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 <u>AND</u> 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
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 Yes \[\] No
available to the Assessor?
Are there likely to be any restrictions that will prevent a full inspection being undertaken?
Main services/energy sources installed
☐ Electricity
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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Fuel	Heat Source			Control	
Natural Gas	☐ LTHW boiler	LTHW boiler		☐ Central BMS Control	
] LPG	☐ MTHW boiler	MTHW boiler		☐ Standalone Time Clock	
Oil	☐ HTHW boiler	HTHW boiler		☐ Optimum Start	
] Coal	☐ Heat pump: air s	Heat pump: air source		☐ Temperature Control	
Biomass	☐ Heat pump: grou	Heat pump: ground source		☐ Weather Compensator	
] Waste heat	☐ District heating	District heating		☐ Other	
] Anthracite	☐ District electric		Where are the	boilers and controls situated?	
Smokeless fuel (incl coke)	☐ District other				
Duel fuel appliances	☐ Condensing boile	er			
Electricity					
ystems served Tick all systen	ns served by the primary hea	ating plant			
Central heating using water	: radiators		Fan coil syste	n	
Central heating using water	r: convectors		Induction syst	em	
Central heating using water	ater: floor heating Constant		Constant volu	me system (fixed fresh air rate)	
Central heating: air distribu	g: air distribution		Constant volu	me system (variable fresh air rate)	
Other local room heater	_		Multi zone (ho	t deck/cold deck)	
Unflued radiant heater				at (constant volume)	
Multiburner radiant heaters				nstant volume)	
Flued forced convection air I	_			at pump	
Single duct VAV	_			erant flow (VRF)	
Dual duct VAV	<u> </u>			split with natural ventilation	
☐ Indoor packaged cabinet (V	AV)			i split with ventilation	
		om oı			
s there a secondary uel Natural Gas LPG		om oi			
uel Natural Gas LPG Oil	y source of roo Heat Source LTHW boiler MTHW boiler		r space he		
uel Natural Gas LPG Oil Coal	y source of roo Heat Source LTHW boiler MTHW boiler HTHW boiler	ir source	r space he		
uel Natural Gas LPG Oil Coal Biomass	Heat Source Heat Source LTHW boiler MTHW boiler HTHW boiler HEAT pump: a	ir source round so	r space he		
uel Natural Gas LPG Oil Coal Biomass Waste heat	Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: a	ir source round so	r space he		
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite	Heat Source Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: ai Heat pump: g	ir source round so	r space he	eating?	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances	Heat Source Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: a Heat pump: g District heatin	ir source round so g c	r space he	eating?	
there a secondary uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity	Heat Source Heat Source LTHW boiler MTHW boiler HEAT pump: ai Heat pump: g District heatin District electri Condensing bo	ir source round so g c	urce Where are the	eating?	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity ystems served Tick all systems	Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: a Heat pump: g District heatin District electri District other Condensing booms	ir source round so g c	urce Where are the	eating? boilers and controls situated?	
uel	Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: a Heat pump: g District heatin District electri District other Condensing books served by the primary heads	ir source round so g c	urce Where are the	eating? boilers and controls situated?	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity ystems served Tick all system Central heating using water Central heating using water	Heat Source LTHW boiler MTHW boiler HTHW boiler Heat pump: a Heat pump: g District heatin District electri District other Condensing books served by the primary heads: radiators convectors	ir source round so g c c	urce Where are the	eating? boilers and controls situated?	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity Systems served Tick all system Central heating using water Central heating using water Central heating using water	Heat Source LTHW boiler MTHW boiler Heat pump: a Heat pump: g District heatin District other Condensing both served by the primary head radiators convectors	ir source round so g c c biler	urce Where are the Fan coil syste Induction syste Constant volu	eating? boilers and controls situated? m em me system (fixed fresh air rate)	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity Systems served Tick all system Central heating using water	Heat Source LTHW boiler MTHW boiler Heat pump: a Heat pump: g District heatin District other Condensing both served by the primary head radiators convectors	ir source round so g c c biller	urce Where are the Fan coil syste Induction syst Constant volu Constant volu	boilers and controls situated? m em me system (fixed fresh air rate) me system (variable fresh air rate)	
uel	Heat Source LTHW boiler MTHW boiler Heat pump: a Heat pump: g District heatin District other Condensing both served by the primary head radiators convectors	ir source round so g c biler	urce Where are the Fan coil syste Induction syst Constant volu Constant volu Multi zone (ho	boilers and controls situated? m em me system (fixed fresh air rate) me system (variable fresh air rate) of deck/cold deck)	
Suel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity Central heating using water Central heating using water Central heating using water Central heating using water Central heating: air distribur Other local room heater Unflued radiant heater	Heat Source LTHW boiler MTHW boiler Heat pump: a Heat pump: g District heatin District other Condensing both served by the primary head radiators convectors	ir source round so g c biler	urce Where are the Fan coil syste Induction syst Constant volu Constant volu Multi zone (ho	boilers and controls situated? m em me system (fixed fresh air rate) me system (variable fresh air rate) tdeck/cold deck) at (constant volume)	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity Systems served Tick all system Central heating using water Central heating using water Central heating using water Central heating in distribut Other local room heater Unflued radiant heaters	Heat Source LTHW boiler MTHW boiler Heat pump: ai Heat pump: g District heatin District other Condensing both served by the primary heat: radiators : convectors : floor heating tion	ir source round so g c biler	urce Where are the Fan coil syste Induction syst Constant volu Constant volu Multi zone (ho Terminal rehe Dual duct (coi	boilers and controls situated? m em me system (fixed fresh air rate) me system (variable fresh air rate) t deck/cold deck) at (constant volume) instant volume)	
uel Natural Gas LPG Oil Coal Biomass Waste heat Anthracite Smokeless fuel (incl coke) Duel fuel appliances Electricity Stems served Tick all system Central heating using water Central heating using water Central heating using water Central heating using water Central heating: air distribur Other local room heater Unflued radiant heater	Heat Source LTHW boiler MTHW boiler Heat pump: ai Heat pump: g District heatin District other Condensing both served by the primary heat: radiators : convectors : floor heating tion	ir source round so g c biler	urce Where are the Fan coil syste Induction syst Constant volu Constant volu Multi zone (ho Terminal rehe Dual duct (coil Water loop he	boilers and controls situated? m em me system (fixed fresh air rate) me system (variable fresh air rate) t deck/cold deck) at (constant volume) instant volume)	

