



Non-Domestic Building: Energy Survey Form

Survey details

Date	
Name of surveyor	
Name of company	
Address	
Postcode	
Tel	
Email	

Customer details

Name	
Address	
Postcode	
Tel	
Email	

PHOTOGRAPHS TO BE TAKEN THROUGHOUT SURVEY TO VERIFY ALL RECORDED ELEMENTS

Property details

Address	
Postcode	
Drawings available (y/n)	
Location plan	
Site plan	
General Arrangement floor plans (for each floor)	
General Arrangement elevations & sections	
Construction drawings	
Mechanical & Electrical / Services	
Other (e.g. fire plan)	
Total number of buildings	
Property category	<i>(e.g. office, industrial, education, etc.; if mixed – state each)</i>
Available land within curtilage of property <i>(Mark on sketch / site plan + Photograph)</i>	
Additional notes (property details)	

Building details

Note: For large estates with multiple buildings - this section forward should be completed separately for each building – one for each

Building number	<i>(e.g. 1 of 3, if more than one)</i>
Building use	<i>(e.g. office, shop, warehouse, factory, university, school, leisure centre, etc.)</i>
Building age (year built)	
Building type (archetype)	<i>(e.g. single unit, connected to other buildings, etc.)</i>
Structural form	<i>(e.g. Traditional load bearing walls, panelised timber frame, steel frame, concrete frame, etc.)</i>
Number of floors	
General condition <i>(observations + photographs)</i>	
Areas of concern	<i>(e.g. ACM)</i>
Additional notes (building details)	

Occupancy details

Occupancy type	<i>(e.g. single, multiple)</i>	
Tenure	<i>(e.g. Owner occupier, Tenant)</i>	
Number of occupants	Max:	Avg:
Property occupancy hours		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Variations to occupancy during the year	<i>(e.g. term time 40 weeks pa, shut down 2 weeks pa)</i>	
Additional notes (occupancy)		

Energy supply and management

Note: much of this section could be completed before on-site survey using information on energy bills, where available

Utilities connected / used (name each)	<i>(e.g. electric, gas, oil, biomass, etc.)</i>
Shared connections with other buildings on site?	
Electricity	
Supply (single / 3 phase)	
Location of electric meter	
Type of electric meter <i>(single/dual; standard/smart)</i>	
MPAN	
Billing method & frequency	
Bills available to share (Y/N)	
Tariff – unit cost (£)	
Tariff – standing charge (£) <i>(include frequency of charge)</i>	
Billing method & frequency	
Type of consumer board	
Spare ways on consumer board?	
Sub-metering details	
Additional notes (electric)	

Gas	
Location of gas meter	
Type of gas meter (<i>single/dual; standard/smart</i>)	
MPRN	
Billing method & frequency	
Bills available to share (Y/N)	
Tariff – unit cost (£)	
Tariff – standing charge (£) (<i>include frequency of charge</i>)	
Sub-metering details	
Gas use	(<i>e.g. space heating, DHW, cooking, industrial processes, etc.</i>)
Other: 1	
Other energy type (<i>please state</i>)	
Method of delivery	
Storage method	
Location of storage, if applicable (<i>mark on sketch/site plan + photograph</i>)	
Frequency of deliveries	
Qty of each delivery	
Cost of each delivery	

Other: 2	
Other energy type <i>(please state)</i>	
Method of delivery	
Storage method	
Location of storage, if applicable <i>(mark on sketch/site plan + photograph)</i>	
Frequency of deliveries	
Qty of each delivery	
Cost of each delivery	
Additional notes (gas and other energy sources)	

Heating

Fuel source	<i>(e.g. electric, gas, oil, biomass, etc.)</i>
Type of heating system	<i>(e.g. Gas combi boiler, oil system boiler, air source heat pump – air to water system, direct electric, storage heaters, etc.)</i>
Make & model of system	
Age of system	
System insulation details	<i>(e.g. cylinder jacket, pipe lagging, etc.)</i>
Type of heating controls	<i>(e.g. BMS, Programmer, Timer, etc.)</i>
Make & model of controls	
Age of controls	
Type of emitter(s)	<i>(e.g. radiators, underfloor pipes, etc.)</i>
Age of emitters	
Date of last service	
General condition	
O&M manuals available? (y/n)	
Additional notes (Heating)	

