



Conversion Checklist

To enable us to complete your energy assessment we will require:

- 1)** A completed Checklist
- 2)** Building Regulation plans with dimensions and construction notes (scale 1:100, 1:50)
- 3)** Window schedule (if available)
- 4)** Site layout and location plan showing orientation

PROJECT DETAILS:

Site address:

Postcode: _____

Client/Company name and address:

Postcode: _____

Agent's name and address (if applicable):

CONTACT DETAILS:

Whom should we contact if there are any queries about the SAP Calculation?

Company Name: _____

Contact Name: _____

Telephone: _____

Email: _____

TIMESCALE:

Has this project already been submitted to Building Control? yes/no

Date: _____

Estimated completion date of build: _____

Energy Performance Certificate required? _____

PAYMENT DETAILS:

Cheque enclosed: _____ Name on cheque _____

BACS transaction: _____ BACS reference _____

BACS date and amount: _____

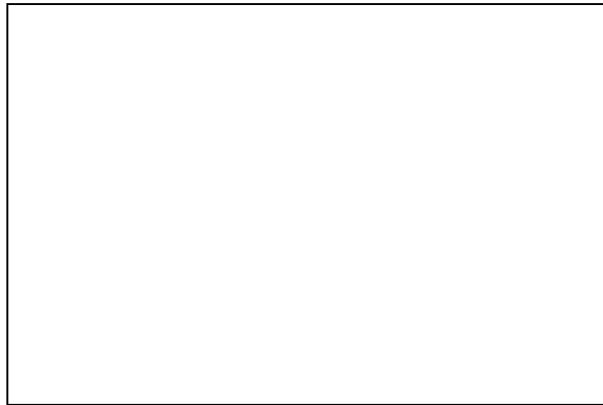
(Abbey Bank sort code: 09-06-66. Energy Saving Expert Ltd account: 42921131)

Please provide the following information if not included on the Building Regulation plans, describe or sketch the structure:

New Structures

1. New Floor construction:

Floor covering (e.g. screed)
Insulation type
Insulation thickness
Floor type (e.g. Block & Beam)




2. New Main wall structure:

Outer Skin (e.g. brick)
Cavity size
Insulation type
Insulation thickness
Inner skin (e.g. Celcon solar block)
Plasterboard



3. New Roof construction:

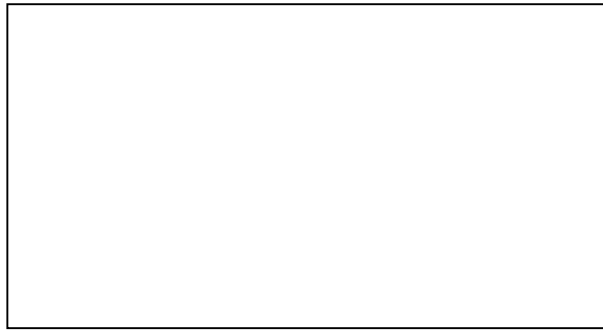
Habitable area in roof space?
Warm Roof / Cold Roof
Cavity size
Insulation type
Insulation thickness
Insulation at flat ceiling level



Existing/Upgraded Structures

4. Floor construction:

Floor covering (e.g. screed)
Insulation type
Insulation thickness
Floor type (e.g. Block & Beam)

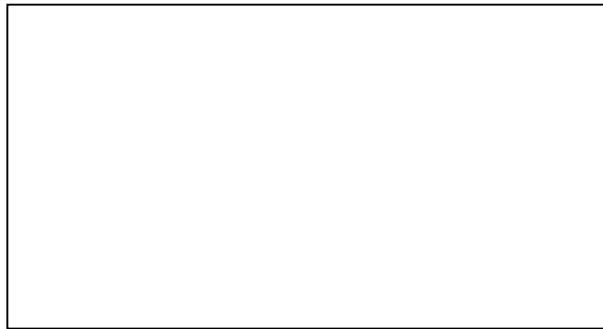


Please provide details of
Any proposed Improvements:



5. Other floor type:

Floor covering (e.g. screed)
Insulation type
Insulation thickness
Floor type (e.g. Block & Beam)

