Example energy walk round checklist

Date of energy walk round:		Checked	Further action needed y/n
Heating			
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			
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			
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?			
Refrigeration			
Ensure that insulating covers and blinds are used as intended			
Ensure that lighting in cabinets is switched off outside trading hours			
Ensure the chiller doors are kept shut and that staff working practices support this			
Check that systems have the correct amount of refrigerant and that refrigeration is maintained regularly			
Ensure door seals are clean and free from damage			