

# PRE-START DATA COLLECTION with PLANS



In order to produce an accurate Energy Performance Certificate all of the following questions will need to be answered including 'no' or 'don't know' if applicable and the requested documentation supplied.

If you have already completed a Quotation Request form then the answers provided on that must be reflected below. This means that if any of the information previously stated as being available is not now available, the EPC can still be produced but at an increased cost as further research and evidence gathering will be required by our Energy Assessor. We will contact you about this before proceeding.

This information is required to ensure that the energy rating is accurate and in some cases lower.

**If you need any help in completing this form please contact our Energy Assessor on 07983 246685**

<b>Customer Details</b>	
Customer name:-	
Customer Address:-	
Customer contact for EPC:-	
Tel. No.:-	
e-mail:-	
Date:-	

<b>Building General Information</b>	
Site address (If different from above)	
Building type (e.g. office/shop/factory)	

Age of construction (inc. modifications)	
Reason for EPC (e.g. sold/let/modified)	
When is EPC required by	
Is it occupied and is entire property accessible	
Is EPC for whole or part of the building	
Number of floors	
Number of rooms	
Total floor area (m <sup>2</sup> )	
Are any building maintenance and/or service manuals or inspection reports available. We may request to look at these so they must be readily available.	

<b>Building Geometry</b>	
Dimensions of all internal areas will be required along with areas of external glazing and external doors. Please provide copies of detailed drawings showing this information.	
Are any photographs of the building available, if yes please provide copies.	
Orientation (ETN) of one face of the building, if known.	

<b>Building construction</b>	
Floor construction including insulation type and thickness if not already detailed on the building drawings.	

<p>Describe the construction of the external walls if not already detailed on the building drawings. e.g. Thickness, base material, insulation type and thickness if present etc,.</p>	
<p>Internal wall construction if not already detailed on the building drawings. Construction of internal glazing and doors is not required. Only fixed walls need be considered, moveable 'partition' walls can be ignored.</p>	
<p>Roof construction including insulation type and thickness if not already detailed on the building drawings. Include details of any glazing in the roof.</p>	
<p>External glazing specification if not already detailed on the building drawings.  Quantity and location  Single/double/triple glazed  Glass thickness and gaps  Wood/aluminium/PVC/steel frames  Air/Argon/other filled  Special coatings</p>	

<p>External door specifications if not already detailed on the building drawings.  Quantity and location  Personnel/vehicle/fire  Material, glazing inc area</p>	
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<p><b>Heating, Ventilation &amp; Air Conditioning (HVAC)</b></p>	
<p>Description of the heating system within the building to include:-  Fuel type; shared with other locations or dedicated; make and model; does it qualify for ECA's; is it post 1998.  Is it a heat pump, if yes then specify heat source.  Is it a combined heat and power system.  Method of heat distribution e.g. ducts &amp; fans, radiators etc.,  seasonal energy efficiency (if known)</p>	
<p>Is an air conditioning or cooling system present. Describe the system including:-  Which areas does it effect; fuel; make and model; air/water cooling; power (kw); does it qualify for ECA's.  Seasonal energy efficiency (if known)</p>	

<p>Description of the hot water system if present including:- Same system as heating; Fuel; make &amp; model; storage type; Combi type; local instant heaters. Taps in which areas</p>	
<p>Is Mechanical Ventilation present. Local extraction fans, location and quantity. Whole building system, briefly describe. Heat recovery system, briefly describe.</p>	
<p>Control of HVAC systems. For each system above describe the method of control. e.g. computerised programming, digital programming, manual; switching, local room controls, local room thermostats. e.g. do wet radiators have Thermostatic Radiator Valves.</p>	
<p>Any heating, ventilation or air conditioning manuals relevant to that within the building. We may request to look at these so they must be readily available.</p>	
<p>Any heating, ventilation or air conditioning control equipment manuals. We may request to look at these so they must be readily available.</p>	
<p>Location of heating, ventilation and/or air conditioning plant. Is it safe to access the plant</p>	

<b>Lighting</b>	
Describe the light system present within each room, this is the type of 'bulb' being used. Quantity and power are not required.	
Describe the method of switching each light system. e.g. manual, timed, photoelectric cell, etc,.	

<b>Miscellaneous</b>	
Please inform us of any additional information you feel we may require or need to be aware of: e.g. Solar panels, photovoltaic cells, wind turbines, etc,.	

<b>EPC Report type required</b>	
1) E-mail with electronic PDF output and lodgement number	
2) Hard copy report in bound folder + (1) above	
3) As (2) above plus a meeting to discuss the results and recommendations report with advice on how to reduce the rating.	

All information that you are providing will need to be available at our office 2 working days prior to the agreed site visit. We will contact you to arrange this.

Additional costs may be added if it is found that any errors, misrepresentation or omissions in the information provided have caused additional time to be used in the production of the EPC.

**If you need any help in completing this form please**

**do not hesitate to contact our Energy Assessor,**

John Nisbet on 07983 246685

