



ENERGY PERFORMANCE OF BUILDINGS

Enforcement Procedure, Flowcharts, Sample Letters and Penalty Charge Notices

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The collage features several key elements related to energy efficiency and building standards:

- Architectural Blueprints:** The background consists of detailed architectural drawings of a building, showing room layouts (e.g., LIVING ROOM, OFFICE, BATH, HIGH TERRACE) and various dimensions in feet and inches.
- Measuring Tools:** A yellow folding ruler and a silver tape measure are placed over the blueprints, emphasizing the importance of accurate measurements in construction and energy assessment.
- Building Inspection:** A photograph shows a person wearing a hard hat and safety vest, inspecting the interior of a building, likely as part of an energy audit or EPC assessment.
- Energy Performance Certificate (EPC) Documents:**
 - Non-domestic Building EPC:** A document titled "Energy Performance Certificate Non-domestic building" for a building with a rating of 10. It includes a color-coded energy efficiency scale from A (green) to G (red).
 - Display Energy Certificate:** A document titled "Display Energy Certificate" for a building with a rating of 4103. It features a large energy efficiency scale and a bar chart showing energy consumption data.
- Signage:** A blue sign with white text reads "EPC needed for sale", indicating the legal requirement for EPCs in property transactions.
- Energy Efficiency Scale:** A prominent feature is the color-coded energy efficiency scale, ranging from A (green) to G (red), which is used to rate the energy performance of buildings.

Introduction

This guidance document has been created to help Councils enforce the Energy Performance of Buildings Regulations consistently across Northern Ireland. The guidance should be used in accordance with each council's own Enforcement Policy and in line with the Good Enforcement Concordat.

Part 1 - Energy Performance Certificates

(a) An EPC is required when the construction of a new building is EPB complete or an existing building is modified for separate use

Note: In accordance with the regulations an EPC is required within *5 days* of a building being deemed EPB complete. ('EPB complete' means that the building has walls, roof, windows and primary heating/ventilation system installed and able to be used to condition the indoor climate.)

1) For all new buildings or where a building has been significantly modified so that part of the building may be used separately; there is a requirement to have an On Construction EPC (OC EPC) provided by the relevant person, to the property owner within five days of being deemed EPB complete.

2) When the Council becomes aware that a new building is EPB complete, consideration may be given as to whether a copy of the EPC should be requested. A copy of an OC EPC can **only** be requested within a period of **6 months** after the building is deemed EPB complete. In determining this date, the occupation date will be relevant. An initial written request should be issued if applicable.

3) If after a period of **21 days** post the initial written request, confirmation of the OC EPC has not been received by the Council, a further formal request under Regulation 32(1) for a copy of the OC EPC and the accompanying recommendation report may be issued (the EPB regulations state: the EPC is required within 7 days beginning with the day after the date of formal request).

4) If after a period of **7 days** the OC EPC has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

5) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation

within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPB Regulations.

(b) – An EPC is required when a building is offered for sale or rental

Sale

1) Where the Council becomes aware (through periodic inspections or complaints) that a building is offered or marketed for sale or has been sold, the Council may issue a written request for a copy of a valid EPC and recommendation report.

2) If the valid EPC information is not received after a period of **21 days** from the date of issuing the written request, a further formal request under Regulation 32(1) for a copy of the EPC and the accompanying recommendation report may be issued (the EPB Regulations state: the EPC is required within 7 days beginning with the day after the date of formal request). It will be necessary to establish the name and address of the relevant person.

3) If after a period of **7 days** a valid EPC and recommendation report has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPC regulations.

Rental

1) Where the Council becomes aware (through periodic inspection or complaints) that a building is offered for rental or has been rented, the Council may issue a written request for a copy of a valid EPC and recommendation report.

2) If the valid EPC information is not received after a period of **21 days** from the date of issuing the written request, a further formal request under Regulation 32(1) for a copy of the EPC and the accompanying recommendation report may be issued. (The EPB regulations state: the EPC is required within 7 days beginning with the day after the date of formal request). It will be necessary to establish the name and address of the relevant person.

3) If after a period of **7 days** the EPC has not been received a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised

officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be given in respect of breach of duty under other EPC regulations.

A copy of an EPC may only be requested within a period of **6 months** after the property tenancy / purchase agreement has been signed.

(c) - Energy performance indicator displayed on marketing

1) Commercial media of properties for sale or rent will be checked to ensure the energy performance indicator of the building, is present. The energy performance indicator should be displayed in a form approved by the Department of Finance.

2) Where the Council becomes aware (through periodic inspection or complaints) that a building offered for sale or rent does not state the energy performance indicator in the approved form, on all commercial media, it may issue a written advisory notice. The advisory notice will inform the relevant person that their commercial media is not compliant with Regulation 5A and give the relevant person **14 days** to ensure their commercial media complies with the regulations.

3) If after the **14 day period** the energy performance indicator in the approved form, is not present on all commercial media a Penalty Charge Notice (PCN) under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations, the PCN sum should be paid within 28 days).

4) If after a period of **28 days** the Penalty Charge sum has not been paid, proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice **in this instance**, will be for a breach of Regulation 5A(2). The written advisory notice is at the discretion of each Council and it is recommended each relevant person should receive only one written advisory notice in any three month period, thereafter a Penalty Charge Notice should be issued for a breach of Regulation 5A(2).

(d) – Display of energy performance certificates

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that should display its valid Energy Performance Certificate.

This regulation applies to buildings other than dwellings which has a total useful floor area of more than 500m², is frequently visited by the public and has had a Valid EPC issued pursuant to Regulation 5 or 6. Buildings which are identified as meeting this criteria should display the buildings EPC in a prominent place clearly visible to members of the public.

2) Where the Council becomes aware that a building subject to this regulation is not displaying its valid EPC in accordance with Regulation 8A; an initial request for compliance may be issued.

3) If compliance is not achieved after a period of **14 days** from the issue of the initial written request, a further written request may be issued highlighting that continued non-compliance will lead to a Penalty Charge Notice.

4) If after a period of **14 days** the EPC is not displayed in accordance with Regulation 8A a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations the sum should be paid within 28 days).

5) Where a Penalty Charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with Regulation 38.

6) It should be noted that the requirement to display the EPC is a **continuing** requirement for as long as that EPC is valid.

Note: The Penalty Charge Notice will, **in this instance**, be for a breach of Regulation 8A(2)

Part 2 - Display Energy Certificate (DEC)

The Display of a valid DEC

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that require a DEC.

2) Periodic inspections should be carried out to establish if a valid DEC has been displayed correctly. Where a building does not have a valid DEC displayed in accordance with the Regulation 11(3), an initial written request for compliance may be issued.

3) If compliance is not achieved after a period of **28 days** from the issue of the initial written request, a further written request may be issued highlighting that continued non-compliance will lead to a Penalty Charge Notice.

4) If after a period of **21 days** a valid DEC is not displayed in accordance with Regulation 11(3) a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations the sum should be paid within 28 days).

5) Where a penalty charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice will, **in this instance**, be for a breach of Regulation 11(3). The requirement to display a valid DEC is a **continuing** requirement.

A Valid Advisory Report

6) Where a valid Advisory Report is not in the control or possession of the occupier in accordance with Regulation 11(3), an initial written request for compliance may be issued.

7) If compliance is not achieved after a period of **28 days** from the issue of the initial written request, a further formal request for a copy of the Advisory Report may be issued under Regulation 32(1) (the EPB Regulations state: the report is required within **7 days** beginning with the day after the date of the formal request).

8) If after a period of **7 days** a valid advisory report has not been received a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations sum to be paid within 28 days).

9) Where a penalty charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with EPB Regulation 38.

Note: The penalty charge notice will, **in this instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the valid documentation within 7 days. A Penalty Charge Notice may also be served in respect of breach of duty under other EPB Regulations. The requirement to have a valid advisory report is a **continuing** requirement.

Part 3 - Buildings with Air-Conditioning

1) Steps may be taken to identify, as far as possible, those buildings within the Council area that have an air-conditioning system with an effective output rating exceeding 12kW that use a refrigerant product for the comfort cooling of the building occupants.

2) Where it is established that a building has an air-conditioning system exceeding 12kW that uses a refrigerant product for the comfort cooling of the building occupants, the relevant person has a period of five years from the commissioning date to carry out an air-conditioning inspection, and thereafter, an air-conditioning inspection is required at regular intervals not exceeding 5 years.

3) The relevant person shall keep the most recent inspection report and make it available upon a formal request.

4) Where the Council becomes aware that a valid Air-Conditioning Inspection Report (ACIR) is required; an initial request for compliance may be issued.

5) Where compliance is not achieved after a period of **28 days** from the issue of the initial written request, a formal request for a copy of the Air Conditioning Inspection Report may be issued under Regulation 32(1) (the EPB regulations state: a report is required within 7 days beginning with the day after the date of formal request).

6) If after a period of **7 days** the most recent inspection report has not been received, a Penalty Charge Notice under Regulation 33(1) may be served on the relevant person by an 'authorised officer' (in accordance with the regulations sum to be paid within 28 days).

7) Where a Penalty Charge is not paid after a period of **28 days** proceedings for the recovery of the penalty charge may be commenced in accordance with Regulation 38.

8) It should be noted that the requirement to keep the most recent inspection report is a **continuing** requirement.

Note: The Penalty Charge Notice will, **in the first instance**, be for a breach of Regulation 32(4) – the requirement is to provide a copy of the most recent inspection report within 7 days. A Penalty Charge Notice may also be served in respect of a breach of duty under other regulations.

