

Advisory Report Questions



| Question number | Question | Answer | Recommendation | Payback period |
|--------------------------------------|--|---|--|----------------|
| Section B | | | | |
| Operation and management (OM) | | | | |
| B1 | Is energy managed effectively: for example is there good evidence that responsibility for energy is allocated to specific person(s), building users are encouraged to save energy, and monitoring and targeting is in place? | Yes (there is evidence that energy is managed effectively) | Process step - move to next question | |
| | | No | It is recommended that energy management techniques are be introduced. These could include efforts to gain building users' commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring. | 1 year |
| | | Don't know | It is recommended that energy management techniques are be introduced. These could include efforts to gain building users' commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring. | 1 year |
| B2 | Are sufficient meters in place to produce a specific and reasonably accurate Operational Rating? | Yes | Process step - move to next question | |
| | | No | The current metering provisions do not enable production of a specific and reasonably accurate Operational Rating for this building. It is recommended that meters be installed and a regime of recording data be put in place. CIBSE TM 39 gives guidance on this. | >7 years |
| | | Don't know | The Energy Assessor has been obliged to accept lower accuracy in producing the Operational Rating for this building because of insufficient energy metering provisions. It is recommended that meters be installed and a regime of recording data be put in place. CIBSE TM 39 gives guidance on this. | >7 years |
| Section C | | | | |
| Building Fabric (BF) | | | | |
| C1 | Is the condition of the building fabric regularly inspected for energy efficiency? | Yes | Process step - move to next question | |
| | | No | Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths. | 3 - 7 years |
| | | Don't know | Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths. | 3 - 7 years |
| C2 | Any specific fabric measures in this menu that you feel apply to this building? | Drop down menu | | (As below) |

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| Consider engaging experts to review the condition of the building fabric and propose measures to improve energy performance. This might include building pressure tests for air tightness and thermography tests for insulation continuity. | 6 years |
| Consider how building fabric air tightness could be improved, for example sealing, draught stripping and closing off unused ventilation openings, chimneys etc. | 2 years |
| Consider adjusting existing or installing new automatic external door closers or adopting revolving door solutions. | 1.25 years |
| Consider constructing draught lobbies to reduce unwanted air infiltration. | 18 years |
| Consider installing automatic closers to loading bay goods doors or shutters. | 2.5 years |
| Consider installing flexible plastic curtains across loading bay doors. | 6.1 years |
| Consider using expandable entrance collars to connect the back of delivery vehicles to limit heat loss from loading areas. | 6.1 years |
| Consider fitting existing air curtains with energy saving controls such as door interlocks and occupancy time switches. | 1.3 years |
| Consider installing high speed shutter doors to loading bays. | 2.5 years |
| Consider introducing/improving cavity wall insulation | 4.5 years |
| Consider introducing/improving wall insulation (internal lining) to solid single skin structures. | 6.5 years |
| Consider introducing or improving loft insulation | 3 years |
| Consider introducing or improving insulation of flat roofs | 25 years |
| Consider introducing or improving ground or exposed floor insulation. | 15 years |
| Consider replacing or improving glazing. | 15 years |
| Consider fitting secondary glazing and/or under glaze sky lights where appropriate. | 4.6 years |
| Consider applying reflective coating to windows and/or fit shading devices to reduce unwanted solar gain. | 4.19 years |

**Section D
Control of HVAC (CON)**

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|----|---|-----|--|---------------|
| D1 | Have the HVAC control settings been checked by suitably qualified persons to match <u>current</u> occupancy patterns? | Yes | Process step - move to next question | |
| | | No | Engage experts to review the HVAC control systems settings and propose alterations and/or upgrades and adjust to suit current occupancy patterns. | 1.22 years |
| D2 | Have the HVAC time and temperature settings been checked by suitably qualified persons in the past 12 months? | Yes | Process step - move to next question | |
| | | No | Consider introducing a system of regular checks of Heating, Ventilation and Air Conditioning (HVAC) time and temperature settings and provisions to prevent unauthorised adjustment. | Low / No cost |

