



Energy Audit Checklist

In order to identify and prioritise opportunities to reduce energy usage, we've devised this handy checklist to help you. 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. Other measures are low cost (e.g. fitting timers, pipe insulation or draught proofing) and will involve some expenditure.

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

Lighting	
Are there 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 daylight? (e.g. lights parallel to windows or in corridors)	
If space is intermittently occupied (e.g. store rooms, toilets, kitchen areas, copying rooms, corridors) is there scope for automatic lighting controls?	
Are windows and skylights regularly cleaned and maintained?	

Equipment	
Is your equipment as new and energy efficient as possible?	
Does all IT equipment have energy saving features enabled?	
Are computers, printers, photocopiers and other equipment switched off at the end of the day?	
Can any equipment be switched on later and switched off earlier?	
Can screens and other equipment be switched off during the day?	
Is the office fridge/freezer defrosted regularly?	

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

Heating	
Do occupants complain it is too hot or too cold?	
What is the actual temperature in the space?	
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 and furniture restricting air circulation?	
If there are permanent electric heaters with individual temperature and time control, are they set correctly?	

Are external doors and windows closed when heating is on?	
Are any window panes cracked or broken?	
Is there adequate draught proofing on windows and external doors?	
Are any unused areas e.g. cupboards being heated?	
Do you have loading areas with doors left open for vehicle access?	

Building Insulation	
Is there roof insulation?	
Are there any uninsulated cavity walls present?	
Are there any signs of dampness?	
Are windows double-glazed or secondary glazed?	
Are there any air leaks at windows, doors or other openings?	

Employee Awareness	
Is there prominent guidance in place that reminds employees of best practice?	
Is equipment clearly labelled so that employees know how to operate energy saving features in the appropriate manner?	
Do you have any Green Champions?	