## **\\LD-FS01-VM\Data\Marketing and Comms\Marketing\BRAND, AD & RESEARCH\BRAND\Key brand assets\Master Logo Library NEW\Carbon_Trust_Logos\BOLD type CT logos\English\CT_SCREEN\CT_Logo_White.png**C:\Users\andrea.dahlen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\START2ACT logo.png**Walk-around checklist**

Date of energy walk-around: \_\_\_\_\_\_\_\_\_\_\_\_\_

****Walk-around completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Heating / cooling** | **Checked ✓** | **Further action needed?** |
| Are there staff complaints about the temperature? |  |  |
| Have heaters/boilers/air conditioners been serviced in the last 12 months? |  |  |
| Are portable heaters/fans being used? |  |  |
| Are heaters and air conditioning units operating in the same space? |  |  |
| If hot water is provided, is it being wasted (such as dripping taps, or leaking urns)? |  |  |
| Do all areas have the same heating/cooling requirements? |  |  |
| Is the room thermostat working and set to the correct temperature? |  |  |
| Are the heating/cooling timers working and on the correct settings? |  |  |
| Are other heating/cooling controls working and on the correct settings? |  |  |
| Are there obstructions in front of radiators, heaters or air conditioning units? |  |  |
| How are extractor fans controlled (e.g. in toilets)? |  |  |
| Are windows and doors open when heating or air conditioning is on? |  |  |
| Are there any cold draughts coming from windows or doors? |  |  |
| **Lighting** | **Checked**  **✓** | **Further action needed?** |
| Are lights switched off (if daylight sufficient/room not in use)? |  |  |
| Are any old, large diameter (1.5 inches) fluorescent tubes still in use? |  |  |
| Are lamps, fittings and rooflights clean? |  |  |
| Are traditional tungsten light bulbs still in use? |  |  |
| Are light switches arranged conveniently and labelled? |  |  |
| Is exterior lighting switched off when not needed? |  |  |
| **Office equipment** | **Checked ✓** | **Further action needed?** |
| Have computers got built-in energy saving features — and are they activated? |  |  |
| Are computers left on overnight? |  |  |
| Are monitors and fans switched off when not in use? |  |  |
| Are photocopiers located in air conditioned areas? |  |  |
| Are printers and photocopiers left on overnight/at weekends? |  |  |
| Are vending machines/water coolers left on all the time? |  |  |



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