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| | | Don't know | Consider introducing a system of regular checks of Heating, Ventilation and Air Conditioning (HVAC) time and temperature settings and provisions to prevent unauthorised adjustment. | Low / No cost |
| D3 | Are the HVAC controls (including Building Energy Management Systems) operated by suitably qualified staff? | Yes | Process step - move to next question | |
| | | No | Review staffing arrangements and set up formal systems for delegating authority for Building Energy Management System alterations and/or temporary overrides. | Low / No cost |
| D4 | Are there any specific HVAC controls measures in this menu that you feel apply to this building? | Drop down menu | Consider fitting zone controls to reduce over and under heating where structure, orientation, occupation or emitters have different characteristics. | 3 years |
| | | | Consider installing timer controls to energy consuming plant and equipment and adjust to suit current building occupancy | 0.83 years |
| | | | Consider installing weather compensator controls on heating and cooling systems. | 0 years |
| | | | Consider introducing variable speed drives (VSD) for fans, pumps and compressors. | 2.75 years |
| | | | Seek to minimise simultaneous operation of heating and cooling systems. | 0 years |
| | | | Consider upgrading major time controls to include optimum start/stop. | 3 years |
| | | | Consider installing interlocks between heating systems and loading bay or vehicle access doors. | 4 years |

Section E Heating systems (HS)

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|----|--|-----|--|---------------|
| E1 | Has a boiler plant energy performance inspection been carried out in the past 12 months? | Yes | Process step - move to next question | |
| | | No | Boiler plant should be regularly tested and adjusted by experts for operating efficiency. | Low / No cost |
| E2 | Is there a system in place that ensures regular (annual) expert checks are made on the heating systems for operating efficiency? | Yes | Process step - move to next question | |
| | | No | Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | >7 years |
| E3 | Is the heating plant in good condition i.e. free from any leaking, fouling, corrosion and is it suitably insulated? | Yes | Process step - move to next question | |

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|----|--|--|--|-----------|
| | | No | Engage experts to survey the condition of the heating systems and propose remedial works. | 3 years |
| | | Don't know | Engage experts to survey the condition of the heating systems and propose remedial works. | 3 years |
| E4 | Is the seasonal efficiency of the boiler plant less than 65%? [Note that this question is asked only if the answer to E1 is "Yes", i.e. a boiler energy performance inspection has been carried out and therefore this information is available.] | Yes (Assessor picks appropriate measure from the list) :- | Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | >7 years |
| | | | Consider replacing heating boiler plant with a condensing type | 6.5 years |
| | | | Consider replacing heating boiler plant with high-efficiency type | 5.5 years |
| | | No | Process step - move to next question | |
| E5 | Is the heating system more than 15 years old? [Note that this question is only asked where question E4 has not been asked, or where the answer to E4 is "Yes".] | Yes | Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | >7 years |
| | | No | Process step - move to next question | |
| | | Don't know | Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | >7 years |

Section F Ventilation (V)

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| F1a | Is a natural ventilation strategy / system installed in all or part of the building? | Yes/No/Don't know | Process step: Within this Category include Section F (i) "Natural Ventilation" where response is "Yes" or "Don't know". Where response is "No" do not include Section F(i) and move to next question. |
| F1b | Is a mixed mode ventilation strategy / system installed in all or part of the building? | Yes/No/Don't know | Process step: Within this Category include Section F (ii) "Natural Ventilation" where response is "Yes" or "Don't know". Where response is "No" do not include Section F(ii) and move to next question. |
| F1c | Is a mechanical ventilation strategy / system installed in all or part of the building? | Yes/No/Don't know | Process step: Within this Category include Section F (iii) "Natural Ventilation" where response is "Yes" or "Don't know". Where response is "No" do not include Section F(iii) |

i - Natural Ventilation

| | | | | |
|----|---|-----|--|---------------|
| F2 | Are any obstructions or partitions preventing free cross flow of air? | Yes | Ensure natural ventilation flow is operating as designed i.e. ensure window, vents and grilles are operable and free from obstructions and partitions do not prevent cross flow. | Low / No cost |
| | | No | Process step - move to next question | |

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|------------------------|--|------------|---|---------------|
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| F3 | Are there areas of the building where stratification can occur, for example atria and high ceilings? | Yes | If stratification occurs consider re-circulating the air during heating. | 1.5 years |
| | | No | Process step - move to next question | |
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| F4 | Is the building adequately cooled? | Yes | Process step - move to next question | |
| | | No | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| ii - Mixed Mode | | | | |
| F5 | Are any obstructions or partitions preventing free cross flow of air? | Yes | Ensure natural ventilation flow is operating as designed i.e. ensure window, vents and grilles are operable and free from obstructions and partitions do not prevent cross flow. | Low / No cost |
| | | No | Process step - move to next question | |
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| F6 | Are there areas of the building where stratification can occur, for example atria and high ceilings? | Yes | If stratification occurs consider re-circulating the warm air during heating mode. | 1.5 years |
| | | No | Process step - move to next question | |