Part 4 - General provisions

1) A Penalty Charge Notice may be served by registered post.

2) Where a copy of an EPC and accompanying recommendation report is requested this should be provided. Where this is not possible, confirmation of the unique reference number may suffice to enable the authorised officer to check on the National register.

3) Under Regulation 32, a copy of the following valid certificates may not be required to be produced for inspection more than **six months** after the last day on which the person concerned was subject to a duty in relation to the building:

- energy performance certificate
- accompanying EPC recommendation report
- DEC advisory report
- most recent air-conditioning inspection report

4) A Penalty Charge Notice may not be given after the end of the period of six months beginning with the day (or, in the case of a continuing breach, the last day) on which the breach of duty was committed.

5) A person who receives a Penalty Charge Notice may within a period of 28 days request the Council to review the notice. When such a request is received, the review may be undertaken at the earliest opportunity by an independent third party. A decision to either confirm or withdraw the notice will be conveyed to the applicant.

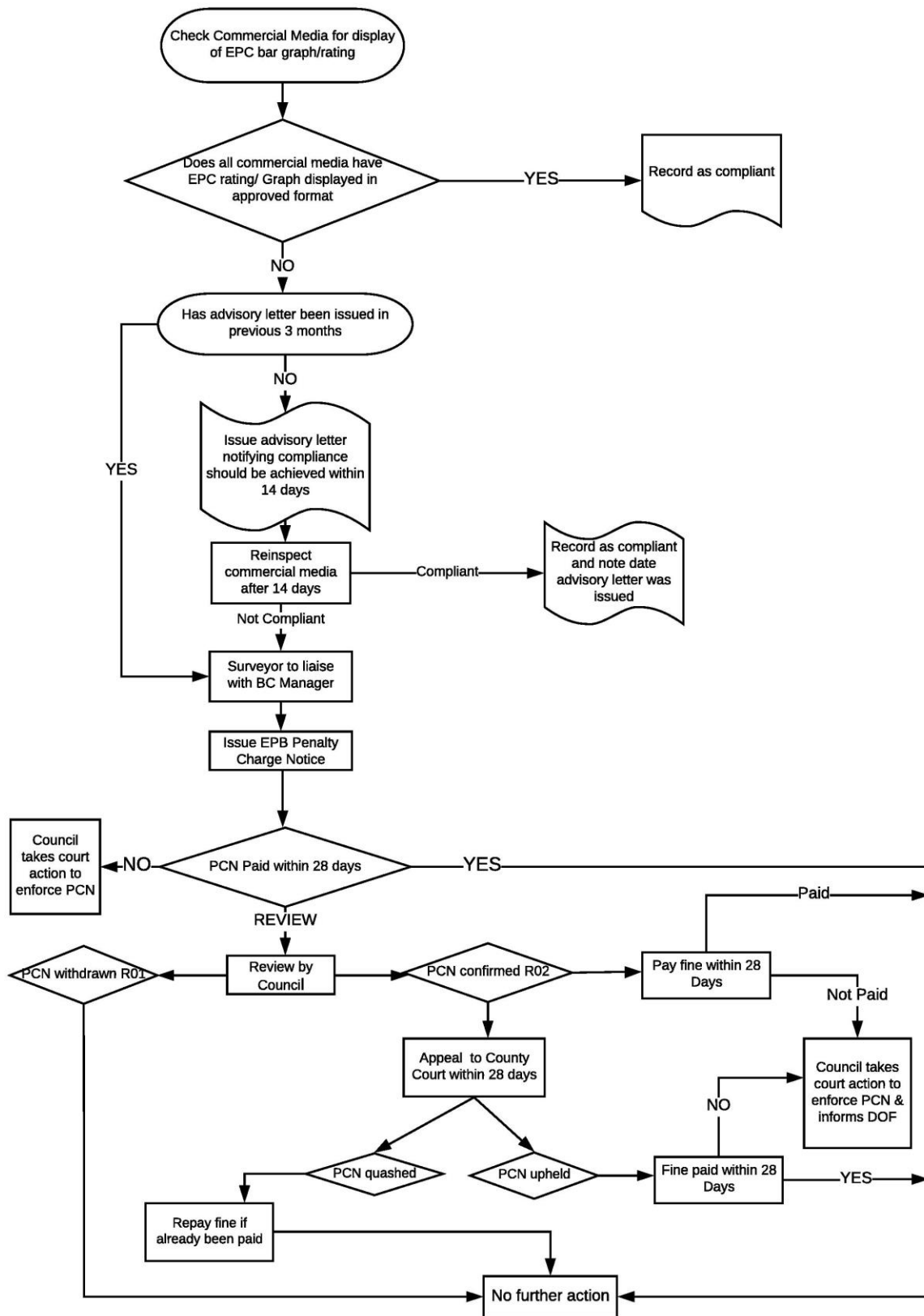
6) If after a review the Penalty Charge Notice is confirmed by the enforcement authority, the recipient may appeal to the County Court against the Penalty Charge Notice. The County Court will uphold or quash the notice.

7) Part 1 of this policy is subject to exemptions please see Energy Performance of Buildings Regulations NI 2008 (as amended) Part 2 Regulation 4.



Energy Performance Certificates Commercial Media

Display of EPC rating on commercial media



Sample Commercial Media Advisory Letter

Ref:

Dear Sir/ Madam

Re: Non-compliance with the Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)

Following a recent **site / online** inspection of your estate agency we are writing to inform you that we found that you were **not compliant** in providing EPC information on all your commercial media and you are therefore in breach of the above Regulations.

We would remind you that Regulation 5A requires the energy performance indicator of the building (as expressed in the energy performance certificate) to be stated in any advertisement for sale or rent of the building in all commercial media, for example in window displays, property brochures, newspaper advertisements and on web-sites. It must be displayed in the approved format.

As the energy performance indicator is not included in all your commercial media we are formally advising you, with immediate effect, to either:

- comply with the legislation by including the energy performance indicator on the literature for the properties which you are marketing,
- or
- remove the properties from the market.

We will provide you with 14 working days from the date of this letter to gain compliance.

Following this period we will be carrying out further compliance checks on your commercial media, and any non-compliance will be considered a breach of the EPB Regulations and may result in a Penalty Charge Notice of £200 per property being issued.

If you need any further information or clarification please contact the person named above or phone us on 028 **XXXXXXXX**.

For advice on displaying EPC information on commercial media, visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 5A*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying an energy rating on commercial media.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

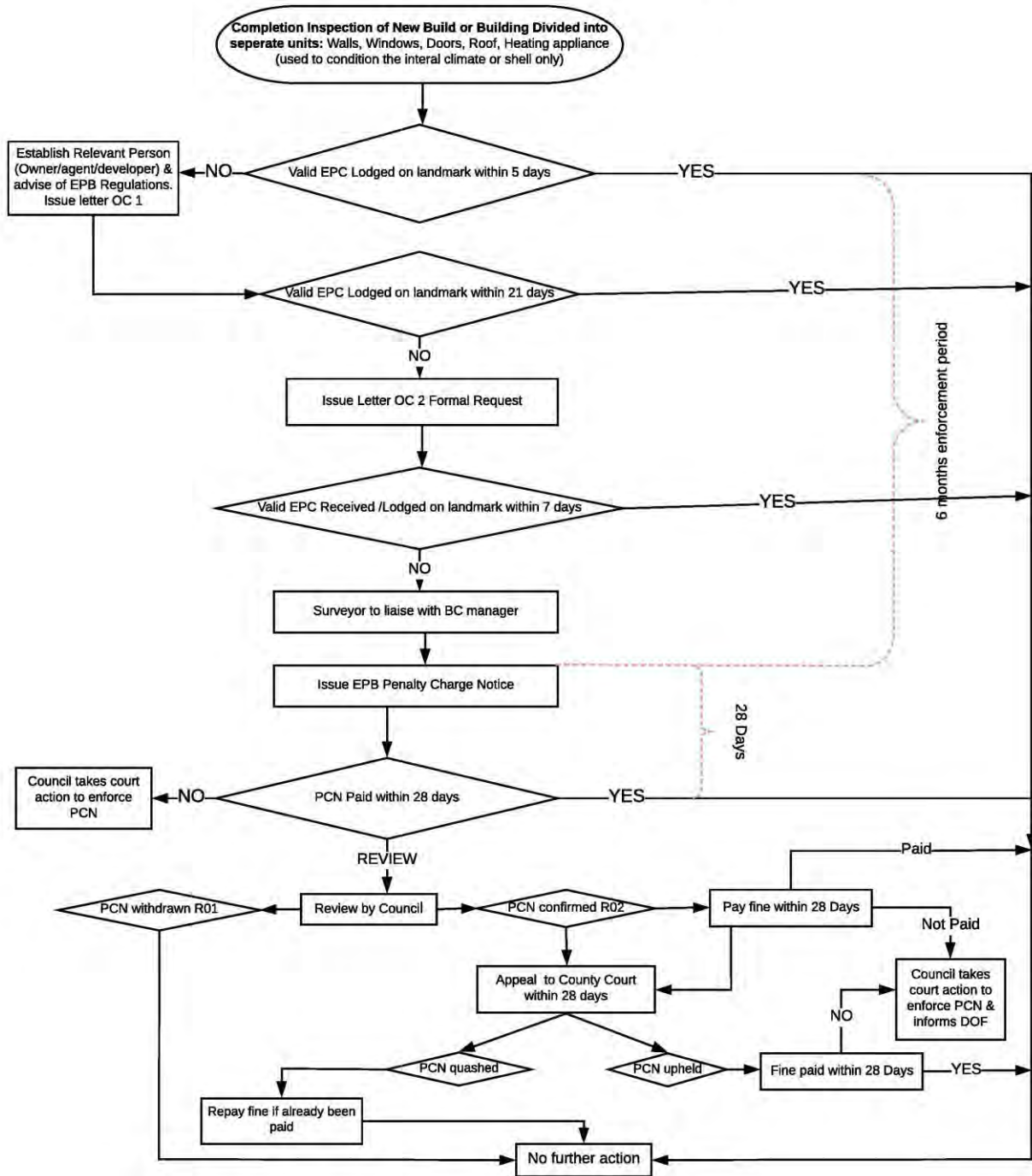
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Energy Performance Certificates On Construction

On Construction Energy Performance Certificate



Sample Letter On Construction EPC OC1

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)

Regulation 6 of the above regulations requires you to provide an On Construction Energy Performance Certificate and a Recommendation Report for the building at XXXXXXXXXX. This must be provided to the owner within 5 days of the building being complete for the purposes of the above regulations.

