Commercial Energy Performance Certificate
Pre-Assessment Questionnaire

Please answer as many of the following questions as possible. This will save the Assessor time on the day of the inspection and should ensure a more accurate assessment is provided. If at all possible please arrange for whoever is responsible for the maintenance/management of the building to answer these questions AND be available on the day of inspection to answer any further queries our Assessor may have.

Building Details

Building name	
Occupier	
Full address	
	Post Code
Phone no	Email:
If different from Occupier	
Owner	
Phone no	Email:
Full address	
	Post Code
Building Contact name	
Contact phone no	

General

Building Type or use			
Building floor area	m2	No of Floors	Built
Are there any reliable/accurate drawings available of the building and can a set be made available to the Assessor?			☐Yes ☐No
Are there likely to be any restrictions that will prevent a full inspection being undertaken?			☐Yes ☐No

Main services/energy sources installed

☐ Electricity — Is Power Factor Correction installed? ☐ Yes ☐ No ☐ Don't know
☐ Natural gas
☐ Other *(Please provide details)*

Where are the main meters and/or fuel storage located?

Are there any lighting or power sub meters? ☐ Yes ☐ No ☐ Don't know
Where are these located?

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What is the primary source of room or space heating?

Fuel	Heat Source	Control
☐ Natural Gas	☐ LTHW boiler	☐ Central BMS Control
☐ LPG	☐ MTHW boiler	☐ Standalone Time Clock
☐ Oil	☐ HTHW boiler	☐ Optimum Start
☐ Coal	☐ Heat pump: air source	☐ Temperature Control
☐ Biomass	☐ Heat pump: ground source	☐ Weather Compensator
☐ Waste heat	☐ District heating	☐ Other
☐ Anthracite	☐ District electric	Where are the boilers and controls situated?
☐ Smokeless fuel (incl coke)	☐ District other	
☐ Duel fuel appliances	☐ Condensing boiler	
☐ Electricity		

Systems served *Tick all systems served by the primary heating plant*

☐ Central heating using water: radiators	☐ Fan coil system
☐ Central heating using water: convectors	☐ Induction system
☐ Central heating using water: floor heating	☐ Constant volume system (fixed fresh air rate)
☐ Central heating: air distribution	☐ Constant volume system (variable fresh air rate)
☐ Other local room heater	☐ Multi zone (hot deck/cold deck)
☐ Unflued radiant heater	☐ Terminal reheat (constant volume)
☐ Multiburner radiant heaters	☐ Dual duct (constant volume)
☐ Flued forced convection air heaters	☐ Water loop heat pump
☐ Single duct VAV	☐ Variable refrigerant flow (VRF)
☐ Dual duct VAV	☐ Split or multi split with natural ventilation
☐ Indoor packaged cabinet (VAV)	☐ Split or multi split with ventilation

Is there a secondary source of room or space heating?

Fuel	Heat Source
☐ Natural Gas	☐ LTHW boiler
☐ LPG	☐ MTHW boiler
☐ Oil	☐ HTHW boiler
☐ Coal	☐ Heat pump: air source
☐ Biomass	☐ Heat pump: ground source
☐ Waste heat	☐ District heating
☐ Anthracite	☐ District electric
☐ Smokeless fuel (incl coke)	☐ District other
☐ Duel fuel appliances	☐ Condensing boiler
☐ Electricity	

Where are the boilers and controls situated?

Systems served *Tick all systems served by the primary heating plant*

☐ Central heating using water: radiators	☐ Fan coil system
☐ Central heating using water: convectors	☐ Induction system
☐ Central heating using water: floor heating	☐ Constant volume system (fixed fresh air rate)
☐ Central heating: air distribution	☐ Constant volume system (variable fresh air rate)
☐ Other local room heater	☐ Multi zone (hot deck/cold deck)
☐ Unflued radiant heater	☐ Terminal reheat (constant volume)
☐ Multiburner radiant heaters	☐ Dual duct (constant volume)
☐ Flued forced convection air heaters	☐ Water loop heat pump
☐ Single duct VAV	☐ Variable refrigerant flow (VRF)
☐ Dual duct VAV	☐ Split or multi split with natural ventilation
☐ Indoor packaged cabinet (VAV)	☐ Split or multi split with ventilation

Is there any other heating plant?

