

Date of energy survey _____

Area of energy survey _____

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	Yes	Mostly	Not sure	Some	No
Heating					
Are all staff happy with the temperature of their working environment? <i>Turn the thermostat down if it's too warm rather than opening doors or windows - refer to the energy awareness at work survey</i>	1	2	3	4	5
Are all heaters/boilers have been serviced in the last 12 months? <i>Boilers are more efficient after servicing.</i>	1	2	3	4	5
Are the use of portable heaters avoided?	1	2	3	4	5
Heaters are always switched off when the air conditioning is on and vice versa. <i>Only use one at a time. On hot days use air conditioning, on cold days use heating.</i>	1	2	3	4	5
Are all taps free from drips and leaks? <i>By minimising leaks and drips you reduce energy use - there is no energy being used to heat this water.</i>	1	2	3	4	5
Is the room thermostat is working and set to a relevant working temperature? <i>In the office an ideal temperature is between 20°C and 24°C - use a thermometer to check the temperature and adjust accordingly.</i>	1	2	3	4	5
Are heating timers working and set to come on during working hours? <i>This ensures that energy is only used when it is needed rather than it being wasted.</i>	1	2	3	4	5
Are radiators and heaters free from obstructions? <i>Make sure heat can flow freely around the room.</i>	1	2	3	4	5
Are extractor fans controlled manually rather than automatically? <i>Some extractor fans may come on automatically when the light is switched on eg in toilets.</i>	1	2	3	4	5
Are windows and doors closed when heating or air conditioning is on? <i>This prevents the heat or cold air escaping, keeping the temperature constant.</i>	1	2	3	4	5
Are Windows and doors free from cold draughts? <i>This helps reduce the need for additional heating.</i>	1	2	3	4	5
Lighting					
Are lights switched off when not required?	1	2	3	4	5
Are lamps and rooflights clean? <i>By cleaning regularly you'll get the optimum amount of light through windows and from lighting.</i>	1	2	3	4	5
Do you use energy saving light bulbs? <i>Replace traditional tungsten light bulbs with energy saving equivalents.</i>	1	2	3	4	5
Are Light switches arranged together and labelled? <i>It's easier to switch lights off if banks of light switches are together. Labelling them helps identify which switch turns off which light.</i>	1	2	3	4	5
Is exterior lighting switched off when it's not needed? <i>Fit sensors so lights come on when needed.</i>	1	2	3	4	5

	Yes	Mostly	Not sure	Some	No
Energy efficiency products					
Is equipment switched off automatically by using intelligent plugs? Intelligent plugs can switch groups of equipment off together. Use programme timer plugs to switch off equipment at times during the day.	1	2	3	4	5
Insulation					
Are all buildings insulated to guidelines?	1	2	3	4	5
Are all windows double or triple glazed?	1	2	3	4	5
Are all pipes adequately insulated?	1	2	3	4	5
Are all buildings fitted with cavity wall insulation? Using adequate insulation throughout all buildings helps to keep them hot in winter and cool in summer - reducing the need for heating and air conditioning.	1	2	3	4	5
In the office					
Is built-in energy saving features on equipment activated? An IT department may be able to activate energy saving features on computers and monitors.	1	2	3	4	5
Are computers turned off when not in use/overnight and at weekends?	1	2	3	4	5
Are monitors and fans switched off when not in use/overnight and at weekends?	1	2	3	4	5
Are printers and photocopiers turned off when not in use/overnight and at weekends?	1	2	3	4	5
Are vending machines/water coolers turned off when not in use/overnight and at weekends? Use timers and intelligent plugs to turn off equipment automatically.	1	2	3	4	5
In the factory/warehouse					
Are pumps/fans/compressed air switched off when the equipment they serve isn't in use?	1	2	3	4	5
Are compressed air tanks free from leaks?	1	2	3	4	5
Are refrigeration units being run efficiently? This all ensures energy isn't being wasted and helps save money	1	2	3	4	5
Air conditioning					
Is the air conditioning set to come on in the office between 24°C and 26°C?	1	2	3	4	5
Is the air circulation good?	1	2	3	4	5
Are the air conditioning filters cleaned and is equipment serviced regularly?	1	2	3	4	5
Is the air conditioning only set to come on when required during working hours? Air conditioning that is regularly serviced and cleaned runs more efficiently and helps to save energy.	1	2	3	4	5

Repeat this survey regularly to compare your results and see where you are making improvements.