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|----|--|------------|---|---------------|
| F7 | Is the building adequately cooled? | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| | | Yes | Process step - move to next question | |
| | | No - | If natural ventilation does not provide adequate cooling during the day, consider introducing external air at night to cool the internal space. | 0.31 years |
| F8 | Are the mixed mode changeover controls appropriately set and are adjustments delegated to a suitably qualified person? | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| | | Yes | Process step - move to next question | |
| | | No - | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| F9 | Do the building occupiers understand the various modes of ventilation and cooling operation? | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| | | Yes | Process step - move to next question | |
| | | No | Ensure building occupants understand when the various cooling modes of the mixed mode ventilation system are in operation to avoid windows being opened when mechanical cooling is on. | Low / No cost |
| | | Don't know | Ensure building occupants understand when the various ventilation modes of the mixed mode system are in operation to avoid windows being opened when mechanical cooling is on. | Low / No cost |

| iii - Mechanical | | | | |
|------------------|--|------------|---|----------|
| F10 | Have the mechanical ventilation systems been assessed against current needs? | Yes | Process step - move to next question | |
| | | No | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | >7 years |
| F11 | Is the building humidity controlled? | Yes | Consider whether the humidity control system is essential and/or consider re-setting to more efficient parameters where close control is not critical. | 0 years |

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|-----|--|------------|---|------------|
| F12 | Is there a servicing and maintenance plan in place that addresses ventilation energy efficiency? | No | Process step - move to next question | >7 years |
| | | Don't know | Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. | |
| | | Yes | Process step - move to next question | |
| F13 | Do the mechanical ventilation systems have variable volume controls? | No | Engage experts to propose and set up a ventilation servicing and maintenance regime and implement it. | 0.99 years |
| | | Don't know | Engage experts to propose and set up a ventilation servicing and maintenance regime and implement it. | 0.99 years |
| | | Yes | Process step - move to next question | |
| | | No | Consider with experts whether it would be worthwhile installing variable speed fans and volume control devices to the ventilation system. | 6.8 years |
| | | Don't know | Consider with experts whether it would be worthwhile installing variable speed fans and volume control devices to the ventilation system. | 6.8 years |

Section G Air conditioning systems

| | | | | |
|----|--|------------|---|---------------|
| G1 | Has an air conditioning energy performance inspection been carried out in the past 5 years? | Yes | Review the air conditioning energy performance report and seek to implement any outstanding recommendations for action. | Low / No cost |
| | | No | Engage experts to assess the air conditioning systems in accordance with CIBSE TM 44. (This could be an appropriate opportunity to engage an accredited energy Assessor to undertake an inspection in compliance with the EPC Regulations SI 2007/991 as amended.) Engage experts to assess the air conditioning systems in accordance with CIBSE TM 44. (This could be an appropriate opportunity to engage an accredited energy Assessor to undertake an inspection in compliance with the EPC Regulations SI 2007/991 as amended.) | Low / No cost |
| | | Don't know | Engage experts to assess the air conditioning systems in accordance with CIBSE TM 44. (This could be an appropriate opportunity to engage an accredited energy Assessor to undertake an inspection in compliance with the EPC Regulations SI 2007/991 as amended.) | Low / No cost |
| G2 | Is there a servicing and maintenance plan in place that addresses air conditioning energy efficiency? | Yes | process step - move to next question | |
| | | No | Engage experts to propose and set up an air conditioning servicing and maintenance regime and implement it. | Low / No cost |
| G3 | Are the air conditioning systems in good condition i.e. free from any leaking, fouling, corrosion, blockages and is it suitably insulated? | Yes | Process step - move to next question | |
| | | No | Engage experts to survey the air conditioning systems and propose remedial works to improve condition and operating efficiency. | 1.77 years |