Please provide details

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What is the primary source of Hot Water?

Fuel	Hot water generation	Control
☐ Natural Gas	☐ Instantaneous	☐ Central BMS Control
☐ Electricity	☐ Storage	☐ Standalone Time Clock
☐ From primary heat source		☐ Optimum Start
☐ From secondary heat source		☐ Temperature Control
☐ Other		☐ Weather Compensation
		☐ Other *(details)*
Where are the storage systems and controls?		
Is there any secondary heating plant?		

Is there a cooling or air conditioning system?

Fuel	Cooling Source	Control
☐ Natural Gas	☐ Air cooled chiller	☐ Central BMS Control
☐ LPG	☐ Water cooled chiller	☐ Standalone Time Clock
☐ Oil	☐ Remote condenser	☐ Optimum Start
☐ Coal		☐ Temperature Control
☐ Biomass		☐ Weather Compensator
☐ Waste heat		☐ Other
☐ Anthracite	Where are the main plant and controls situated?	
☐ Smokeless fuel (incl coke)		
☐ Duel fuel appliances		
☐ Electricity		

Systems served *Tick all systems served by the primary cooling plant*

☐ Single duct VAV	☐ Terminal reheat (constant volume)
☐ Dual duct VAV	☐ Dual duct (constant volume)
☐ Indoor packaged cabinet (VAV)	☐ Chilled ceilings or passive chilled beams
☐ Fan coil system	☐ Active chilled beams
☐ Induction system	☐ Water loop heat pump
☐ Constant volume system (fixed fresh air rate)	☐ Variable refrigerant flow (VRF)
☐ Constant volume system (variable fresh air rate)	☐ Split or multi split with natural ventilation
☐ Multi zone (hot deck/cold deck)	☐ Split or multi split with ventilation

Is there any secondary cooling system?

Fuel	Cooling Source	Control
☐ Natural Gas	☐ Air cooled chiller	☐ Central BMS Control
☐ LPG	☐ Water cooled chiller	☐ Standalone Time Clock
☐ Oil	☐ Remote condenser	☐ Optimum Start
☐ Coal		☐ Temperature Control
☐ Biomass		☐ Weather Compensator
☐ Waste heat		☐ Other *(detail)*
☐ Anthracite		
☐ Smokeless fuel (incl coke)	Where are the secondary system plant and controls situated?	
☐ Duel fuel appliances		
☐ Electricity		

Systems served *Tick all systems served by the secondary cooling plant*

☐ Single duct VAV	☐ Terminal reheat (constant volume)
☐ Dual duct VAV	☐ Dual duct (constant volume)
☐ Indoor packaged cabinet (VAV)	☐ Chilled ceilings or passive chilled beams
☐ Fan coil system	☐ Active chilled beams
☐ Induction system	☐ Water loop heat pump
☐ Constant volume system (fixed fresh air rate)	☐ Variable refrigerant flow (VRF)
☐ Constant volume system (variable fresh air rate)	☐ Split or multi split with natural ventilation
☐ Multi zone (hot deck/cold deck)	☐ Split or multi split with ventilation

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Ventilation & Mechanical Extraction

What type of ventilation is provided?	☐ Natural	☐ Mechanical	☐ Both	
If mechanical, is heat recovery present?	☐ Yes	☐ No		
Where are the ventilation/extraction plant situated and what controls are provided?				

Building fabric

Roofs	Are there any concealed or flat roof areas?
	Where are loft or access hatches located?
	Is there any insulation provided at roof level?
External Walls	Is there any cavity wall insulation?
Ground Floor	Is there any insulation within the ground floor?
Windows	If any windows are relatively new or have been replaced, when where they installed?
	Are there any guarantees or operation manuals for the windows?
	Are there any Operation Manuals for window blinds or solar shading?
External doors	If any external glazed doors are relatively new or have been replaced, when where they installed?

Is there a Combined Heat & Power source installed?

Please provide details

Are any renewable energy systems installed?

For example solar water heating, photovoltaic cells, wind turbines, ground source heat pump, biomass boiler etc. Please provide any details.	