In order to fulfil the Council's duty as the authority responsible for enforcing these regulations you are asked to confirm that this has been done within 21 days of the date of this letter.

Failure to comply with this request may lead to you being issued with a Penalty Charge Notice.

We trust the above action will not be necessary and would assure that providing the above information will avoid further enforcement.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample Letter On Construction EPC OC2

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (As Amended)

We refer to our communication of XXXXX and note that you have not responded to our request for confirmation within the allocated time period.

Regulation 6 of the above regulations requires you to provide an On Construction Energy Performance Certificate and Recommendation Report for the building at XXXXXXXXX to the owner within 5 days of the building being complete for the purposes of the above regulations.

In order to fulfil the Council's duty as the enforcing authority you are asked to confirm that this has been done and provide a copy of the On Construction Energy Performance Certificate and Recommendation Report to ourselves within 7 days of this letter.

Failure to comply with this request within seven days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection an Energy Performance Certificate.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 (or such longer period as the Council may choose to specify) days from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

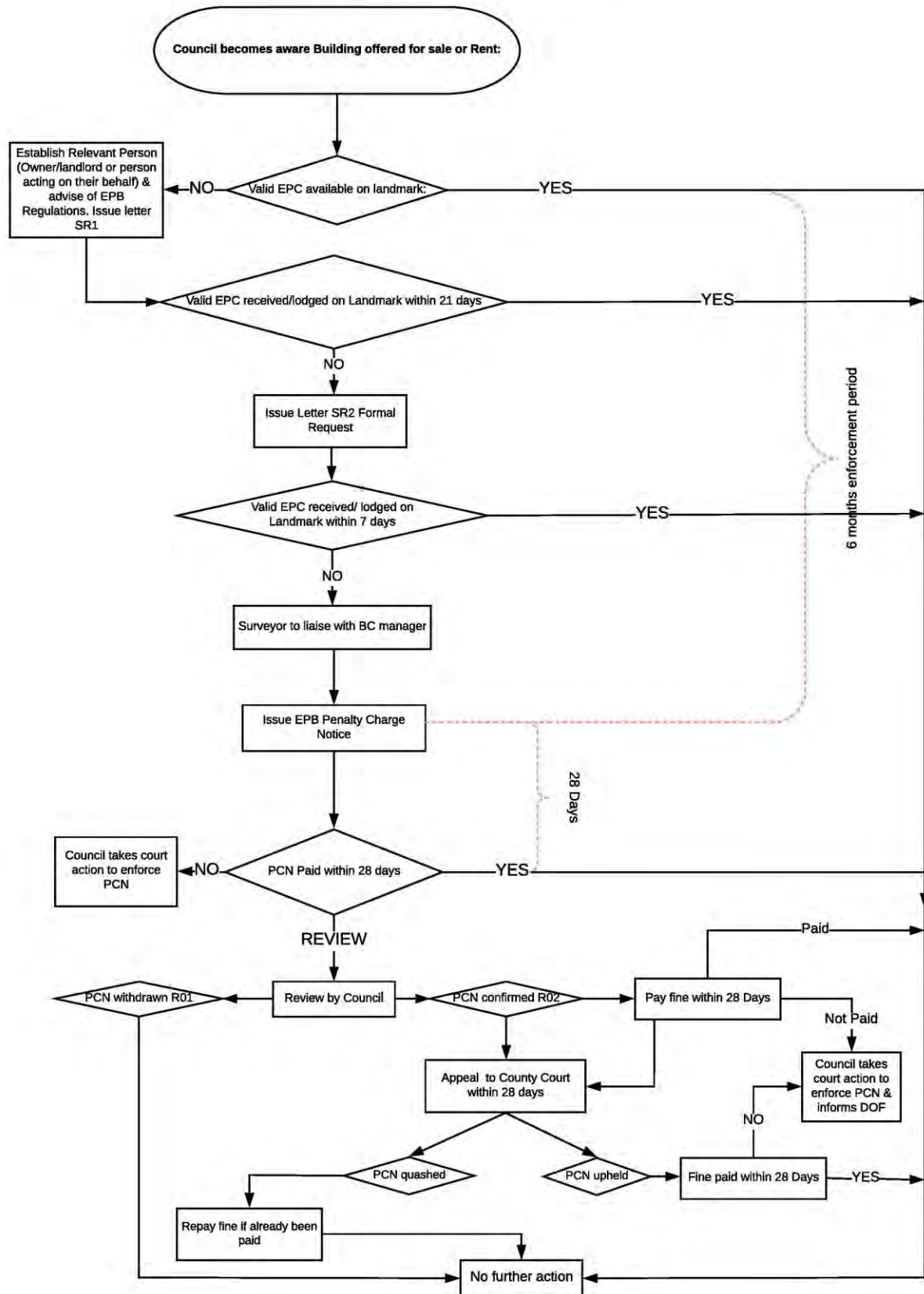
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Energy Performance Certificates Sale Or Rent

Buildings offered for Sale or Rental



Sample letter - No EPC sale/ rent SR1

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

It has come to our attention that you have offered the property at XXXXXXXXXXXXXXXX for sale/rental.

Regulation 5 of the above regulations requires you to make available a valid Energy Performance Certificate to any prospective buyer/ tenant and give a valid Energy Performance Certificate and Recommendation Report to the actual buyer/ tenant.

In order to fulfil the Council's duty as the Authority for enforcing these Regulations you are asked to confirm that this has been done within 21 days of this letter.

Failure to comply with this request may lead to a Penalty Charge Notice.

We trust the above action will not be necessary and would assure that providing the above information will avoid further enforcement.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample letter - No EPC Sale/ Rent SR2

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to our communication of XXXXX and note that you have not responded to our request for confirmation within the allocated time period.

It has come to our attention that you have offered the property at XXXXXXXXXXXXXXXX for sale/ rental.

Regulation 5 of the above regulations requires you to make available a valid Energy Performance Certificate to any prospective buyer/ tenant and give a valid Energy Performance Certificate and Recommendation Report to the actual buyer/tenant.

In order to fulfil the Council's duty as enforcing authority you are asked to confirm that this has been done and provide a copy of the Energy Performance Certificate and Recommendation Report to ourselves within 7 days of this letter.

Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site:
www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection an Energy Performance Certificate.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 (or such longer period as the Council may choose to specify) days from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;
- (c) You have a defence under Regulation 34 (unobtainable certificate).