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|---------------------|--|------------|---|---------------|
| | | Don't know | Engage experts to survey the air conditioning systems and propose remedial works to improve condition and operating efficiency. | 1.77 years |
| G4 | Are the air conditioning systems more than 10 years old? | No | Process step - move to next question | |
| | | Yes | Engage experts to review overall air conditioning strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | 9.00 years |
| | | Don't know | Engage experts to review overall air conditioning strategy and propose an investment programme for upgrading and/or switching to alternative solutions. | 9.00 years |
| G5 | Are the air conditioning systems' heat rejection equipment (condensers) clean and positioned in un-obstructed surroundings away from other heat sources? | Yes | Process step - move to next question | |
| | | No | Engage experts to assess condensers' location and cleansing regime and propose recommendations to improve effectiveness and energy efficiency. | 3.61 years |
| | | Don't know | Engage experts to assess condensers' location and cleansing regime and propose recommendations to improve effectiveness and energy efficiency. | 3.61 years |
| Section H | | | | |
| Lighting (L) | | | | |
| H1 | Is lighting maintenance, cleaning and lamp replacement planned and carried out regularly? | Yes | Process step - move to next question | |
| | | No | Consider implementing a programme of planned lighting systems maintenance to maintain effectiveness and energy efficiency. | Low / No cost |
| | | Don't know | Consider implementing a programme of planned lighting systems maintenance to maintain effectiveness and energy efficiency. | Low / No cost |
| H2 | Are windows and skylights cleaned regularly and kept free of obstruction to maximise use of natural lighting? | Yes | Process step - move to next question | |
| | | No | Clean windows and roof lights to maximise daylight entering building and reduce the need for artificial lighting | Low / No cost |
| | | Don't know | Clean windows and roof lights to maximise daylight entering building and reduce the need for artificial lighting | Low / No cost |
| H3 | Has the building lighting strategy been reviewed by experts which shows it matches current needs using minimum energy? | Yes | Process step - move to next question | |
| | | No | Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaries and their control systems and develop an implementation plan. | >7 years |

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Don't know Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaries and their control systems and develop an implementation plan. >7 years

Section J Hot Water Service systems (HWS)

| | | | | |
|----|--|------------|---|------------|
| J1 | Are electrically heated HWS cylinders or electric point of use heaters fitted with time controls? | N/A | Process step - move to next question | |
| | | Yes | Process step - move to next question | |
| | | No | Consider fitting 24hour/7day time controls onto electric HWS cylinders | 1.44 years |
| | | Don't know | Consider fitting 24hour/7day time controls onto electric HWS cylinders | 1.44 years |
| J2 | Are the HWS systems in good condition e.g. free from any leaking, fouling, corrosion and suitably insulated? | Yes | Process step - move to next question | |
| | | No | Engage experts to survey the condition of the HWS systems and propose remedial and upgrading works to improve condition and operating efficiency. | 0 years |
| | | Don't know | Engage experts to survey the condition of the HWS systems and propose remedial and upgrading works to improve condition and operating efficiency. | 0 years |
| J3 | Are water saving measures fitted to hot taps/showers etc (e.g. flow restrictors, diffusers)? | Yes | Process step - move to next question | |
| | | No | Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out. | 4.5 years |
| | | Don't know | Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out. | 4.5 years |
| J4 | Have the HWS systems been assessed as effectively and efficiently matching current demands? | Yes | Process step - move to next question | |
| | | No | Engage experts to review the HWS systems provisions and propose remedial works, upgrades and/or alternative provisions to improve effectiveness and efficiency and plan for implementation. | >7 years |
| | | Don't know | Engage experts to review the HWS systems provisions and propose remedial works, upgrades and/or alternative provisions to improve effectiveness and efficiency and plan for implementation. | >7 years |

Section K Occupiers' energy consuming equipment

| | | | | |
|----|---|-----|--------------------------------------|--|
| K1 | Are occupiers encouraged to economise on the use of energy consuming equipment such as business and industrial machinery? | Yes | Process step - move to next question | |
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|----|--|------------|--|---------------|
| | | No | Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives. | Low / No cost |
| | | Don't know | Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives. | Low / No cost |
| K2 | Are power saving options on IT equipment effectively utilised? | N/A | Process step - move to next question | |
| | | Yes | Process step - move to next question | |
| | | No | Enable power save settings and power down management on computers and associated equipment. | 0 years |
| | | Don't know | Enable power save settings and power down management on computers and associated equipment. | 0 years |
| K3 | Are items of equipment used within the building that would benefit from automated controls? | Yes | Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste. | 0.5 years |
| | | No | process step - move to next question | |
| | | Don't know | Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste. | 0.5 years |
| K4 | Is a policy in place that ensures energy efficient equipment is procured, for example 'Energy Star' rated items? | Yes | Process step - move to next question | |
| | | No | Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme. | 3.03 years |
| | | Don't know | Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme. | 3.03 years |

