

## 361 Community Energy Business Audit Check Sheet

This simple energy audit can be conducted by SME's to help identify opportunities to save money and carbon.

Heating, Hot water & Ventilation	YES Good work!	NO Needs Attention
Is hot water set to 60C (must be at least this for legionella)?		
Are windows closed when the heating is on?		
Thermostats set to between 19C and set lower in area such as corridors?		
Are programmers correctly set – check times and holiday settings?		
Do radiators have TRV's and radiator reflector foil?		
AC is not set lower than 24C and tuned off when not in use?		
Is pipework insulated?		
<b>Office Equipment</b>		
Are radiators free from furniture and obstruction?		
Is equipment A rated?		
Are energy saving settings enabled?		
Conference and video calling enabled?		
Are IT equipment/ photocopiers shut down when not in use?		
<b>Kitchen Equipment</b>		
Are items such as microwaves and switched off at the plug overnight?		
Are timers fitted to devices?		
Is equipment labelled with minimum warm up times?		
Is correctly sized equipment used?		
<b>Refrigeration</b>		
Are the seals on refrigerated areas/equipment in good condition?		
Doors to refrigerated areas are being kept closed?		
Is equipment well maintained e.g. condensers and evaporator coils clean/ dust-free?		
<b>Lighting</b>		
Are lights turned off when not in use/ after hours?		
Are LEDs fitted?		
Are there areas where lighting levels can be reduced or PIR's fitted?		
<b>Building Fabric</b>		
Are loft areas insulated up to 30cm?		
Are all windows double glazed (where conservation secondary glazing)?		
Are walls insulated?		
Are floors insulated?		
Draught proofing/ curtains fitted to doors and windows		
<b>Monitoring</b>		
Is someone responsible for monitoring meter reading and energy bills?		
Are energy bills reviewed on at least a monthly basis?		
<b>Staff</b>		
Is there a nominated energy champion or team?		
Are staff made aware of energy saving actions e.g. inductions, switch it off posters?		
Are energy/ carbon footprint updates and actions discussed at team meetings?		
<b>Customer / Guest Behaviour</b>		
Are customers given information on how to save energy?		

For help with your carbon footprint and actions towards net zero get in touch with us:

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[www.361energy.org](http://www.361energy.org)