Hot water

Fuel source	
Type of hot water system <i>(If part of heating system, state this and move to ventilation)</i>	<i>(e.g. part of heating system, gas system boiler, oil system boiler, air source heat pump, etc.)</i>
Make & model of system	
Age of system	
Type of hot water controls	<i>(e.g. BMS, Programmer, Timer, etc.)</i>
Make & model of controls	
Age of controls	
Use of hot water	<i>(e.g. sinks, basins, showers, industrial processes, etc.)</i>
Date of last service	
General condition	
O&M manuals available? (y/n)	
Additional notes (hot water)	

Ventilation

Type of ventilation	<i>(e.g. Natural, MEV, MVHR, etc.)</i>
Mechanical ventilation systems / Air handling units	
Make & model of system	
Age of system	
Size of system	
Sub-metred? (y/n)	
Size of motor <i>(where applicable)</i>	
Inverter required (y/n)	
Type of controls	<i>(e.g. BMS, Programmer, Timer, etc.)</i>
Make & model of controls	
Age of controls	
Date of last service	
O&M manuals available? (y/n)	
General condition	
Additional notes (ventilation)	

Lighting

Type of light fittings <i>(If possible, list all types where more than one)</i>	
Sub-metred? (y/n)	
Are fittings surfaced or recessed?	
Age of light fittings <i>(typical)</i>	
Number of light fittings <i>(total if small building or average per room if larger building)</i>	
Height of ceiling	
Type of controls	<i>(e.g. BMS, PIR, On/Off switch, Programmer, Timer, etc.)</i>
Age of controls	
Emergency lighting (y/n)	
Type of emergency lighting	
External lighting (y/n)	
Type of external lighting	
Controls for external lighting	<i>(e.g. BMS, PIR, On/Off switch, Programmer, Timer, etc.)</i>
Additional notes (lighting)	

Renewables – Energy Generation

Solar PV	
Size of system (kWp)	
Type of panels	<i>(e.g. monocrystalline, polycrystalline, PVT, etc.)</i>
Location of panels	<i>(e.g. roof, ground)</i>
Age of panels	
Primary orientation and tilt <i>(degrees from horizontal)</i>	
Shading <i>(Obstructions higher than eaves level, within 80m)</i>	<i>(e.g. neighbouring buildings, trees, etc.)</i>
Type of inverter(s)	<i>(e.g. String, Optimiser, etc.)</i>
Age of inverter(s)	
Grid connected / standalone	
Where does the electricity go?	<i>(e.g. used in building, stored in battery & used in building, straight to grid)</i>
Additional notes (PV)	

Solar Thermal	
Size of system	
Type of system	<i>(e.g. vacuum tubes, flat panels, PVT, etc.)</i>
Components of system	<i>(e.g. panels, storage tank, etc.)</i>
Age of system	
Location of collectors	<i>(e.g. roof, external wall, etc.)</i>
Primary orientation and tilt <i>(degrees from horizontal)</i>	
Shading <i>(Obstructions higher than eaves level, within 80m)</i>	<i>(e.g. neighbouring buildings, trees, etc.)</i>
Use of hot water	
Additional notes (solar thermal)	

Other renewable energy: 1	
Other renewable energy type <i>(please state)</i>	
Size / capacity	
Components	
Age	
Location	
End use	
Additional notes (Other 1)	
Other renewable energy: 2	
Other renewable energy type <i>(please state)</i>	
Size / capacity	
Components	
Age	
Location	
End use	
Additional notes (Other 2)	

Other renewable energy: 3	
Other renewable energy type <i>(please state)</i>	
Size / capacity	
Components	
Age	
Location	
End use	
Additional notes (Other 3)	
Other renewable energy: 4	
Other renewable energy type <i>(please state)</i>	
Size / capacity	
Components	
Age	
Location	
End use	
Additional notes (Other 4)	

Energy storage

Electricity storage	
Type of storage	<i>(e.g. Lithium battery, Fuel cell, etc.)</i>
Capacity of storage (kWh)	
Number of storage units	
Make & model of storage units	
Age of storage units	
Grid connected (y/n)	
Additional notes (electricity storage)	
Thermal storage	
Type of storage	
Capacity of storage	
Number of storage units	
Make & model of storage units	
Age of storage units	
Additional notes (thermal storage)	

