



Energy Assessment Checklist

Thomas Harbour
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Assessment Date Thu, 27 Mar 2025

Building Unit 17-18

Location Borers Yard, Borers Arms Road, Copthorne, West Sussex, RH10 3LH

Owner Harbour Holdings

Lighting	Check Completed	Observation	Areas for Improvement
Are there areas of over-lighting or under-lighting?	Yes	No	
Are there any unused areas being lit?	Yes	No unused areas being lit	
Are any external lights on during daylight hours?	Yes	All external lights are off during daylight hours	
Are there any areas that have fluorescent/incandescent/halogen lightbulbs?	Yes	No	
Can lights be switched off to make use of daylight? (e.g. lights parallel to windows or in corridors)	Yes	Lights can all be controlled in areas where there is sufficient natural light	
If space is intermittently occupied (e.g. store rooms, toilets, kitchen areas, copying rooms, corridors) is there scope for automatic lighting controls?	Yes	No automatic light controls in kitchen, store room and one toilet	Automatic lighting controls could be utilised
Are windows and skylights regularly cleaned and maintained?	Yes	Yes	

Heating, ventilation, and air-conditioning (HVAC) equipment	Check Completed	Observation	Areas for Improvement
What is the age and condition of your boiler or other heat source? Would it be beneficial to upgrade?	Yes	A rated boiler serviced annually	
Is the system regularly serviced/maintained?	Yes	Yes	
Is the boiler and associated pipework well insulated?	Yes	Yes	
Are radiators fitted with thermostatic radiator valves (TRVS)?	Yes	Yes	
Have variable speed drives been fitted where possible?	Yes	Yes	
Are all heat emitters such as radiators, fan units and storage heaters unobstructed (for example, are filters and grills clean, and is furniture clear of radiators)?	Yes	Yes	



Heating, ventilation, and air-conditioning (HVAC) equipment	Check Completed	Observation	Areas for Improvement
Are there any areas of over or under heating?	Yes	No	
Are any staff supplementing the heating with electric heaters?	Yes	No	
Are thermostatic controls placed in sensible places (not in direct sunlight/behind furniture, etc)?	Yes	Yes	
Have timers been set to match the hours of occupancy?	Yes	Yes	
Have heating and ventilation controls been set to provide a dead-band?	Yes	Yes	
Is there a risk of heating and cooling operating in the same area?	Yes	No	
Are any unoccupied areas being heated?	Yes	No	
Are windows and doors often left open in air-conditioned spaces?	Yes	No	
Does your building have heated high-bay spaces?	Yes	No	
Are ventilation fans and motors as efficient as possible?	Yes	Yes	
Does extract ventilation run when not needed?	Yes	Only when needed	
Are ventilation fans properly maintained and cleaned?	Yes	Yes	
Is exhaust-air heat recovery installed?	N/A		
Are air flow rates effectively controlled (for example, variable speed drives rather than manual dampers)?	Yes		
Does the building have ventilation and air-conditioning systems in place?	Yes	Adequate ventilation system in place in kitchen, store room and toilets	
Is the air-conditioning used below 24°C?	N/A		
Are air-conditioned spaces thermally separated from spaces that are not air-conditioned?	N/A		
Are windows left open in air-conditioned spaces?	N/A		

Water	Check Completed	Observation	Areas for Improvement
Is there any evidence of water leaks? (e.g. wet pathways on a dry day).	Yes	No	
Are taps left running? Are there any dripping taps?	Yes	No	



Water	Check Completed	Observation	Areas for Improvement
Are hot water heater timers set correctly?	Yes	Yes	
What is the age and condition of water heating equipment?	Yes	Age unknown, good condition	

Building Insulation	Check Completed	Observation	Areas for Improvement
Is there roof insulation?	N/A		
Are there any uninsulated cavity walls?	Yes	No	
Are there signs of dampness anywhere?	Yes	No	
Are windows at least double-glazed or secondary glazed?	Yes	Double glazed window throughout	
Are there any air leaks at windows and doors or other openings?	Yes	No	

Equipment	Check Completed	Observation	Areas for Improvement
Is your equipment as new and energy efficient as possible?	Yes	Yes	
Does all IT equipment have energy saving features enabled?	Yes	Yes	
Are computers, printers, photocopiers and other equipment switched off at the end of the day?	Yes	Yes	
Can any equipment be switched on later and switched off earlier?	Yes	Yes	Kitchen equipment and cash till system can be shut down earlier
Can screens and other equipment be switched off during the day?	Yes	Yes	
Is the office fridge/freezer defrosted regularly?	Yes	Freezer defrosted annually	

Additional Checks

Are there additional assessment checks to be considered?

No

Assessment Summary**Attach relevant documents**

Document Description	Attachment

On-site Inspection Photos**Signature of Assessor**

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