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

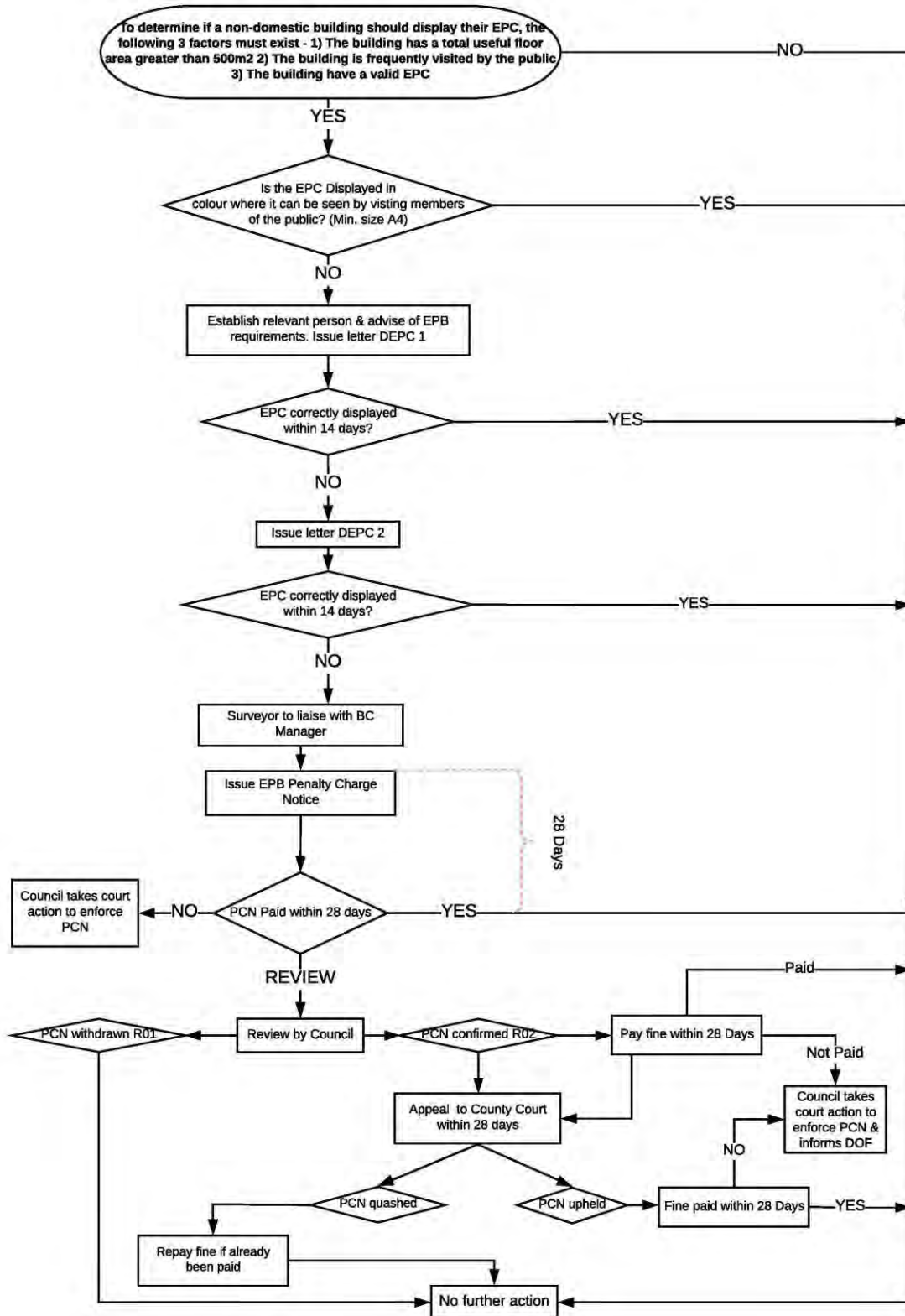
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Energy Performance Certificates Display of EPC's

Display of Energy Performance Certificates



Sample Letter DEPC 1

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

Following a recent visit to your building we are writing to inform you that we found that you were **not compliant** in clearly displaying the Energy Performance Certificate for the building which you occupy.

We would remind you that Regulation 8A requires you, as the occupant, to display the Energy Performance Certificate for the building or part of the building in a prominent place which is clearly visible to members of the public who visit the building.

In order to fulfil the Council's duty as the enforcing authority of the above legislation you are asked to confirm within 14 days that the Energy Performance Certificate for the building which you occupy is clearly displayed in accordance with Regulation 8A of the above Regulations. An officer will visit your site to confirm compliance.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample Letter DEPC 2

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to our communication of XXXXX and subsequent site visit on XXXXX and note that you are still not displaying the Energy Performance Certificate for the building which you occupy, as required in accordance with Regulation 8A of the above regulations.

We would remind you that Regulation 8A requires you, as the occupant, to display the Energy Performance Certificate for the building or part of the building in a prominent place which is clearly visible to members of the public who visit the building.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to comply with Regulation 8A within 14 days. An officer will visit your site to confirm compliance.

Failure to comply within 14 days will be considered a breach of Regulation 8A of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 8A*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying an Energy Performance Certificate.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

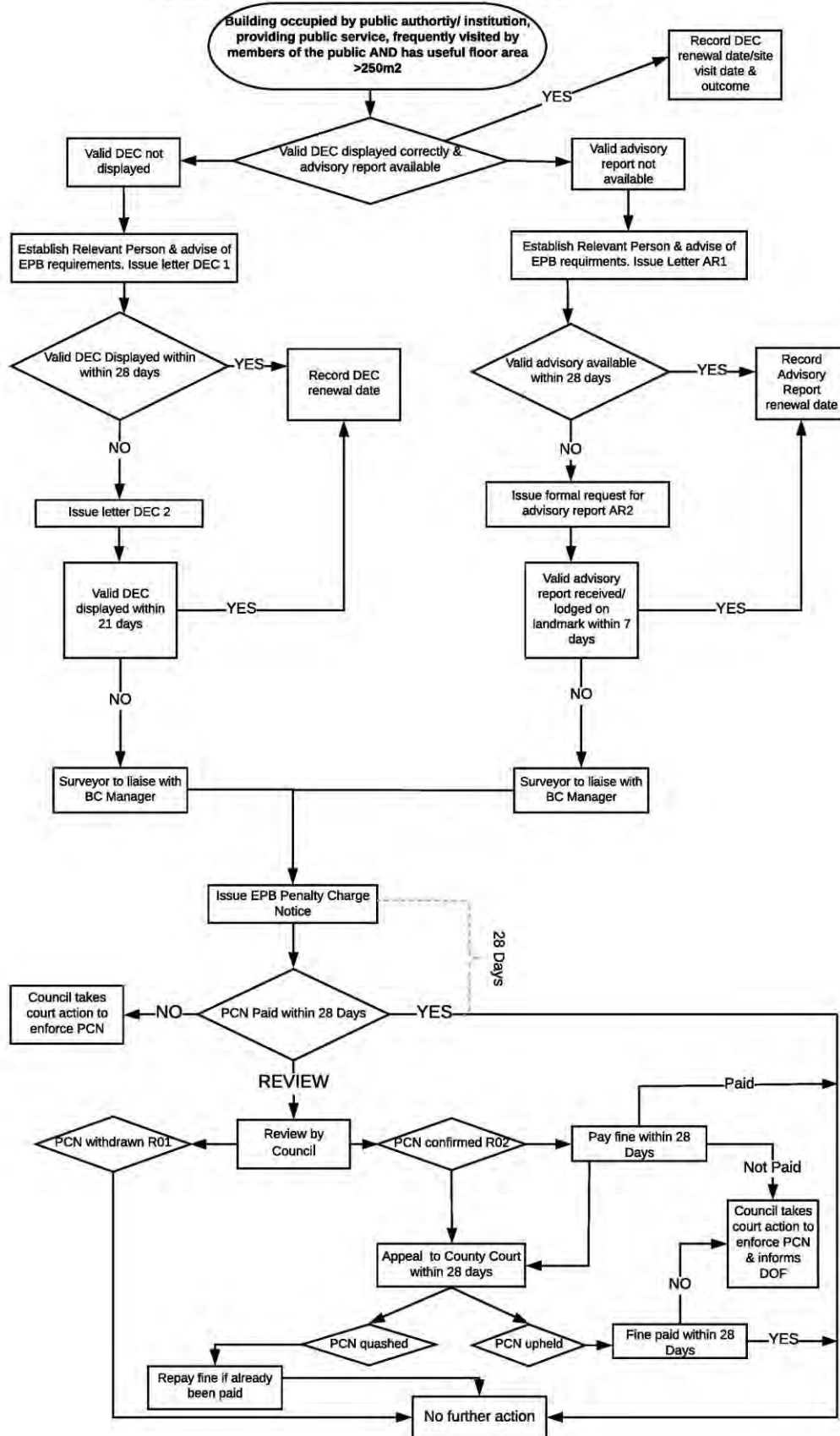
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Display Energy Certificate (DEC)

Advisory Reports & Display Energy Certificates



Sample Letter DEC 1

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

It has come to our attention that you may not be displaying a valid Display Energy Certificate as required in accordance with Regulation 11 of the above regulations.

Regulation 11 requires all occupiers of relevant buildings to display a valid Display Energy Certificate in a prominent place.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to confirm that a valid Display Energy Certificate is in place and displayed in accordance with Regulation 11 of the above Regulations within 28 days. An officer will visit your site to confirm compliance.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample Letter DEC 2

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to our communication of XXXXX and subsequent site visit on XXXXX and note that you are still not displaying a valid Display Energy Certificate as required in accordance with Regulation 11 of the above regulations.

Regulation 11 requires all occupiers of relevant buildings to display a valid Display Energy Certificate in a prominent place at all times.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to comply with Regulation 11 within 21 days. An officer will visit your site to confirm compliance.

Failure to comply within 21 days will be considered a breach of Regulation 11 of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 11*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not displaying a valid Display Energy Certificate.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the County Court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.

Sample Letter AR 1

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

It has come to our attention that you may not have renewed the Advisory Report as required in accordance with Regulation 11 of the above regulations.

The Advisory Report is valid for a period of 7 years, beginning on the date it is issued. Regulation 11(3b) requires all occupiers of relevant buildings to have possession or control of a valid Advisory Report at all times.

In order to fulfil the Council's duty as enforcing authority of the above legislation, you are asked to confirm that a valid Advisory Report has been carried out and lodged on to the Register within 28 days from the date of this letter.

Failure to comply with this Regulation may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample Letter AR 2

Ref:

Dear Sir/Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to our communication of **XXXXX** and note you do not have in your possession or control, a valid Advisory Report.

Regulation 11 requires all occupiers of relevant buildings to have possession or control of a valid Advisory Report.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked provide a copy of a valid Advisory Report to the Council within 7 days.

Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 **XXXXXXXXX**.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection a valid Advisory Report.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the County Court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

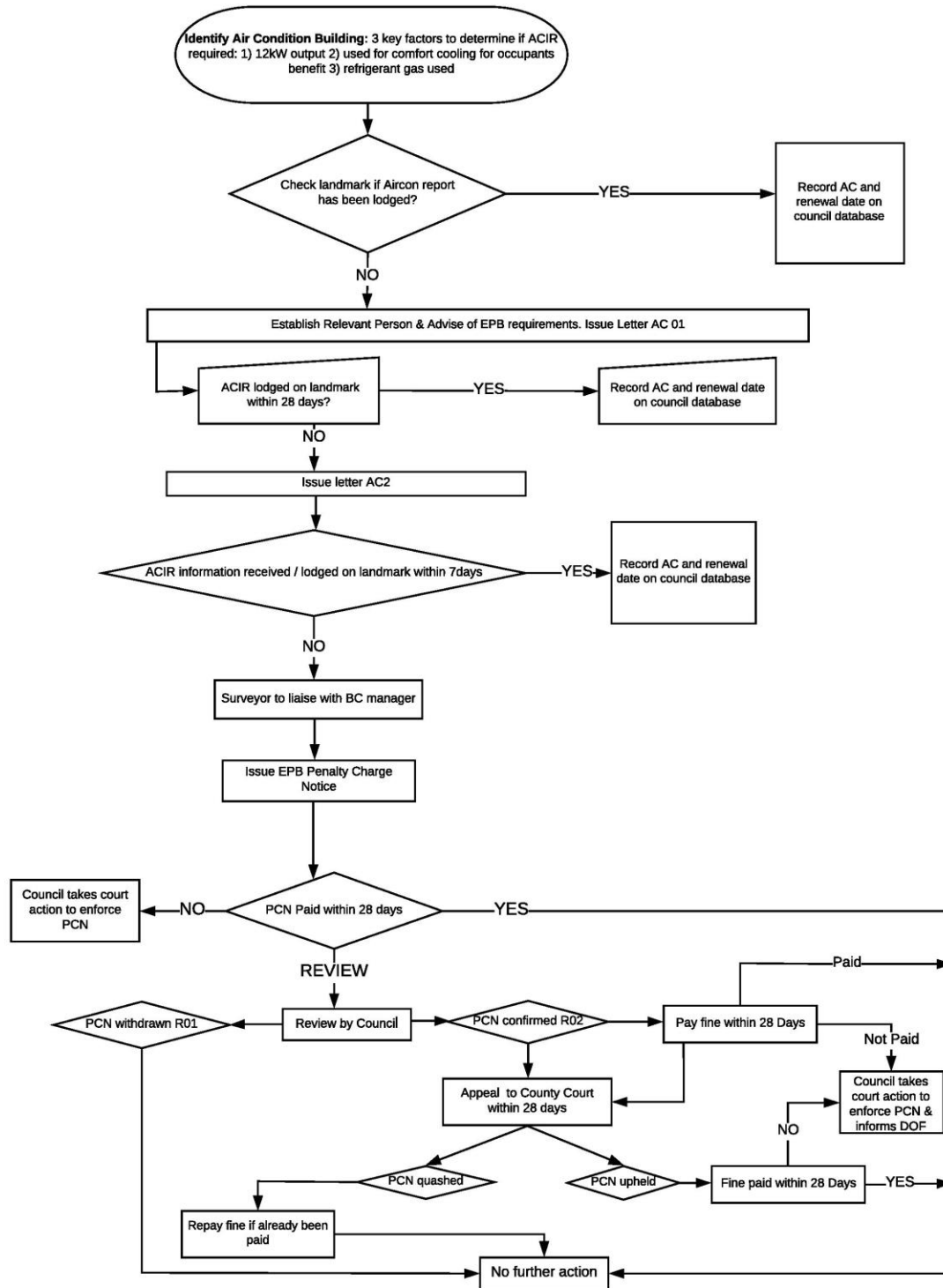
(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Air Conditioning

Air Conditioning Inspection Reports



Sample Letter AC 01

Ref:

Dear Sir/ Madam

Ref:- The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

It has come to our attention that the building at XXXXXXXXXX incorporates an air-conditioning system with an effective rated output of more than 12kW.

In accordance with Regulation 15 of the above regulations any relevant air-conditioning system must have an Air-Conditioning Inspection Report completed by an approved energy assessor at regular intervals not exceeding 5 years.

In order to fulfil the Council's duty as enforcing authority of the above legislation, you are asked to confirm within 28 days that a valid Air-Conditioning Inspection Report been carried out and the report is held by the relevant person.

Failure to comply with this request may lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Sample Letter AC 02

Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to our communication of XXXXX and note that the building at XXXXXXXXXXXXXXXX does not have a valid Air-Conditioning Inspection Report.

In accordance with Regulation 15 of the above regulations any relevant air-conditioning system must have an Air-Conditioning Inspection Report completed by an approved energy assessor at regular intervals not exceeding 5 years.

In order to fulfil the Council's duty as enforcing authority of the above legislation you are asked to produce a copy of the Air-Conditioning Inspection Report inspection report within 7 days.

Failure to comply with this request within 7 days will be considered a breach of Regulation 32 of the above legislation and will lead to a Penalty Charge Notice.

If you need any further information or clarification please contact the person named above, phone us on 028 XXXXXXXX.

Alternatively for more information visit the Department of Finance web-site: www.finance-ni.gov.uk/topics/building-regulations-and-energy-efficiency-buildings/energy-performance-buildings or contact the Building Control EPB Team on Free phone 0800 022 3004.

Yours faithfully

Penalty Charge Notice – Suggested template

1. Notice of Breach

Council Name

Penalty Charge Notice

Penalty Charge Notice
*Energy Performance of Buildings (Certificates
 And Inspections) Northern Ireland Regulations
 (As Amended) Regulation 32*

Reference

Notice of Breach

NOTICE GIVEN TO (name of defendant) –

OF (address) –

NOTICE GIVEN BY (name of authorised officer)

OF (name of local authority)

I am an authorised officer of the above named Council. I believe that you have committed a breach of the Energy Performance of Buildings (Certificates and Inspections) Northern Ireland Regulations 2008 (as Amended) by not producing for inspection the most recent Air-Conditioning Inspection Report.

Date of breach:

Details of breach:

.....

Signature of authorised officer: _____

Date: _____

This notice requires that you within the period of 28 days (or such longer period as the Council may choose to specify) from the date of this notice

- a. Pay the fixed penalty charge of £ or
- b. Give notice to this authority that you wish the notice to be reviewed.

2. HOW THE PENALTY CHARGE MAY BE PAID

To be paid to: The penalty charge should be paid to [name the AUTHORITY].

Address: [name and address of the AUTHORITY]

Payment may be made in person or by post to the office (a receipt will be sent on request).

Method of payment: Payment may be made by:

- cheque or postal/money order (made payable to [The AUTHORITY]);
- cash (please do not send cash by post)
- internet (i.e. by credit or debit card 24 hours a day at [www.AuthorityName.gov.uk/payments])
- phone (i.e. by credit or debit card on [Tel No.])

3. WHAT YOU SHOULD DO IF YOU WOULD LIKE THE COUNCIL TO REVIEW THIS NOTICE

Please send notice in writing to [Insert name and address] to request a review of this notice.

Please include any representations that you wish to make relating to the review. We may withdraw the penalty charge notice if we consider that the penalty charge notice should not have been given, and must do so if any of the following is the case:

- (a) You can demonstrate that you took all reasonable steps and exercised all due diligence to avoid breaching the duty;
- (b) This notice was issued more than six-months after the date on which the breach of duty occurred (or the date of the last day if a continuing breach), or otherwise fails to comply with the requirements of the regulations;

4. WHAT YOU SHOULD EXPECT AFTER A REVIEW

We will consider any representations you make and the circumstances of the alleged breach and will decide whether to confirm or withdraw this notice. We will notify you of our decision in writing.

If we confirm the penalty charge, you may then appeal to the County Court within the period of 28 days from the day after the date of our confirmation. The County Court may extend the period for appealing against the notice. An appeal to the county court must be on one or more of the grounds listed in regulation 37 (3) (a), (b) or (c).

5. IF YOU DO NOT PAY THE PENALTY CHARGE OR YOU DO NOT PAY IT FOLLOWING AN UNSUCCESSFUL REVIEW OR APPEAL

Unless we withdraw this notice, or a court quashes it, if you do not pay this penalty charge, we can recover the amount as a debt through the County Court.

Debt recovery proceedings cannot however be started any earlier than:

- (a) The end of the period allowed for the payment of this charge or any extended period that has been allowed; or

(b) Where a review has been requested, 28 days from the day after any confirmation of the penalty charge; or

(c) Where you appeal to the county court following confirmation on review, 28 days from the day on which the appeal is either withdrawn or determined.

If the penalty charge notice is withdrawn or quashed we will repay any amount previously paid as a penalty charge in pursuance of the notice.



Review

Sample Review Letter R01 (withdraw)

Our Ref:

Dear Sir/ Madam

**Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations
(Northern Ireland) 2008**

We refer to the Penalty Charge Notice which was issued to you on the
XXXXXXXXXXXXXXXXXXXX and which you requested a review of on the
XXXXXXXXXXXXXXXXXXXX.

A review has been carried out of the Penalty Charge Notice and the Council has decided to withdraw the Penalty Charge Notice as of the date of this letter.

If you require any further information please do not hesitate to contact the office quoting the reference number above.

Yours faithfully

Sample Review Letter R02 (confirm)

Our Ref:

Dear Sir/ Madam

Re: The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008 (as amended)

We refer to the penalty charge notice which was issued to you on the XXXXXXXXXXXXXXXXXXXX and which you requested a review of on the XXXXXXXXXXXXXXXXXXXX.

A review has been carried out of the penalty charge notice and the Council has decided to confirm the penalty charge notice as of the date of this letter.

