

# BUILDING SURVEY FORM

SAP Calculations for Extensions & Conservatories

Existing Property Address;

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.....  
.....  
.....  
.....

Postcode.....



(Please complete as many questions as possible)

1. Age of existing building?

.....

2. Age of existing extensions built after original building?

.....

3. Wall type construction of existing house?

.....

4. Approximate wall thickness?

.....mm

5. Existing Glazing details?

Type of glazing (i.e. single glazed).....

Type of frame (i.e. Timber).....

7. Total number of fixed internal light fittings?.....

Total number of Low Energy Light Fittings?.....

8. Fixed External Lighting?

Yes No

Is the external lighting low energy?

Yes No

6. Orientation of front door?

North

North/East

East

South/East

South

South/West

West

North/West

9. Type of main heating system?.....

10. Details of Main space heating and controls?.....

Date heating system was installed?(VERY IMPORTANT).....

Heating system make & model number (VERY IMPORTANT).....

.....

Heating controls (i.e. Room stats, TRV's).....

.....

Is the boiler in a heated space? Yes No

Type of hot water system? (i.e. from the primary heating system).....

.....



PLEASE INDICATE HOW YOU WANT YOUR RESULTS ISSUED & WHO TO BE SUBMITTED TO (Please Circle):

Issued in

Hardcopy (paper)                      PDF format emailed                      or                      Posted on Disc

Submitted to\*

Client                      Architect                      M&E Engineer                      Building Control                      Approved Inspector

If submitted to Building Control or Approved Inspector which Local Authority or App. Inspec?

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**\* Our fees only allow for one hardcopy to be issued to one recipient. (emailed free of charge) Additional copies will be charged at standard rate of £10.00 per report on top of our initial fees.**

## Important Notes

1. Please complete the survey form as much as possible, if you have any questions please don't hesitate to contact the office
2. Please enclose full to scale drawings of all plans, elevations, sections, building regulations notes and all manufactures information of any special elements
3. Should the building specification change from our initial assessment, we strongly advise that you contact us to discuss how it will impact the final calculation.
4. Once your project is complete you will need to contact us for an "As Built" Calculation & "On Construction" Energy Performance Certificate. (At this time you will need to provide us with additional information such as Pressure Test Certificates – Contact us at this time to discuss exactly what we need)
5. We offer additional services such as SBEM calculations, Energy statements and Code for Sustainable Homes Assessments.
6. Our payment terms as **strictly by return** as noted on our invoice. Any deviation can result in late fee charges.
7. Private clients must pay upfront when submitting this survey form.

## Survey Checklist

- Completed Survey Form
- Drawings – Plans, Sections, Elevations of existing building and proposed extension or conservatory.
- Payment – Private Clients only