Is there any other heating plant?

☐ Dual duct VAV

☐ Indoor packaged cabinet (VAV)

Please provide details		

Split or multi split with natural ventilation

Split or multi split with ventilation

Commercial Energy Performance Certificate Pre-Assessment Questionnaire

PI	re-Assessment	Question	nnaire
What is the primary sou	rce of Hot Water?		
Fuel	Hot water generation	on	Control
Natural Gas Electricity From primary heat source From secondary heat source Other	Instantaneous Storage		☐ Central BMS Control ☐ Standalone Time Clock ☐ Optimum Start ☐ Temperature Control ☐ Weather Compensation ☐ Other (details)
Where are the storage systems and	d controls?		
Is there any secondary heating plan	nt?		
Is there a cooling or air	conditioning syste	em?	
Fuel	Cooling Source		Control
□ Natural Gas □ LPG □ Oil □ Coal □ Biomass □ Waste heat	☐ Air cooled chiller ☐ Water cooled chiller ☐ Remote condenser		□ Central BMS Control □ Standalone Time Clock □ Optimum Start □ Temperature Control □ Weather Compensator □ Other
Anthracite	Where are the main pla	int and controls si	tuated?
Smokeless fuel (incl coke)			
☐ Duel fuel appliances☐ Electricity			
Systems served Tick all systems	served by the primary cooling plant		
Single duct VAV Dual duct VAV Indoor packaged cabinet (VAV) Fan coil system Induction system Constant volume system (fixed free Constant volume system (variable Multi zone (hot deck/cold deck)	sh air rate)	Dual duct (cc Chilled ceiling Active chilled Water loop h Variable refri	
Is there any secondary			
Fuel	Cooling Source		Control
□ Natural Gas □ LPG □ Oil □ Coal □ Biomass □ Waste heat □ Anthracite	☐ Air cooled chiller ☐ Water cooled chiller ☐ Remote condenser		☐ Central BMS Control ☐ Standalone Time Clock ☐ Optimum Start ☐ Temperature Control ☐ Weather Compensator ☐ Other (detail)
☐ Smokeless fuel (incl coke)	Where are the seconda	ary system plant a	ind controls situated?
☐ Duel fuel appliances			
☐ Electricity			
Systems served Tick all systems	served by the secondary cooling plan		
Single duct VAV		_	eat (constant volume)
☐ Dual duct VAV ☐ Indoor packaged cabinet (VAV)			onstant volume) gs or passive chilled beams

☐ Active chilled beams

☐ Water loop heat pump

☐ Variable refrigerant flow (VRF)

☐ Split or multi split with ventilation

☐ Split or multi split with natural ventilation

 \square Constant volume system (fixed fresh air rate)

Multi zone (hot deck/cold deck)

☐ Constant volume system (variable fresh air rate)

☐ Fan coil system

☐ Induction system

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Ventilation & Mechanical Extraction

What type of ventilation of mechanical, is heat where are the ventilation.	
Building fabric	
Saliding labile	
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?
s there a Comb	oined Heat & Power source installed?
Please provide details	
Are any renewa	able energy systems installed?
For example solar water heati photovoltaic cells, wind turbin source heat pump, biomass b Please provide any details.	nes, ground