You are reminded that the amount of this penalty charge notice is £XXXXXX and should be paid to the council within 28 days. Under regulation 38 of the above regulations the amount of the penalty charge notice is recoverable from the recipient of the penalty charge notice as a debt owed to the council.

If you do not agree with the review and feel that you would like to appeal the decision you may within 28 days under regulation 37 of the above regulations appeal the decision to the county court. Further information on the process to appeal can be obtained from the Council.

If within 28 days you do not pay the penalty charge notice or appeal the review decision to the county court, council may take legal action through the small claims court to recover the penalty charge notice.

If you require any further information please do not hesitate to contact the office quoting the reference number above.

Yours faithfully

Example Northern Ireland

Domestic Energy Performance Certificate – New Dwelling

Energy Performance Certificate

Northern Ireland

Any Building

Any Street

ANY TOWN

BTX XXX

Date of assessment:

Date of certificate:

Reference number:

Type of assessment:

Accreditation scheme:

Assessor's name:

Assessor's accreditation number:

Employer/Trading name:

Employer/Trading address:

Related party disclosure:

Any date 2014

Any date 2014

xxxx-xxxx-xxxx-xxxx-xxxx

SAP, new dwelling

Any scheme

Any assessor

XXXXXX

Any company

Any address 1

Any address 2

No related party

Energy Efficiency Rating

	Current	Potential
Very energy efficient - lower running costs		
A 92 plus		
B 81-91		
C 69-80	79	79
D 55-68		
E 39-54		
F 21-38		
G 1-20		
Not energy efficient - higher running costs		

Technical Information

Main heating type and fuel:

Total floor area:

Approximate energy use:

Approximate CO₂ emissions:

Dwelling type:

Boiler and underfloor heating, oil

416 m²

93 kWh/m² per year

21 kg/m² per year

Detached house

Benchmarks

Typical new build

Average for Northern Ireland

C79

D57

The approximate energy use and CO₂ emissions are per square metre of floor area based on fuel costs for the heating, ventilation, hot water and lighting systems. The rating can be compared to two benchmarks: one that would be attained by a typical new dwelling with oil heating constructed to the minimum standards of the building regulations current at the date of the assessment and the second is the average for the housing stock in Northern Ireland.

Sample Northern Ireland Display Energy Certificate

Display Energy Certificate

Northern Ireland

How efficiently is this building being used?

Any Building
Any Street
ANY TOWN
BTX XXX

Certificate Reference Number:

XXXX-XXXX-XXXX-XXXX-XXXX

This certificate indicates how much energy is being used to operate this building. The operational rating is based on meter readings of all the energy actually used in the building. It is compared to a benchmark that represents performance indicative of all buildings of this type. There is more advice on how to interpret this information on the Government's website www.dfpni.gov.uk.

Energy Performance Operational Rating

This tells you how efficiently energy has been used in the building. The numbers do not represent actual units of energy consumed; they represent comparative energy efficiency. 100 would be typical for this kind of building.

More energy efficient

A 0-25

B 26-50

C 51-75

D 76-100

96

..... 100 would be typical

E 101-125

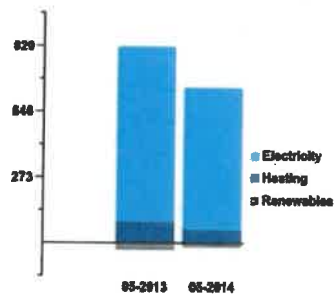
F 126-150

G Over 150

Less energy efficient

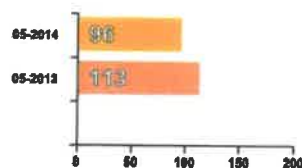
Total CO₂ Emissions

This tells you how much carbon dioxide the building emits. It shows tonnes per year of CO₂.



Previous Operational Ratings

This tells you how efficiently energy has been used in this building over the last three accounting periods.



Technical Information

This tells you technical information about how energy is used in this building. Consumption data based on actual meter readings.

Main heating fuel: Biomass
Building environment: Mixed-mode with Mechanical Ventilation
Total useful floor area (m²): 8498
Asset Rating: 63

	Heating	Electricity
Annual Energy Use (kWh/m ² /year)	96	127
Typical Energy Use (kWh/m ² /year)	210	70
Energy from renewables	42.5%	0%

Administrative Information

This is a Display Energy Certificate as defined in NI SR2008/170 as amended.

Assessment Software: DCLG, ORCalc, v3.6.2
Property Reference: xxxxxxxxxxxx
Assessor Name: Any assessor
Assessor Number: XXXXXX
Accreditation Scheme: Any scheme
Employer/Trading Name: Any company
Employer/Trading Address: Any address
Issue Date: xx-xx-xxxx
Nominated Date: xx-xx-xxxx
Valid Until: xx-xx-xxxx
Related Party Disclosure: No related party

Recommendations for improving the energy efficiency of the building are contained in the accompanying Advisory Report.

Advisory Report

Report Reference Number: 0565-2095-0813-0300-3001

Building Occupier

Address

Building Type(s): Cultural activities

ADMINISTRATIVE INFORMATION	
Issue Date:	09-02-2011
Valid Until:	08-02-2018
Total Useful Floor Area (m ²):	1807.00
Assessment Software:	SystemsLink, ORToolkit, v3.5
Property Reference:	553803960000
Type of inspection:	Physical

ENERGY ASSESSOR DETAILS	
Assessor Name:	
Employer/Trading Name:	
Employer/Trading Address:	
Assessor Number:	STRO001346
Accreditation scheme:	Stroma Accreditation

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1. Background

Statutory Rules of Northern Ireland 2008 No. 170, *The Energy Performance of Buildings (Certificates and Inspections) Regulations (Northern Ireland) 2008*, 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 regulation 11(2)(b) of the Statutory Rule SR 2008/170 (as amended).

This section provides general information regarding the building:

Total Useful Floor Area (m ²):	1807.00
Building Description:	
Building Environment:	Heating and Mechanical Ventilation
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

Fuel Types:	Quantity used (kWh)
Oil	201077
Electricity	147052
None	0

2. Introduction

This Advisory Report was produced in line with the Government's approved methodology and is based on assessment software SystemsLink, ORToolkit, v3.5. 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 07/05/2009 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
Consider introducing or improving loft insulation.	HIGH
Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air.	HIGH
Consider how catering refrigerators can be relocated away or thermally isolated from sources of heat such as ovens, dishwashers etc.	HIGH
Ensure catering equipment such as large ovens and dishwashers are utilised at maximum capacity, and/or install smaller capacity appliances to increase operational flexibility.	HIGH
Consider with chefs and kitchen managers implementing a training programme and monitoring systems with incentives.	HIGH
Consider a programme of fitting energy meters to kitchen facilities as part of the service and maintenance regime.	HIGH

b) Recommendations with a medium payback

No recommendations were selected within this payback period.

c) Recommendations with a long payback

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

Recommendation	Potential impact
Consider heating the building using biomass boiler(s).	HIGH
The current metering provisions do not enable production of a specific and reasonably accurate Operational Rating for this building. It is recommended that meters be installed and a regime of recording data be put in place. CIBSE TM 39 gives guidance on this.	HIGH

d) Other Recommendations

This section lists other recommendations selected by the energy assessor, based on an understanding of the building, and / or based on a valid existing energy report.

Recommendation	Potential impact
Cafe facility to be seperately metered.	LOW

4. Next Steps

a) Your Advisory Report

As the building occupier, regulation 11(2)(b) of SR 2008/170 (as amended) requires that you have in your *'possession or control at all times a valid advisory report'*. Regulation 11(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 32(4) of SR 2008/170 (as amended).

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.niepcregister.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.dfpni.gov.uk, 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.



Air Conditioning System Inspection Report

Equipment Owner's Organisation	
Responsible Site Contact	
Equipment Owner's Address	
UPRN	

Date of inspection	29/06/2010	Date of lodgement	29/06/2010
Assessor name and assessor ID		Address of Assessor's employer	
Name and ID number of Scheme			
Related Party Disclosure			
Assessment Software Used	4		

Executive Summary

The building is approximately 100,000 sq ft in gross internal area with a total of approximately 88,000 sq ft of offices consisting of four floors on a site of over 7 acres providing in excess of 320 parking spaces.

The original part of the building was completed in the late 1960s and the new section in 2001 at which time all the finishes and the majority of the mechanical and electrical services were replaced. The remaining core services such as the boiler room and mains transformers and electrical switchboards were replaced in 2006.

Building owners and managers who operate air-conditioning systems have statutory obligations under the Energy Performance of Buildings Directive (EPBD) to ensure that air conditioning inspections are conducted by qualified and accredited air-conditioning inspectors.

All air-conditioning systems with an effective rated output of more than 12kw must be regularly inspected by an energy assessor. If the system has an effective rated output of 12kW or more, the first inspection must be done by 4 January 2011.

The survey and sampling had been carried out based on TM 44 (Inspection of air conditioning systems)

Based on TM44 : The air conditioning system includes large numbers of similar fan coil units and because no evidence can be provided that these have been adequately cleaned and maintained, then the inspector examine a small . The sample is one in fifty in installations

the number examined is sufficient to obtain an indication of the state of maintenance of the units.

The building is heated and comfort cooled by a combination of four pipe and two pipe fan coil units together with panel radiators which are individually thermostatically controlled, where appropriate. Tempered fresh air is supplied via a central air handling unit located in the roof Plant Room. Air is extracted mechanically via a central air handling unit in the Plant Room.

