

Advisory Report

Report Reference Number: 0680-0327-8639-0394-1006

Building Occupier

Address

Citizens Advice Bureau
 Provincial House, 26
 Commercial Way
 WOKING
 GU21 6EN

Building Type(s): General Office

ADMINISTRATIVE INFORMATION	
Issue Date:	2013-04-18
Valid Until:	2020-04-18
Total Useful Floor Area (m ²):	822.9
Assessment Software	DCLG, ORCalc, v3.6.2
Property Reference	803613380000
Type of Inspection	Physical

ENERGY ASSESSOR DETAILS	
Assessor Name:	Daniel Smith
Employer/Trading Name:	Greenfish Consulting Ltd
Employer/Trading Address:	177 Silverdale Rd, Tunbridge Wells TN4 9HT
Assessor Number	QUID200557
Accreditation Scheme:	Quidos Limited

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1. Background

Statutory Instrument 2007 No. 991, *The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007*, as amended, transposes the requirements of Articles 7.2 and 7.3 of the Energy Performance of Buildings Directive 2002/91/EC.

This report is an Advisory Report as required under regulations 16(2)(a) and 19 of the Statutory Instrument SI 2007/991.

This section provides general information regarding the building:

Total Useful Floor Area (m ²):	822.9
Building Description:	
Building Environment:	Air Conditioning
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

Fuel Types:	Quantity Used (kWh)
Natural Gas	171794
Electricity	98490
Not used	0

2. Introduction

This Advisory Report was produced in line with the Government's approved methodology and is based on assessment software DCLG, ORCalc, v3.6.2. This advisory report was developed based on a physical visit of the building.

In accordance with Government's current guidance, the Energy Assessor did undertake a walk around survey of the building on inspection date prior to producing this Advisory Report.

3. Recommendations

The following sections list recommendations selected by the energy assessor for the improvement of the energy performance of the building. The recommendations are listed under four headings: short payback, medium payback, long payback, and other measures.

a) Recommendations with a short payback

This section lists recommendations with a payback of less than 3 years:

Recommendation	Potential Impact
Seek to minimise simultaneous operation of heating and cooling systems.	MEDIUM
Consider implementing a programme of planned lighting systems maintenance to maintain effectiveness and energy efficiency.	LOW
Consider how building fabric air tightness could be improved, for example sealing, draught stripping and closing off unused ventilation openings, chimneys.	MEDIUM
Consider with building users ways in which people can be encouraged to use lifts and escalators less.	LOW
Engage experts to assess the air conditioning systems in accordance with CIBSE TM 44. (This could be an appropriate opportunity to engage an accredited energy Assessor to undertake an inspection in compliance with the Energy Performance of Buildings Regulations)	MEDIUM
It is recommended that energy management techniques are introduced. These could include efforts to gain building users commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring.	LOW
Engage experts to survey the air conditioning systems and propose remedial works to improve condition and operating efficiency.	MEDIUM
Consider upgrading major time controls to include optimum start/stop.	LOW
Consider fitting zone controls to reduce over and under heating where structure, orientation, occupation or emitters have different characteristics.	MEDIUM
Consider a programme of fitting energy meters to lifts and escalators as part of the service and maintenance regime.	LOW

b) Recommendations with a medium payback

This section lists recommendations with a payback of between 3 and 7 years:

Recommendation	Potential Impact
Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths.	LOW
Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out.	MEDIUM
Consider engaging experts to review the condition of the building fabric and propose measures to improve energy performance. This might include building pressure tests for air tightness and thermography tests for insulation continuity.	LOW

c) Recommendations with a long payback

This section lists recommendations with a payback of more than 7 years:

Recommendation	Potential Impact
Consider introducing or improving insulation of flat roofs.	LOW
Consider installing building mounted photovoltaic electricity generating panels.	HIGH
Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaires and their control systems and an implementation plan.	MEDIUM
Engage experts to review the HWS systems provisions and propose remedial works, upgrades and/or alternative provisions to improve effectiveness and efficiency and plan for implementation.	LOW
Consider replacing or improving glazing.	MEDIUM

d) Other Recommendations

No recommendations were specified by the energy assessor.

4. Next Steps

a) Your Advisory Report

As the building occupier, regulation 16(2)(a) of SI 2007/991 requires that you have in your *'possession or control at all times a valid advisory report'*. Regulation 16(4) specifies that *'an advisory report is valid for a period of seven years beginning with the date it is issued'*.

You must be able to produce a copy of this Advisory Report within seven days if requested by an Enforcement Authority under regulation 39 of SI 2007/991.

This Advisory Report has also been lodged on the Government's central register. Access to the report, to the data used to compile the report, and to previous similar documents relating to the same building can be obtained by request through the Non-Dwellings Register (www.epcregister.com) using the report reference number of this document.

You must commission a new Advisory Report in seven years from the date this Advisory Report is issued. However, a new Advisory Report may be commissioned earlier.

b) Implementing recommendations

The recommendations provided within this Advisory Report have been selected by the accredited assessor from a central list of recommendations, based on his / her knowledge of the building fabric, building services, the operation of plant and equipment within the curtilage of the building, and the general management of the building.

The accredited assessor may have inserted additional measures in section 3d (Other Recommendations). The recommendations are provided as an indication of opportunities that appear to exist to improve the buildings energy efficiency.

c) Legal disclaimer

The advice provided in this Advisory Report is intended to be for information only. Recipients of this Advisory Report are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

d) Complaints

Details of the assessor and the relevant accreditation scheme are on this report and the display energy certificate. You can get contact details of the accreditation scheme from our website at www.communities.gov.uk/epbd, together with details of their procedures for confirming authenticity of a report and for making a complaint.

5. Glossary

a) Payback

The payback periods are based on data provided by Good Practice Guides and Carbon Trust energy survey reports and are average figures calculated using a simple payback method. It is assumed that the source data is correct and accurate using up to date information.

The figures have been calculated as an average across a range of buildings and may differ from the actual payback period for the building being assessed. Therefore, it is recommended that each suggested measure be further investigated before reaching any decision on how to improve the energy efficiency of the building.

b) Carbon impact

The High / Medium / Low carbon impact indicators against each recommendation are provided to distinguish, between the suggested recommendations, those that would most effectively reduce carbon emissions from the building. The carbon impact indicators are determined by the assessor based on his / her knowledge of the building. In most instances, the carbon impact has not been calculated accurately.

c) Valid report

A valid existing report is defined at the Energy Assessor's discretion.