

Location:

Building:

Room:

Attendees:

Note Taker:

Date and Time:

General / Documentation

<p>Q: Is there a copy of the floor plan or blueprints available?</p> <p>Tip: We would like to write on these, so a copy is preferable. This would help navigate the building as well as help identify any faults in envelope and design.</p>	<p>Q: What is the length of lease on the building if not owned.</p>
<p>Q: Are there any billing statements present? The more the better. If they don't save these, they should start. Also, do is there smart meter?</p> <p>Tip: A plot will be made with this information to try and find where and how much energy is going towards heating. Can help indicate simultaneous heating and cooling.</p>	<p>Q: What year was the building built or last refurbished?</p> <p>Tip: This is to check which building regulations have been applied to the building, try to bring it up to a more recent code.</p>
<p>Q: How many square meters is the building?</p> <p>Tip: This will help for benchmark data with EUI. (A US benchmark)</p>	<p>Q: Do you have information of renovations and additions (date, what was done, etc.)</p> <p>Tip: This will help identify areas that can be passed over. In the case of an addition, envelope may be bad in that area.</p>
<p>Q: What is the percentage of building occupied and what for? Are there areas closed off?</p> <p>Tip: This could indicate areas that don't need a lot of heat and light.</p>	<p>Q: Are there any planned or recent ECM's that we should know about?</p> <p>Tip: Once again, areas where we could skip or provide advice.</p>
<p>Q: What is the number of employees/staff?</p> <p>Tip: Could indicate an area where spot heating and cooling can be used.</p>	<p>Q: Is there a 12-month budget that would allow for ECM's?</p> <p>Tip: This is so we can identify what the business is willing to do/ how much of a loan they should apply for.</p>

Q: What is the building's time of use?

Tip: This will affect lighting, cooling and heating schedule.
Please include store hours/maintenance hours.

Building Envelope

Q: What are the levels of insulation for this building?**Q: Are doors to outside or different temperature rooms left open?****Q: Are staff comfortable with the temperature? Are there hot or cold spots?**

HVAC

Q: Are windows and doors closed where AC/heating is on?	Q: Do you have frost thermostats? How about their Settings?
Q: Has the boiler been inspected in the last year? Tip: Dirty boilers can have a 10% efficiency loss.	Q: Is a variable speed drive being used in the ventilation system?
Q: Are boilers interlinked with thermostats?	*Q: Find the boiler, ask or check to find it's age, listen to it operate/surface level inspection of its condition Tip: If a boiler is more than 5 years old, a more efficient model probably exists.
Q: When were the filters in the ventilation system last changed?	*Q: Is the correctly sized LTHW boiler being used?
Q: Are filters off after operating hours?	*Q: Check for unauthorized heating equipment. Ask employees about comfort levels. Electronic radiators, space heaters, fans – Could indicate envelope issues.
Q: Are extract fans off after hours?	*Q: Are there thermostatic radiator valves on radiators? What are their settings? Tip: Should be on 3 (out of 5).

Q: Check thermostat settings for temperature and on/off time. If no electronic one, then get one. Benchmark is 19 C-24 C

Tip: There should be a dead band of at least 5 C. Also, the thermostat should be turned on/off an hour or so after/before opening/closing.

Electrical

Q: What type of light is being used?

Tip: Typically want to change to more efficient fluorescent T-8 and LED bulbs. Make sure bulb suites the lighting situation

Q: Is an area over lit?

Tip: Make sure that there are no redundant light sources in an area, check with lux meter, if available.

Q: Is external lighting on during unnecessary hours?

Tip: Make sure that lights are off during the day and after closing hours

Q: Does the machinery process have constant flow, or is it spotty? Can demand be spread out?

Tip: Do more at night when electricity costs less.