

### Energy Self Audit Checklist

In order to identify and prioritise opportunities to reduce energy usage, we've devised this handy self-audit energy checklist. It is designed to stimulate questions about energy practices. Not all questions will be applicable but we've tried to make them as relevant as we can. Some questions may be difficult to answer without external help (e.g. is there roof insulation?). However, these questions are still worth asking as issues may have been overlooked.

Most of the measures are simple good housekeeping measures which can be implemented immediately but other measures will require more expenditure. For a free, in-depth energy audit to determine the best options for your hall along with estimated savings and costings please contact Sarah Gill on 07720098980 or [sarah.gill@groundwork.org.uk](mailto:sarah.gill@groundwork.org.uk).

Date of energy audit	
Building/area covered	
Person(s) conducting the audit	
Normal occupancy hours of the building	

Annual electricity consumption (kWh)	
Annual gas consumption (kWh)	
Annual other fuel consumption (please specify)	

Lighting	
Are there any areas of over-lighting or under-lighting?	
Are there any unused areas being lit?	
Are any external lights on during daylight hours?	

Are there any areas that have fluorescent/incandescent/halogen lightbulbs?	
Can lights be switched off to make use of natural light? (e.g. lights parallel to windows or in corridors)	
If space is intermittently occupied (e.g. store rooms, toilets, kitchen areas, corridors) is there scope for automatic lighting controls?	

Equipment	
If you have kitchen facilities, are the appliances modern with a high energy efficiency rating?	
If you have kitchen facilities, is your fridge/freezer defrosted regularly?	

Water	
Is there any evidence of water leaks? (e.g. wet pathways on a dry day).	
Are there any dripping taps?	
Are hot water heater timers set correctly?	

Heating	
Do occupants complain it is too hot or too cold?	

If there are thermostatic radiator valves (TRVs), are they set correctly?	
Are radiators effective and giving consistent heat?	
If there is a room thermostat, is it correctly set?	
Is there any bare pipework?	
Are radiators blocked by boxes or furniture?	
If there are permanent electric heaters with individual temperature and time control, are they set correctly?	
Are external doors and windows closed when the heating is on?	
Are any unused areas e.g. cupboards being heated?	

Building Insulation	
Is there roof insulation?	
Are there any uninsulated cavity walls present?	
Are there any signs of dampness?	
Are windows double-glazed or single glazed?	

Are there any draughts at windows, doors or other openings?	
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<b>User Awareness</b>	
Is there prominent guidance in place that reminds hall users of best practice e.g. turning lights off when leaving?	