

Central Government sector walk around checklist

Use this walk around checklist to help identify key low or no cost energy saving opportunities within your organisation. Conducting regular housekeeping walk arounds will help form the basis of an action plan to reduce your energy use and carbon footprint.

This checklist should be read in conjunction with the [Office equipment technology](#) overview (CTV005) downloadable from the website, which provides further detail on most of the topics outlined below.

Heating, ventilation and air conditioning	Complete	Actions/comments
<p>Ensure that temperature controls are set to suit the space and daily occupation. The recommended internal temperatures are:</p> <ul style="list-style-type: none"> • Offices 19-21°C • Workshops 16-19°C • Heavy work 11-14°C • Stores 10-12°C <p>Heating should only be used when needed.</p>		
<p>Check that outside doors are closed when heating is on and ensure radiators are unobstructed by furniture.</p>		
<p>Are boilers regularly maintained for optimum efficiency? Is there a maintenance contract?</p>		
<p>During the summer, are unnecessary boilers taken offline? Often, only one or two boilers can provide for hot water requirements. This is called boiler sequencing and may require specialist advice to carry out.</p>		
<p>Have filters been replaced at the manufacturer's recommended intervals? Are heat exchanger surfaces, grilles and vents clean?</p>		
<p>Ensure a dead band is in operation – the heating should switch off when a temperature of 19°C has been reached and cooling should not come on until the temperature exceeds 24°C.</p>		
<p>Do you use natural ventilation where possible instead of air conditioning?</p>		
<p>Check thermostatic radiator valve (TRV) settings on radiators. Comfortable temperatures of 19°C are usually maintained when TRVs are set to '3'. When TRVs are kept at '5' or 'max', there is no control over the amount of heat emitted from the radiator.</p>		

Lighting	Complete	Actions/comments
Make use of natural daylight and keep windows clean. If blinds are closed to prevent glare, they should be opened again later in the day before you switch artificial lighting back on.		
Ensure light fixtures and diffusers are kept clean. These can quickly become discoloured and reduce light output.		
Switch off all non-essential lights, label light switches and ensure individual rows of lights can be controlled separately. Even on winter days, it isn't always necessary to have lighting near the window switched on.		
For outside car parks, replace tungsten flood lamps with discharge lighting, such as sodium or metal halide lamps. These consume less electricity for a comparable light output.		
<p>Do you still use traditional tungsten light bulbs? If so replace them with energy efficient, compact fluorescent lamps (CFLs) to reduce operating and maintenance costs. Where appropriate, remove one fluorescent tube from multiple tube fittings in corridors and non-critical areas.</p> <ul style="list-style-type: none"> • Encourage staff to report failing lamps and replace any failed lights with more efficient alternatives. • If fittings are compatible, replace old-style 38mm (T12) fluorescent tubes with 26mm (T8) tubes. 		
Office equipment	Complete	Actions/comments
Check and enable energy saving features on computers and other electrical equipment.		
Check hours of operation of all equipment and ensure that all unnecessary equipment is switched off overnight and at weekends. The installation of plug-in timers can help automate this process.		
Building fabric	Complete	Actions/comments
Maintain building fabric to avoid expensive repairs later on. Check this regularly on your 'walk arounds' and note any areas requiring further action.		
If there are draughts, apply draught proofing around windows and doors. Windows can account for over a quarter of a building's heat loss.		

Catering	Complete	Actions/comments
<p>Are catering staff trained to use the equipment efficiently? This includes:</p> <ul style="list-style-type: none"> • Switching off equipment such as fans, lights and small appliances when not in use. • Are cooking surfaces being kept clean to maximise efficiency and hygiene? 		
<p>Check that refrigerators are not overstocked to allow cold air to circulate freely.</p>		
<p>Check that fridges aren't placed near sources of heat.</p>		

For further advice on how to improve existing systems across the above areas, please visit www.carbontrust.co.uk/energy/startsaving/technology.htm

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- By stimulating demand for low carbon products and services.

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ACT ON CO₂ is the Government's initiative to help individuals understand and reduce their carbon footprint. Visit <http://actonco2.direct.gov.uk> for more information.

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