		

42. Does the property have lights that are outside the building? Like in the car park or service areas outside the building? y/n

If no, please move onto the next section

If yes, please provide the information on the table below:

Area or zone	Type of bulbs used	Type of luminaire used	Wattage or efficacy

Section 12 – On-site renewables and low to zero carbon (LZC)

43. Does the property have any on-site renewables? y/n

If yes, please complete the rest of this section

44. Does the property have any solar water heating or photovoltaic panels?

Yes/No*

45. Does the property have any wind power? Yes/No*

46. Does the property have any biomass or bio diesel? Yes/No*

47. Does the property have any heat pumps? Yes/No*

48. Does the property have any other on-site renewables? Yes/No*

For each of the above where you have indicated a 'yes', the Assessor would need as much information as possible, specially where there may be separable metering provision

49. Can you provide contact details of the person responsible for the Building Services in the building?

50. Is the landlord responsible for any parts of the maintenance of the building services?