

# BUILDING SURVEY FORM

New Build SBEM Calculations

&

Commercial “On Construction” Energy Performance Certificates

(Please note for any EPC to be lodged we must also have a signed declaration form)

Proposed Property Address;

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

Postcode.....

(This will be address shown on the final “On Construction” EPC)



(Please complete as many questions as possible)

**1. General Details:**

Site address:

\_\_\_\_\_

Postcode: \_\_\_\_\_

**2. Sector:**

Education / Health / Hotels / Industrial / Leisure / Office / Retail Please Tick One

**3. Accredited/Robust Details or similar**

Is the property built to according to accredited construction details or similar? Yes / No  
Please provide further information to confirm this. (Design details etc)

**4. Air Test:**

If Design Stage SBEM - Projected air permeability rate:.....m3/hm2(@50Pa)\*

If As Built SBEM:

Air permeability rate:..... m3/hm2(@50Pa)\*

As built ref:\*

As built test date:\*

Please include copy of the certificate.

**3. Construction Details - use another sheet if necessary.**

**3.1 Ground Floor construction:**

Floor covering type & thickness (mm)  
Insulation type & thickness  
Floor type (e.g. Block & Beam)  
U value aiming to achieve?  
(Please provide as much detail as possible)

**3.2 Other floor type:**

Floor covering type & thickness (mm)  
Insulation type & thickness  
Floor type (e.g. Block & Beam)  
U value aiming to achieve?  
(Please provide as much detail as possible)

**3.3 External wall structure 1:**

Wall type (e.g Cavity, Curtain, Solid etc)  
Outer skin (e.g metal cladding system)  
Insulation type & thickness (mm)  
Inner skin (e.g. Celcon solar block etc)  
U value aiming to achieve?  
(Please provide as much detail as possible)

**3.4 External wall structure 2:**

Wall type (e.g Cavity, Curtain, Solid etc)  
Outer skin (e.g metal cladding system)  
Insulation type & thickness (mm)  
Inner skin (e.g. Celcon solar block etc)  
U value aiming to achieve?

(Please provide as much detail  
as possible)

**3.5 External wall structure 3:**

Wall type (e.g Cavity, Curtain, Solid etc)  
Outer skin (e.g metal cladding system)  
Insulation type & thickness (mm)  
Inner skin (e.g. Celcon solar block etc)  
U value aiming to achieve?

(Please provide as much detail  
as possible)

**3.6 Internal wall type 1:** (e.g.stud walls, party walls etc.)

Wall type Cavity  
Insulation type & thickness (mm)  
Plasterboard etc  
U value aiming to achieve?

(Please provide as much detail  
as possible)

**3.7 Internal wall type 2:** (e.g.stud walls, party walls etc.)

Wall type Cavity  
Insulation type & thickness (mm)  
Plasterboard etc  
U value aiming to achieve?

(Please provide as much detail as possible)

**3.8 Main Roof Construction:**

Flat Roof, Non Structural cladding,  
Pitched Roof,  
Roof with Insulation in plane of slope  
Insulation type & thickness (mm)  
Roof covering type  
Roof pitch  
U value aiming to achieve?

(Please provide as much detail as possible)

**3.9 Other Roof type:**

Flat Roof, Non Structural cladding,  
 Pitched Roof,  
 Roof with Insulation in plane of slope  
 Insulation type & thickness (mm)  
 Roof covering type  
 Roof pitch  
 U value aiming to achieve?

(Please provide as much detail as possible)

**4. External doors:** Please tick all that apply:

Personnel doors type 1.	Solid Half glazed	Fully glazed Material
Personnel doors type 2.	Solid Half glazed	Fully glazed Material
Personnel doors type 3.	Solid Half glazed	Fully glazed Material
Vehicle/cargo doors type 1.	Insulated Material	
Vehicle/cargo doors type 2.	Insulated Material	

**5. Windows & Rooflights:**

Window Manufacturer & Product Name/Details:

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Please tick all that apply:

Air gap:	6mm	12mm	16mm	16mm +	
Glazing:	Double	Triple	Argon filled	Tinted Low E	
Frame material:	Metal	PVC	Aluminum	Softwood	Hardwood

Rooflight Manufacturer & Product Name/Details:

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Please tick all that apply:

Rooflights type:	Barrel	Vault Dome	In plane	Panel	Pyramid
Air gap:	6mm	12mm	16mm	16mm +	
Glazing: Double	Triple	Argon filled	Tinted Low E		
Frame material:	Metal	PVC Aluminum	Timber	No frame	

**6. Ventilation:**

Natural Y/N                      Mechanical Y/N                      If Mechanical please complete below if known:

Manufacturer & Product Name/Details:

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Specific Fan Power (W/l/s)\* \_\_\_\_\_

Heat Recovery present Y/N

Is it: Heat pipes                      /Plate heat exchanger/                      Run around coil /Thermal wheel

Heat Recovery Seasonal Efficiency\* \_\_\_\_\_

**7. Extract:**

Natural Y/N Mechanical Y/N If Mechanical please complete below if known:

Manufacturer & Product Name/Details:  

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Extract serving multiple rooms Y/N

Extract serving single room Y/N

Local mechanical exhaust l/s.m2\* \_\_\_\_\_

Exhaust specific fan power W/l/s\* \_\_\_\_\_

**8. Main Heating System Type:****Heating Source (Please circle one source and one fuel type):**

Low temp hot water boiler Gas /Oil /Electric /Other (please state what)

Medium temp hot water boiler Gas /Oil /Electric /Other (please state what)

High temp hot water boiler Gas /Oil /Electric /Other (please state what)

Electric direct or storage heater

Air source heat pump Gas /Oil /Electric /Other (please state what)

Ground/water source heat pump Gas /Oil /Electric /Other (please state what)

District heating

Radiant Heater Gas /Oil /Electric /Other (please state what)

Air Heater Gas /Oil /Electric /Other (please state what)

**Heating Only with the above heat sources (Please circle one):**

Radiators /Convectors /Floor Heating /Air Distribution

Flued or Unflued or Multiburner Radiant Heater

Flued or Unflued Forced Convection Air Heaters

Manufacturer & Product Name/Details:  

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**Heating and Cooling with the above heat sources (Please circle one):**

Single or Dual Duct or Indoor Packaged Cabinet VAV

Fan Coil System

Induction System

Constant Volume System - Fixed fresh air rate or Variable fresh air rate

Multizone hot deck/cold deck

Terminal Reheat

Dual Duct Constant Volume

Chilled Ceilings or Passive Chilled Beams or Active Chilled Beams

Water Loop Heat Pump

Split or Multi Split System

Single Room Cooling System

Manufacturer & Product Name/Details:  

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**Cooling System type (Please circle one):**

Air or Water or Remote condenser Chiller or Heat Pump

Chiller kW Up to 100kW/ 101 to 500kW/501 to 750kW/ 751 to 3.5MW

Cooling System Fuel: Gas /Oil /Electric /Other (please state what)

If secondary heating present please provide details below using the definitions noted for Main heating system.

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### 9. Heating/Cooling Control & Adjustment Details:

Please tick all that are applicable, if present :

Variable Speed Pump present Y/N

Is it on ECA list after 2001 Y/N

Effective Seasonal Efficiency\*

Auxilliary Energy (for Fanned Warm Air Heaters only)\*

#### For Heating & Cooling Systems only:

Generator Seasonal Efficiency Ratio\*

Generator Nominal Efficiency Ratio\*

Mixed Mode Y/N

Heat Recovery\*

#### System Adjustment (Please circle one):

Ductwork meet CEN Leakage standard –

Class A/ Class B/ Worse than Class A

AHU meets CEN leakage standard -

Class L1/ Class L2/ Class L3/ Worse than Class L3

Duct work and AHU Leakage ratio\*

Specific Fan Power W/l/s\*

#### Controls (Please tick one)

M&T with alarm for out of range values

Central Time Control

Optimum Start/Stop Control

Local Time Control

Local Temp Control

Weather Compensation Control

### 10. Hot Water Provision: (Please tick one)

Dedicated Hot Water Boiler

Heat Pump

Instantaneous Combi

Instantaneous Hot Water Only

Stand Alone Water Heater

Using Central Heating Boiler

Fuel Type: Gas / Oil / Electric / Other (please state what)

Effective Heat Generating Seasonal Efficiency\*

Is it a Storage system Y/N

If yes either Storage volume (litres)\* Or Storage Losses MJ/month\*

Secondary Circulation present Y/N

**11. Lighting:** (Please tick all that apply)

Lighting Type:            T5 /    T8 /    CFL / High Pressure Mercury /High Pressure  
                                 Sodium /            Metal Halide / Fluorescent other

Total Watts per lamp type, including any ballast\*:

Design Lux per room type\*:

**12. Renewable Technology:****a) Solar Panels**

Area of panels: m2 (gross or net)\*

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

Inclination 0 / 15 / 30 / 45 / 60 / 75 / 90

Manufacturer & Product Name/Details:

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**b) Photovoltaic Panels**

Area of panels: m2 (gross or net)\* Installed Peak Power (kWp)\*

PV Cell Type: Amorphous / Monocrystalline / Polycrystalline / Other Thin Films

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

Inclination 0 / 15 / 30 / 45 / 60 / 75 / 90

Manufacturer & Product Name/Details:

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**c) Wind turbines**

Total Number

Horizontal Axis Diameter(m)\*

Hub Height above ground(m)\*

Swept Area (m2)\*

Power (kW)\*

Terrain Type: Farm land /Smooth Flat Country /Suburban or industrial

/Urban average building height over 15m

Manufacturer & Product Name/Details:

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## Important Notes

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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 for businesses are **strictly by return** as noted on our invoice, any deviation will result in late fee charges.
7. Private clients must pay upfront when submitting this survey form.

## Checklist

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- Completed Survey Form
- To scale drawings – Plans, Sections, Elevations
- Payment if Private client (Please enclose appropriate fee we this survey form)
- Signed declaration form – (only needed when lodging EPC's)