Section L Lifts and escalators (LE)

| | | | | |
|----|---|------------|---|---------------|
| L1 | Are lift and escalator systems fitted with energy meters? | Yes | Process step - move to next question | |
| | | No | Consider a programme of fitting energy meters to lifts an escalators as part of the serving and maintenance regime. | Low / No cost |
| | | Don't know | Consider a programme of fitting energy meters to lifts an escalators as part of the serving and maintenance regime. | Low / No cost |
| L2 | Have lift and escalator systems been reviewed by experts for match with current occupiers' needs? | Yes | Process step - move to next question | |
| | | No | Consider engaging experts to review current lift and escalator provisions and propose upgrades, replacements or alternative solutions that improve service effectiveness and energy efficiency. | 3.27 years |
| | | Don't know | Consider engaging experts to review current lift and escalator provisions and propose upgrades, replacements or alternative solutions that improve service effectiveness and energy efficiency. | 3.27 years |

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|----|--|------------|---|-----------|
| L3 | Are stairs open and an attractive alternative to lifts and escalators? | Yes | Process step - move to next question | |
| | | No | Consider with building users ways in which people can be encouraged to use lifts and escalators less. | 0.3 years |
| | | Don't know | Consider with building users ways in which people can be encouraged to use lifts and escalators less. | 0.3 years |

Section M Alternative energy (AE)

| | | | | |
|------------|---|----------------|---|--|
| M1 | Please select any measures in this menu that you feel apply to this building? | Drop down menu | Consider installing building mounted wind turbine(s) | 13.24 years |
| | | | Consider installing wind turbine(s) within the curtilage of the site | 22.83 years |
| | | | Consider installing building mounted solar water heating | 54.35 years |
| | | | Consider installing building mounted photovoltaic electricity generating panels. | 9.92 years |
| | | | Consider heating the building using biomass boiler(s) | 7.5 years |
| | | | Consider installing a ground source heat pump. | 11.77 years |
| | | | Consider installing a Hydro-electric generator | 15.9 years |
| | | | Consider a Combined Heating and Power (CHP) system as an alternative to conventional boilers. | 8.5 years |
| | | | Consider a small scale Tri-Generation system as an alternative to conventional separate boiler and chiller systems. | 7.4 years |
| | | | M2 | Is the building primarily heated by a fuel other than gas? |
| No | Process step - move to next question | | | |
| Don't know | Consider switching to a less carbon intensive fuel. | 12 years | | |

Section N Pools (P)

| | | | | |
|----|---|------------|--|---------------|
| N1 | Is the pool complex fitted with energy meters? | Yes | Process step - move to next question | |
| | | No | Consider a programme of fitting energy meters to the pool complex as part of the serving and maintenance regime. | Low / No cost |
| | | Don't know | Consider a programme of fitting energy meters to the pool complex as part of the serving and maintenance regime. | Low / No cost |
| N2 | Is the pool hall and ancillary wet rooms sealed with air-locked doors or similar? | Yes | Process step - move to next question | |
| | | No | Consider with experts how the pool complex air tightness can be improved, for example sealed better and fitted with air lock or revolving doors. | 3 - 7 years |
| | | Don't know | Consider with experts how the pool complex air tightness can be improved, for example sealed better and fitted with air lock or revolving doors. | 3 - 7 years |

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|----|---|------------|--|-------------|
| N3 | Is the swimming pool fitted with covers? | Yes | Process step - move to next question | |
| | | No | Consider fitting covers to the swimming pool and utilise whenever possible | 2.5 years |
| | | Don't know | Consider with experts how the pool systems energy efficiency could be improved and develop an implementation plan. | 3 - 7 years |
| N4 | Where pool covers exist are they used correctly and on a regular basis? [Note that this question is only asked where the answer to N3 is "Yes".] | Yes | Process step - move to next question | |
| | | No | Ensure pool covers are in place whenever possible | 0 |
| | | Don't know | Consider with experts how the pool systems energy efficiency could be improved and develop an implementation plan. | 3 - 7 years |
| N5 | Is the pool hall ventilation system fitted with humidity controls? | Yes | Process step - move to next question | |
| | | No | Consider with experts the benefits of installing humidity control to pool hall ventilation. | 39.85 years |
| | | Don't know | Consider with experts the benefits of installing humidity control to pool hall ventilation. | 39.85 years |
| N6 | Are heat recovery devices installed to pool water and pool hall heating systems? | Yes | Process step - move to next question | |
| | | No | Consider with experts the benefits of installing a heat recovery system to pool water and pool hall heating. | 4 years |
| | | Don't know | Consider with experts the benefits of installing a heat recovery system to pool water and pool hall heating. | 4 years |

Section O Catering (CA)