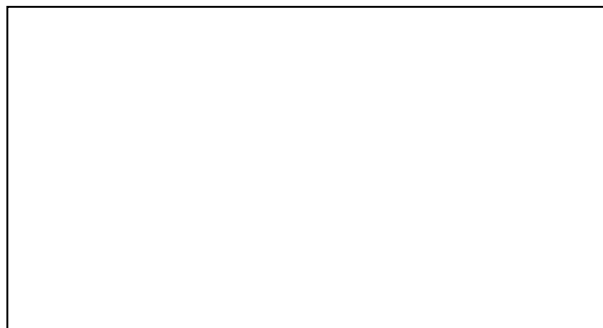


Please provide details of
Any proposed Improvements:



6. Main wall structure:

Outer Skin (e.g. brick)
Cavity size
Insulation type
Insulation thickness
Inner skin (e.g. Celcon solar block)
Plasterboard



Please provide details of
Any proposed Improvements:



7. Secondary wall type: (e.g.stud walls, wall between garage and dwelling, dormer cheeks)

Outer Skin (e.g. brick)
Cavity size
Insulation type
Insulation thickness
Inner skin (e.g. Celcon solar block)
Plasterboard on dabs

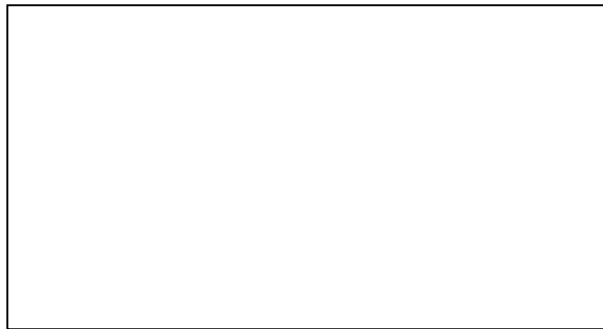


Please provide details of
Any proposed Improvements:



8. Roof construction:

Habitable area in roof space?
Warm Roof / Cold Roof
Cavity size
Insulation type
Insulation thickness
Insulation at flat ceiling level



Please provide details of
Any proposed Improvements:



9. Other Roof type:

Habitable area in the roof space?
Warm Roof / Cold Roof
Cavity size
Insulation type
Insulation thickness
Insulation at flat ceiling level



Please provide details of
Any proposed Improvements:



10. Glazing: please tick all that apply:

Air gap:			
6mm	Double	Low E 'soft coat'	Metal
12mm			
16mm	Triple	Low E 'hard coat'	Timber
16mm +		Argon filled	PVCu

11. External doors:

Front:	solid	half glazed	fully glazed
Side:	solid	half glazed	fully glazed
Rear:	solid	half glazed	fully glazed

12. Ventilation:

Number of low energy extraction fans: _____

Number of standard extraction fans: _____

Whole House Mechanical ventilation system: Yes / No

Heat recovery system: Yes / No

Manufacturer:

Product Name/Details:

13. Main heating system:

Fuel: _____ Model: _____

Manufacturer:

Combi boiler: Yes / No % efficiency: _____

Floor mounted: Wall mounted:

Radiators: Underfloor Heating:

Ground / Air Source heat pump? Yes / No If yes, please see section 18.

14. Heating control details: please tick all that are applicable:

Programmer:

Zone control:

Room stat:

Load compensator:

Thermostatic Radiator valves:

Interlock:

Other:

15. Secondary heating:

Type: _____ Fuel: _____

Hetas Approved:

16. Electric tariff:

Standard: economy 7: 10 hour tariff: 24 hour tariff:

Other: _____

17. Hot water:

Is it from the central heating boiler? Yes / No

If no, what system is used for water heating?

18. Cylinder:

Capacity (litres)

Insulation thickness (mm)

Unventilated Yes / No

19. Lighting:

Total number of standard light fittings:

Total number of low 'E' lights:

Total number of external lights:

20. Air Test:

Projected air permeability rate

21. Building Control:

Is this project monitored by an Approved Inspector? Yes / No

Contact details:

22. Renewable Technology:

a) Solar Panels

Area of panels: m² (gross or net)

Orientation: N / NE / E / SE / S / SW / W / NW

Connected to hot water tank? Yes / No

Other details if known e.g. collector efficiency, heat loss efficiency:

b) Photovoltaic Panels

Installed Peak Power (kWp)

Orientation: N / NE / E / SE / S / SW / W / NW

c) Micro Wind turbines

Total Number

Diameter (cm)

Height above ground (m)

d) Is a Heat pump being installed? Yes / No

Heat Source: Ground Water Air

System: Radiators Under floor Both

Other details:

Should you require any assistance with this Checklist please contact us at;

mike@energy-saving-expert.co.uk

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When completed, send to:

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