

ENERGY PERFORMANCE OF BUILDINGS REGULATIONS

To obtain a free quotation for a DEC or EPC, please complete this form to the best of your knowledge: Important information not supplied may result in additional costs of survey.

Display Energy Certificate (DEC)

- or -

Energy Performance Certificate (EPC)

Name:	
Address:	
Telephone number:	
Email address:	
Building Type:	

Checklist for Guidance by A.T Solutions	Provided Y/N
⊗ What is the floor area of this building (usable internal floor area) in total. This should include where other tenants are in the same building.	
⊗ Where the building is located (town or region) and its full address, including postcode; this will fix the 'degree/day/region'.	
⊗ 12 digit property reference code (UK based numbering system) if known (will be provided by Landmark)? We will obtain this based on address above if not already known.	
⊗ Occupiers name	
⊗ Internal environment – is it natural ventilation, air conditioned, mechanically ventilated, mixed mode, other?	
⊗ Heating system – radiators, convectors, under floor or other?	
⊗ For Display Energy Certificates we need 12 months' of energy meter data.	
⊗ For Display Energy Certificates: when is the start of your heating season?	
⊗ Type of use of building – office general, open plan?	

⊗ Gross floor area (RICS method) used by the public sector only within this building if more than one tenant.	
⊗ Occupancy period and (annual hours a year)	
⊗ Any sub metering and available data	
⊗ Drawings of the building would be useful (fire plan)	
⊗ Any renewable energy used on site – if so how is it measured kWh?	
⊗ Any history of previous energy audits?	
⊗ Has there been any energy reduction campaigns – if so, when?	
⊗ Any energy improvements in the last two years such as boiler, lighting, controls, and insulation or smart metering systems installed?	
⊗ Is the building a listed building or of historic interest?	
⊗ Is there a pool, large kitchen or catering use, workshops or other high energy use not related specifically to the building?	
⊗ Are there other buildings attached to this building which share energy systems?	
⊗ Who is the named contact for obtaining clarification or other data and arranging a visit – very important to get right person	
⊗ What renewable energy systems are in place on site or are planned within the next two years?	
⊗ When were the boilers last inspected and tested for efficiency rating & by whom?	
⊗ Is there any CHP on site? If yes, size & outputs & hours run annually – is it QA_CHP (Combined Heat & Power)?	
⊗ Is there any supplementary heating to the building in addition to the main gas, oil or electric?	
⊗ What is the size of the air conditioning or cooling plant on site? You should have had inspection for energy efficiency from 4 Jan 2009 if over 250kW cooling load; and by the end of 2010, for all systems over 12kW cooling load.	
⊗ Is there a drawing available of the building to assist the visual audit and is this to scale?	
⊗ Is it a Public Building, and if so, how many members of the public frequently visit this building? Over what period if known? Data used for DEC's only.	
⊗ Are operation and maintenance manuals available for this building and where are they located?	
⊗ Has an Asbestos Type Three Report been produced for this building? Are there any records of asbestos within the building or on any asbestos register?	

The above is required to comply with Health & Safety Regulations and to provide you with the full benefit of Public Liability and our Professional Indemnity Insurance.