Electric transport charging

Electric Vehicles (EV)	
Are there EV charging facilities on site (y/n)	
When were they installed?	
Where are these located?	
How many are there?	
What type are they?	<i>(e.g. Standard, Smart, etc.)</i>
What is their capacity? (kW)	<i>(e.g. 3.6 kW, 7 kW, 22 kW, 50 kW, etc.)</i>
What connectors do they have?	<i>(e.g. Type 1, CCS1, Type 2, CCS2, CHAdeMO, Tesla, etc.)</i>
How many EV's use the charging facilities on a typical day?	
Is the demand (amount of charge) for each EV known?	
Are there enough EV charging facilities to meet demand (number of EV's)?	
Additional notes (EV)	

Electric Bicycles (E-bike)	
Are there E-bike charging facilities on site (y/n)	
When were they installed?	
Where are these located?	
How many are there?	
What type are they?	
What is their capacity?	
What connectors do they have?	
How many E-bike's use the charging facilities on a typical day?	
Is the demand (amount of charge) for each E-bike known?	
Are there enough E-bike charging facilities to meet demand (number of E-bike's)?	
Additional notes (E-bike)	

Roof

Roof type	<i>(e.g. Gable, hip, lean to, flat, curved, etc.)</i>
Roof structure / Truss type	<i>(e.g. Cut, Truss – common, attic, bow, etc.)</i>
Roof pitch (degrees)	
Roof finish – external material	<i>(e.g. concrete tiles, clay tiles, vinyl membrane, metal standing seam, etc.)</i>
Roof finish – internal ceiling material	<i>(e.g. plasterboard/plaster, ceiling tiles, etc.)</i>
Insulation type/material	<i>(e.g. Mineral/glass wool, Cellulose, Sheeps-wool, Hemp, EPS, Phenolic, PIR, Wood fibre, Wood-wool, Cork, etc.)</i>
Location of insulation	<i>(e.g. pitch – under tiles/cladding, ceiling level, etc.)</i>
Insulation thickness (mm)	
Age of insulation	
Reason for insulation installation	<i>(e.g. as-built, part of upgrade, etc.)</i>
Access constraints – external	
Access constraints – internal	
Use of internal roof space (if any)	

<p>Condition <i>(of roof, soffits, fascias, verges, gutters/downpipes, and insulation)</i></p>	
<p>Rooflights <i>(if yes, % ratio to roof area, and condition)</i></p>	
<p>Additional notes (roof)</p>	

Walls

External wall type <i>(List all types where more than one)</i>	<i>(e.g. solid, cavity, cladding, curtain wall, etc.)</i>
External wall finish – outside (material) <i>(List all types where more than one)</i>	<i>(e.g. brick, stone, render, metal cladding, tile cladding, glass, etc.)</i>
External wall finish – inside (material) <i>(List all types where more than one)</i>	<i>(e.g. plaster and paint, wallpaper, block, etc.)</i>
Wall thickness (mm)	
Insulation type/material <i>(n/a if no insulation in walls)</i>	<i>(e.g. Mineral/glass wool, Cellulose, Sheeps-wool, Hemp, EPS, Phenolic, PIR, Wood fibre, Wood-wool, Cork, etc.)</i>
Location of insulation	<i>(e.g. cavity, external solid wall, internal solid wall, between structural frame, etc.)</i>
Insulation thickness (mm)	
Age of insulation	
Reason for insulation installation	<i>(e.g. as-built, part of upgrade, etc.)</i>
Access constraints – external	
Access constraints – internal	
Condition <i>(of walls and insulation)</i>	

Additional notes (walls)

Opening: windows and doors

Type - Frames	
Type – glazing (single/double)	
Approximate % of external walls	
Age of windows	
Age of doors	
Condition of windows	
Condition of doors	

Additional notes (openings)

Floors

Ground floor type	
Intermediate floor(s) type	
Insulation type/material <i>(n/a if no insulation in floor)</i>	
Location of insulation	
Insulation thickness (mm)	
Age of insulation	
Reason for insulation installation	<i>(e.g. as-built, part of upgrade, etc.)</i>
Access constraints – external	
Condition <i>(of walls and insulation)</i>	
Additional notes (floors)	