Refrigeration and AC Systems:

Design parameters

External conditions:

Winter - -4 C dry bulb/-4C wet bulb Summer — 28 C dry bulb/19 C wet bulb

Internal conditions:

Winter office area 20 C +/-1 Summer office area 25 C/+/-1 Heat load 120 watts sq m

Air Conditioning System Inspection Report

General system description: The office areas are air conditioned using a condensate wet fan coil unit system. The fan coil units are located within the ceiling voids of the office areas. Fan units have waterside control.

Chilled and Heating Water:

Pipework and supply air ductwork distribute horizontally from the common service riser within the ceiling void to serve the fan coil units. At each floor level condensate is drained to a foul drain. Fan coil units are individually controlled by a Honeywell Zone Manager system. The ceiling void is utilised as a plenum for return air to the fan coil units.

Building Management System (B.M.S):

The boiler pumps chillers and fans are controlled by Trend 1Q241/242, controllers located in 4 control panels located as follows:

- 1.Room top Plant Room
- 2.Ground Floor Secondary Plant Room
- 3.Main Plant Room Boiler Panel
- 4.Main Plant Room Chiller Panel

All panels are linked and the boiler panel has a smart display unit. The ceiling mounted fan coil units are controlled by Honeywell

Controllers on each floor which are linked and monitored from a panel in the Plant Room. Each unit has its own localised control.

No evidence of maintenance is available as they have a new contract and no documents available from old maintenance company.

System components inspected

The following components of the system were inspected:

System Documentation
Refrigeration Plant
Heat Rejection Equipment
Airborne Cooling and Air Conditioning Systems
Airborne Systems in Air Handling Units and Ducts
Outdoor Air Inlets
System Controls

Key Recommendations

System efficiency, capacity and cooling loads

Consider introducing variable speed drives (VSD) for fans, pumps and compressors. Consider with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme. Ensure building occupants understand when the various cooling modes of the mixed mode ventilation system are in operation to avoid windows being opened when mechanical cooling is on.

Air Conditioning System Inspection Report

Improvement options

Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency. Engage experts to propose and set up an air conditioning servicing and maintenance regime and implement it. Review the air conditioning energy performance report and seek to implement any outstanding recommendations for action. Engage experts to review the HVAC control systems settings and propose alterations and/or upgrades and adjust to suit current occupancy patterns. Consider with chefs and kitchen managers implementing a training programme and monitoring systems with incentives. Consider with chefs and kitchen managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives. Engage experts to propose and set up an air conditioning servicing and maintenance regime and implement it.

Alternative solutions

Consider installing building mounted photovoltaic electricity generating panels. Consider installing building mounted wind turbine(s). Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste. Consider installing high speed shutter doors to loading bays. Consider installing heat recovery to catering refrigeration condensers in order to aid with HWS generation or to heat room air. Engage experts to review overall air conditioning strategy and propose an investment programme for upgrading and/or switching to alternative solutions. Consider a programme of fitting energy meters to lifts and escalators as part of the service and maintenance regime. Enable power save settings and power down management on computers and associated equipment. Consider engaging with building users to economise equipment energy consumption with targets, guidance on their achievement and incentives.

Other recommendations

Consider applying reflective coating to windows and/or fit shading devices to reduce unwanted solar gain. Ensure building occupants understand when the various cooling modes of the mixed mode ventilation system are in operation to avoid windows being opened when mechanical cooling is on. Consider to install run around coil between Main Extract system and fresh supply for the restaurant area. Consider installing External shading in the existing building to reduce heat gain. Provide a short guidance for thermostats and place it next to the thermostat. Replace R-22 refrigerant with new refrigerant (the chiller is in a very good condition and no need to replace the whole system). Replace traditional spot lights with LED spot lights. Consider installing occupant sensor for main corridors in first and second floor.

Centralised Cooling System Inspection Checklist

Pre Site visit work items:

Equipment Owner

Organisation Name	
Equipment Owner/Manager Name	
Street Address	
City	

Equipment Operator (if different from owner)

Organisation Name	
Responsible Site Contact	
Street Address	
City	

Accredited inspector details

Inspector Name			
Inspector Number		Accreditation Scheme	
Trading Name			
Trading Address			

Insurance Details

Insurance Company	Brit Insurance	Policy Number	BRT-3
Start Date	15/10/2009	Expiry Date	14/10/2010
		PI Limit (£)	100000

Inspection Details

UPRN	165346680000	RRN	
Date of inspection	29/06/2010	Date of lodgement	
Effective rated output of the all air-conditioning in the building?	632		

Centralised Cooling System Inspection Checklist

Note: Request following information from client and complete the following checklist. The inspector should examine the relevant documentation and systems as far as possible to check that the installed equipment is as described. If the documentation is not available, then an additional part of this procedure is to locate the equipment and assemble a minimum portfolio of relevant documentation.

Record Checklist Pre Inspection Information

Level	Information Required	Reviewed	Not Available
Essential	Itemised list of installed air conditioning and refrigeration plant including product makes, models and identification numbers.	X	
	Cooling capacities, with locations of the indoor and outdoor components of each plant.	X	
	Description of system control zones, with schematic drawings.	X	
	Description of method of control of temperature.	X	
	Description of method of control of periods of operation.	X	
	Floor plans and schematics of air conditioning systems.	X	
Desirable	Reports from earlier inspections of air conditioning systems, and for the generation of an energy performance certificate		
	Records of maintenance operations carried out on refrigeration systems, including cleaning indoor and outdoor heat exchangers, refrigerant leakage tests, repairs to refrigeration components or replenishing with refrigerant.		
	Records of maintenance operations carried out on air delivery systems, including filter cleaning and changing, and cleaning of heat exchangers.		
	Records of calibration and maintenance operations carried out on control systems and sensors, or BMS systems and sensors.		
	Records of sub-metered air conditioning plant use or energy consumption.		
	For relevant air supply and extract systems, commissioning results of measured absorbed power at normal air delivery and extract rates, and commissioning results for normal delivered delivery and extract air flow rates (or independently calculated specific fan power for the systems).		
Optional	An estimate of the design cooling load for each system (if available). Otherwise, a brief description of the occupation of the cooled spaces, and of power consuming equipment normally used in those spaces.	X	
	Records of any issues or complaints that have been raised concerning the indoor comfort conditions achieved in the treated spaces.		
	Where a BMS is used the manager should arrange for a short		

Centralised Cooling System Inspection Checklist

	statement to be provided describing its capabilities, the plant it is connected to control, the set points for the control of temperature, the frequency with which it is maintained, and the date of the last inspection and maintenance	X	
	Where a monitoring station, or remote monitoring facility, is used to continually observe the performance of equipment such as chillers, the manager should arrange for a statement to be provided describing the parameters monitored, and a statement reviewing the operating efficiency of the equipment.	X	

Site visit work items: Cooling Plant

Number of Units	2
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Cooling Plant Equipment inspected Note: Verify information provided by client is correct by way of inspection and insert actual verified information in fields below.

Unit Identifier	CHILLER 1 - CGA600
Manufacturer	TRANE
Description	88190 GLOBEY
Model / Reference	ECGLA600A7
Serial Number	J1155856
Year plant installed	2001
Rated Cooling Capacity (kW)	150
Refrigerant Type	R-407C
Location	Outside plantroom
Areas / Systems Served	New extension

Note below any discrepancy between information provided by client and on site information collected:

Cooling Plant Equipment Visual inspection

Item / Guidance notes	Inspection Notes	Guidance Recommendation
Is heat rejection plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no then provide details :	Not Appropriate

Centralised Cooling System Inspection Checklist

Is area around the heat rejection plant clear of obstructions and debris?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide information and description of obstructions:	Not Appropriate
Is chiller plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no then provide details:	Not Appropriate
Is area around the chiller plant clear of obstructions and debris?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide information and description of obstructions:	Not Appropriate
Is there any possibility of air recirculation through the condenser?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes provide information and description of obstructions:	Not Appropriate
Is general condition of chiller and associated central plant in good order?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide description of dilapidations:	Not Appropriate
Are condenser heat exchangers undamaged/ un-corroded and clean?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no provide description:	Not Appropriate
Is insulation on primary circulation pipe work well fitted and in good order?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no provide detail :	Not Appropriate
Is the chiller unit placed clear from warm air discharge louvers?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide detail :	Not Appropriate
Locate compressors and ensure they are operational or can be brought into operation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no explain problem:	Not Appropriate

