

Example energy walk round checklist

Date of energy walk round: <input style="width: 250px; height: 20px;" type="text"/>	Checked	Further action needed y/n
Heating (see page 4)		
Are there staff complaints about the temperature?		
Have heaters/boilers been serviced in the last 12 months?		
Are portable heaters being used?		
Are heaters and air conditioning units operating in the same space?		
How is hot water provided?		
Do all areas have the same heating requirements?		
Is the room thermostat working and set to the correct temperature?		
Are the timers working and on the correct settings?		
Are other heating controls working and on the correct settings?		
Are there obstructions in front of radiators or heaters?		
How are extractor fans controlled (e.g. in toilets)?		
Are windows and doors open when heating or air conditioning is on?		
Are there any cold draughts coming from windows or doors?		
Lighting (see page 7)		
Are lights switched off (is daylight sufficient/room not in use)?		
Are any old large diameter fluorescent tube lights still in use?		
Are lamps, fittings and rooflights clean?		
Are traditional tungsten light bulbs still in use?		
Are light switches arranged conveniently and labelled?		
Is exterior lighting switched off when not needed?		
In the office (see page 10)		
Have computers got built-in energy saving features and are they activated?		
Are computers left on overnight?		
Are monitors switched off when not in use?		
Are photocopiers located in air conditioned areas?		
Are printers and photocopiers left on overnight/at weekends?		
Are vending machines/water coolers left on all the time?		
In the factory/warehouse (see page 12)		
Are pumps/fans/compressed air switched off when the equipment they serve is not in use?		
Do you hear compressed air leaks?		
Are refrigeration units being run efficiently?		