

DISPLAY ENERGY CERTIFICATE

Occupier/Owner Pre-assessment enquiries

Background Information

Building name			
Occupier			
Full address			
		Post Code	
Owner			
Full address			
<i>If different from Occupier</i>			
		Post Code	

General building description

1	When was the building constructed?	Built
2	Is the building listed or of special architectural or historic interest?	Yes/No
3	Has a Display Energy Certificate been previously issued for the building? <i>If so please provide full details to the Assessor</i>	Yes/No
4	Is there a previous Advisory Report? <i>If so please provide full details to the Assessor</i>	Yes/No
5	Does the building already have an Asset Rating (e.g. from an EPC – Energy Performance Certificate)? <i>If so please provide full details to the Assessor</i>	Yes/No
6	Are there any accurate and up to date plans available for the building? <i>If so please provide full details to the Assessor</i>	Yes/No/Don't know
7	Do you have any particular date in mind to set the Nominated Date for the assessment? <i>The Nominated Date is the date from which the DEC will be valid. If in any doubt please discuss this fully with the Assessor</i>	Yes/No/Don't know
8	Is the building subject to "Normal Occupancy" or is it used for "Extended Hours"? <i>If there is "extended use" this will need to be expressed in hours per year more than the "Normal." If in any doubt please discuss this fully with the Assessor</i>	Yes/No/Don't know

Energy consumption

9	What is the main energy source for the building? <i>If "other" please discuss this fully with the Assessor</i>	Electricity/Natural Gas/Other
10	Is the main, and any other energy, source metered? <i>If so please provide full details to the Assessor</i>	Yes/No
11	Are any parts of the building separately metered? <i>If so please provide full details to the Assessor</i>	Yes/No
12	Does the building generate or consume any energy on site? <i>e.g. Renewable energy like Photo Voltaic systems, Solar Energy, Wind Turbine, Biomass, Ground Source Heat Pump If so please provide full details to the Assessor</i>	Yes/No
13	Is any of the separate energy generation/consumption separately metered? <i>If so please provide full details to the Assessor</i>	Yes/No
14	Is any proportion of the site energy consumption used for any special energy uses? <i>i.e. Regional data/server centres; Pools; Commercial catering; Trading floor; Bakery oven; Sports flood lighting; Furnace, Heat treatment or forming process; Blast chilling or freezing</i>	Yes/No

Building fabric

15	Is the condition of the building fabric regularly inspected for energy efficiency?	Yes/No/Don't know
16	Do you know if any cavity walls have been insulated?	Yes/No/Don't know
17	Are any flat roofs insulated?	Yes/No/Don't know
18	Do you know the age of any double glazing installed?	Yes/No/Don't know

HVAC (Heating and Ventilating and Air Conditioning) Controls

19	Are the HVAC control settings checked by suitably qualified persons to match current occupancy patterns?	Yes/No
20	Have the HVAC time and temperature settings been checked by suitably qualified person/s in the past 12 months?	Yes/No
21	Are the HVAC controls (including building energy management systems) operated by suitably qualified staff?	Yes/No

Boilers

22	Has a boiler plant energy performance inspection been carried out in the past 12 months?	Yes/No
23	Is there a system in place that ensures regular (annual) expert checks are made on the heating system for operating efficiency?	Yes/No
24	Is the heating system more than 15 years old?	Yes/No/Don't know

Ventilation

25	Are any mixed mode changeover controls appropriately set, and are adjustments delegated to a suitably qualified person?	Yes/No/Don't know
26	Have the mechanical ventilation systems been checked against current needs?	Yes/No/Don't know
27	Is the building humidity controlled?	Yes/No/Don't know
28	Is there a servicing and maintenance plan in place that addresses ventilation energy efficiency?	Yes/No/Don't know
29	Do the ventilation systems have variable volume controls?	Yes/No/Don't know

Lighting

30	Is lighting maintenance, cleaning and lamp replacement planned and carried out regularly?	Yes/No/Don't know
31	Are windows and skylights cleaned regularly and kept free of obstruction to maximise use of natural lighting?	Yes/No/Don't know
32	Has the building lighting strategy been reviewed by experts which shows it matches current needs using minimum energy?	Yes/No/Don't know

DHWS (Domestic Hot Water Systems)

32	Are electrically heated HWS cylinders or electric point of use heaters fitted with time controls?	Yes/No/Don't know
34	Are water saving measures fitted to hot taps/showers etc (e.g. flow restrictors, diffusers)?	Yes/No/Don't know
35	Have the HWS systems been assessed as effectively matching current demands?	Yes/No/Don't know

Declaration

So far as I am aware the above information is correct and may be relied upon by the energy assessor for the purposes of data gathering to produce a Display Energy Certificate (and Advisory Report if required).

Name.....

Signed.....

Capacity.....

Date.....