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|----|---|------------|---|---------------|
| O1 | Are the kitchen facilities fitted with energy meters? | Yes | Process step - move to next question | |
| | | No | Consider a programme of fitting energy meters to kitchen facilities as part of the serving and maintenance regime. | Low / No cost |
| | | Don't know | Consider a programme of fitting energy meters to kitchen facilities as part of the serving and maintenance regime. | Low / No cost |
| O2 | Is a kitchen energy efficiency plan in place? | Yes | Process step - move to next question | |
| | | No | Consider with chefs and kitchens managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives. | Low / No cost |
| | | Don't know | Consider with chefs and kitchens managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives. | Low / No cost |

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| O3 | Are catering staff trained in measures to reduce energy waste? | Yes | Process step – move to next question | |
| | | No | Consider with chefs and kitchen managers implementing a training programme and monitoring systems with incentives. | Low / No cost |
| | | Don't know | Consider with chefs and kitchen managers how a training programme and monitoring systems with incentives could be implemented. | Low / No cost |
| O5 | Does utilisation of large pieces of equipment vary throughout the day i.e. ovens or dishwashers operated at less than maximum capacity? | No | Process step - move to next question | |
| | | Yes | Ensure catering equipment such as large ovens and dishwashers are utilised at maximum capacity, and/or install smaller capacity appliances to increase operational flexibility. | 0 years |
| | | Don't know | Ensure catering equipment such as large ovens and dishwashers are utilised at maximum capacity, and/or install smaller capacity appliances to increase operational flexibility. | 0 years |
| O6 | Are the catering appliances in good condition? | Yes | Process step - move to next question | |
| | | No | Consider replacing catering equipment that is old or in poor condition with more energy efficient alternatives. | 3 - 7 years |
| | | Don't know | Consider replacing catering equipment that is old or in poor condition with more energy efficient alternatives. | 3 - 7 years |
| O7 | Are refrigerators thermally isolated from other pieces of equipment such as ovens and dishwashers? | Yes | Process step - move to next question | |
| | | No | Consider how catering refrigerators can be relocated away or thermally isolated from sources of heat such as ovens, dishwashers etc. | 0 years |
| | | Don't know | Consider how catering refrigerators can be relocated away or thermally isolated from sources of heat such as ovens, dishwashers etc. | 0 years |
| O8 | Are refrigerators fitted with heat recovery? | Yes | Process step - move to next question | |
| | | No | Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air. | 1.45 years |
| | | Don't know | Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air. | 1.45 years |

Section P Steam (S)

| | | | | |
|----|---|------------|--|----------|
| S1 | Is there a real need for process steam? | Yes | Process step - move to next question | |
| | | No | Consider with experts the benefits of switching from process steam to an alternative heating energy supply system. | >7 years |
| | | Don't know | Consider with experts the benefits of switching from process steam to an alternative heating energy supply system. | >7 years |

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| S2 | Has a steam boiler energy performance inspection been carried out in the past 12 months? | Yes | Prompt to Assessor: You should make all reasonable attempts to locate and utilise the steam boiler inspection reports and consider possibilities for improvement. | |
| | | No | Consider with experts opportunities for improving the effectiveness of the steam heating service and plan to implement. | Low / No cost |
| | | Don't know | Consider with experts opportunities for improving the effectiveness of the steam heating service and plan to implement. | Low / No cost |
| S3 | Is there a strategic plan for regularly checking that the steam boiler plant is operating efficiently? | Yes | Process step - move to next question | |
| | | No | Implement a regime of regular inspection, testing, servicing, maintenance and re-commissioning of the steam plant aimed at improving effectiveness and energy efficiency | Low / No cost |
| S4 | Is the steam plant in good condition i.e. free from any leaking, fouling, corrosion and is it suitably insulated? | Yes | Process step - move to next question | |
| | | No | Engage experts to survey the steam systems and propose remedial works to improve condition and operational efficiency | 0.4 years |
| | | Don't know | Engage experts to survey the steam systems and propose remedial works to improve condition and operational efficiency | 0.4 years |
| S5 | Is heat recovery utilised on the steam generation plant? | Yes | Process step - move to next question | |
| | | No - process step - select recommendation from list. | Consider maximising hot condensate return to the boiler furnace. | 1 year |
| | | | Consider recovering heat from the boiler exhaust gases. | 2.75 years |
| | | | Consider installing heat recovery to steam boiler blowdown. | 5 years |
| | Don't know | Implement a regime of regular inspection, testing, servicing, maintenance and re-commissioning of the steam plant aimed at improving effectiveness and energy efficiency | Low / No cost | |