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| |  |  | | --- | --- | | Location: |  | | Building: |  | | Room: |  | | |  |  | | --- | --- | | Attendees: |  | | Note Taker: |  | | Date and Time: |  | |

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| General / Documentation | |
| Q: Is there a copy of the floor plan or blueprints available? | Q: What is the length of lease on the building if not owned. |
| 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. |  |
| 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? | Q: What year was the building built or last refurbished? |
| 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. | Tip: This is to check which building regulations have been applied to the building, try to bring it up to a more recent code. |
| Q: How many square meters is the building? | Q: Do you have information of renovations and additions (date, what was done, etc.) |
| Tip: This will help for benchmark data with EUI. (A US benchmark) | Tip: This will help identify areas that can be passed over. In the case of an addition, envelope may be bad in that area. |
| Q: What is the percentage of building occupied and what for? Are there areas closed off? | Q: Are there any planned or recent ECM's that we should know about? |
| Tip: This could indicate areas that don't need a lot of heat and light. | Tip: Once again, areas where we could skip or provide advice. |
| Q: What is the number of employees/staff? | Q: Is there a 12-month budget that would allow for ECM's? |
| Tip: Could indicate an area where spot heating and cooling can be used. | Tip: This is so we can identify what the business is willing to do/ how much of a loan they should apply for. |
| Q: What is the building's time of use? |  |
| Tip: This will affect lighting, cooling and heating schedule. Please include store hours/maintenance hours. |  |

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| Building Envelope |
| Q: What are the levels of insulation for this building? |
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| Q: Are doors to outside or different temperature rooms left open? |
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| Q: Are staff comfortable with the temperature? Are there hot or cold spots? |
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| HVAC | |
| Q: Are windows and doors closed where AC/heating is on? | Q: Do you have frost thermostats? How about their Settings? |
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| Q: Has the boiler been inspected in the last year? | Q: Is a variable speed drive being used in the ventilation system? |
| Tip: Dirty boilers can have a 10% efficiency loss. |  |
| 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, fansÉ 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. |  |

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| 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. |