Centralised Cooling System Inspection Checklist

Cooling Plant Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Appropriately Sized Cooling Plant	<p>Compare system sizes with likely loads. Section 4 TM44 contains simple procedures for assessing whether refrigeration systems and air supply systems are likely to be oversized.</p>	<p>Following Information Required:</p> <p>Total Occupants 83</p> <p>Total Floor Area 1425 m²</p> <p>Occupant density /m² 17 person/m²</p> <p>Lower level heat gain 100 W/m²</p> <p>Upper level heat gain 100 W/m²</p> <p>Installed Cooling Capacity 150 kW</p> <p>The installed size is deemed:</p> <p>More than Expected <input type="checkbox"/></p> <p>Less than Expected <input type="checkbox"/></p> <p>As Expected <input checked="" type="checkbox"/></p>	<p>Occupant 83</p> <p>Floor area: 1425 m² Occupant density: 1425/83=17.2</p> <p>Lower heat gain: TM44=100 W/m² Upper level heat gain = 100(TM44) no need for additional load</p> <p>Expected Capacity = 100 W/m² x 1425 = 142.5 kW As the load is in $\pm 15\%$ of the installed load it is in a Expected range</p>
Refrigerant used	Identify the refrigerant used.	Refrigerant name <input checked="" type="checkbox"/> R-407C	
Refrigeration Charge	<p>Indicate where and F-Gas Regulations inspections may be required.</p> <p>In operation observe the temperature difference across the refrigeration compressor.</p>	<p>F-Gas refrigerant requiring regular leakage inspection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Refrigeration Temperature:</p> <p>Pre compressor 11 <input type="checkbox"/></p> <p>Post Compressor 5 <input type="checkbox"/></p> <p>Ambient 25 <input checked="" type="checkbox"/></p>	
Refrigeration leaks	Compared with the ambient temperature in the plant room / outside air.	<p>The temperature deemed:</p> <p>More than Expected <input type="checkbox"/></p> <p>Less than Expected <input type="checkbox"/></p> <p>As Expected <input checked="" type="checkbox"/></p> <p>signs of oily staining that could indicate refrigerant leakage. If</p>	
	Note whether refrigeration heat exchangers show		

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Centralised Cooling System Inspection Checklist

	<p>present, check whether any attention to this is noted in the maintenance records.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	<p>leakage test is still required. Based on F gas Regulation (The F Gas Regulation1. This is EC Regulation 842/2006) the operator of the system must ensure that air conditioning systems containing 3 kg or more of F gas (including R-407C) is checked for leakage by certified personnel on a regular basis (every year).No evidence of leak test was found in the site.</p>
<p>Water cooled chillers (cooling towers and evaporative condensers)</p>	<p>If the refrigeration equipment includes water cooled chillers check that adequate water flows are available through the cooling towers or evaporative condensers to achieve efficient heat transfer. Also check that the water pressure drops across them are in accordance with design or commissioning data if gauges or test points are available and accessible.</p> <p>Check to ensure that</p>	<p>Is the chiller water cooled Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes insert detail as follows: <input type="checkbox"/> <input type="checkbox"/></p> <p>Flow Reading Condenser 0 l/s Commissioning flow rate 0 l/s</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin-top: 10px;"></div> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Not Appropriate</p>

Centralised Cooling System Inspection Checklist

Regular Maintenance	<p>the water is treated and regularly checked to ensure that there is no Legionella risk. See HSE L8</p> <p>Record whether there is evidence of a regular inspection and maintenance regime carried out by suitably competent people. Record and comment on the frequencies and scope of maintenance to the air conditioning equipment and systems in relation to industry guidelines. This, and the dates of most recent maintenance may also need to be referred to during the 'physical' inspection.</p>	Are there records of regular maintenance	<p>As the building doesn't have any logbook preparing a LOGBOOK based on TM31 is very important. Based on The Pressure Systems Safety Regulations 2000, vapour compression refrigeration system where the installed power exceeds 25 kW requires a written scheme of examination. Users and owners of pressure systems are required to demonstrate that they know :</p> <ol style="list-style-type: none"> 1- The safe operating limits, principally pressure and temperature, of their pressure systems, 2- They need to ensure that a suitable written scheme of examination is in place before the system is operated. 3- They also need to ensure that the pressure system is actually examined in
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Centralised Cooling System Inspection Checklist

		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is the maintenance undertaken by suitably competent people</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Provide comment regarding maintenance frequencies in relation to industry guidelines:</p> <p>There is no evidence of regular maintenance in the site.</p>	<p>accordance with the written scheme of examination. No evidence of this written scheme test was found in the site.</p>
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DRAFT

Centralised Cooling System Inspection Checklist

obstructions and debris?	If no provide information and description of obstructions:	
Is chiller plant operational?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is area around the chiller plant clear of obstructions and debris?	If no then provide details: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is there any possibility of air recirculation through the condenser?	If no provide information and description of obstructions: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is general condition of chiller and associated central plant in good order?	If yes <input type="checkbox"/> provide information and description of obstructions: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Are condenser heat exchangers undamaged/ un-corroded and clean?	If no provide description of dilapidations: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is insulation on primary circulation pipe work well fitted and in good order?	If no provide description: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Is the chiller unit placed clear from warm air discharge louvers?	If no provide detail: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Locate compressors and ensure they are operational or can be brought into operation	If no explain problem: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate

Centralised Cooling System Inspection Checklist

Cooling Plant Detailed Inspection Notes			
Item	Guidance notes	Inspection Notes	Guidance Recommendation
Appropriately Sized Cooling Plant	<p>Compare system sizes with likely loads. Section 4 TM44 contains simple procedures for assessing whether refrigeration systems and air supply systems are likely to be oversized.</p>	<p>Following Information Required:</p> <p>Total Occupants 328</p> <p>Total Floor Area 5575 m²</p> <p>Occupant density /m² 17 person/m²</p> <p>Lower level heat gain 100 W/m²</p> <p>Upper level heat gain 107 W/m²</p> <p>Installed Cooling Capacity 490 kW</p> <p>The installed size is deemed:</p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p>	<p>Occupant 328</p> <p>Floor area: 5575 m² Occupant density: 5575/328=17</p> <p>Lower heat gain: TM44=100</p> <p>W/m² Upper level heat gain = 100 (TM44) no additional load require Cooling capacity = 100 W/m² x 5575 = 557.5 kW 490 x 0.15 (Acceptable range) + 490 = 563 kW As the load is in +_15% of the installed load it is in a Expected range</p>
Refrigerant used	Identify the refrigerant used.	<p>Refrigerant name <input checked="" type="checkbox"/> R-22 <input type="checkbox"/></p>	
Refrigeration Charge	<p>Indicate where and F-Gas Regulations inspections may be required.</p> <p>In operation observe the temperature difference across the refrigeration compressor.</p> <p>Compared with the ambient temperature in the plant room / outside air.</p>	<p>F-Gas refrigerant requiring regular leakage inspection?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Refrigeration Temperature:</p> <p>Pre compressor 11</p> <p>Post Compressor 5</p> <p>Ambient 25</p> <p>The temperature deemed:</p> <p>More than Expected</p> <p>Less than Expected</p> <p>As Expected</p>	
Refrigeration leaks	Note whether refrigeration heat	exchangers show signs of oily staining that could indicate	

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Centralised Cooling System Inspection Checklist

refrigerant leakage. If present, check whether any attention to this is noted in the maintenance records.

but leakage test is still required. Based on EC Regulation No 2037/2000 (This is EC Regulation on HCFC refrigerant. This Regulation aims to reduce emissions of HCFC) the operator of the system must ensure that air conditioning systems containing 30 kg or more of HCFC refrigerant (including R22) is checked for leakage by certified personnel on a regular basis (every 6 months). No evidence of leak test was found in the site. Legislation bans the supply of new R22 refrigerant used to service equipment from 31st December 2009. Only reclaimed or recycled R22 refrigerant may be used from January 2010 and then only until 31st December 2014. Systems operating on R22 refrigerant will be classed as "not serviceable" from December 2014. A complete ban

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		<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	<p>of R22 refrigerant, including reclaimed or recycled will become effective on 31st December 2014. I recommend to consider replacing the R-22 with R-407c or other refrigerant by the end of 2013. Engage an expert to check the possibility of introducing new refrigerant and changing all settings and temperature/pressure setting points</p>
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<p>Water cooled chillers (cooling towers and evaporative condensers)</p>	<p>If the refrigeration equipment includes water cooled chillers check that adequate water flows are available through the cooling towers or evaporative condensers to achieve efficient heat transfer. Also check that the water pressure drops across them are in accordance with design or commissioning data if gauges or test points are available and accessible.</p>	<p>Is the chiller water cooled</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes insert detail as follows:</p> <p>Flow Reading Condenser <input type="text" value="0"/> l/s</p> <p>Commissioning flow rate <input type="text" value="0"/> l/s</p>	<p>Not Appropriate</p>
	<p>Check to ensure that the water is treated and regularly checked to ensure</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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Regular	that there is no Legionella risk. See HSE L8	Are there records of regular maintenance	Based on The
Maintenance	Record whether there is evidence of a regular inspection and maintenance regime carried out by suitably competent people. Record and comment on the frequencies and scope of maintenance to the air conditioning equipment and systems in relation to industry guidelines. This, and the dates of most recent maintenance may also need to be referred to during the 'physical' inspection	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>Is the maintenance undertaken by suitably competent people</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Provide comment regarding maintenance frequencies in relation to industry guidelines:</p> <p>As there is no evidence of regular maintenance, preparing a logbook based on TM 31 is highly recommended.</p>	<p>Pressure Systems Safety Regulations 2000, vapour compression refrigeration system where the installed power exceeds 25 kW requires a written scheme of examination. Users and owners of pressure systems are required to demonstrate that they know :</p> <ol style="list-style-type: none"> 1- The safe operating limits, principally pressure and temperature, of their pressure systems, 2- They need to ensure that a suitable written scheme of examination is in place before the system is operated. 3- They also need to ensure that the pressure system is actually examined in accordance with the written scheme of examination. No evidence of this written scheme test was found in the site.
Metering	Is metering installed to enable monitoring	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate

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	of energy consumption of refrigeration plant.	If yes, record meter reading	104.6	
	Is a BEMs installed in the building which can warn about out of range alarms?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
		If No then provide details		
Humidity Control	Is there separate equipment installed for humidity control?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Not Appropriate	

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Air Handling Systems:

Number of Units	1
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Note: For safety reasons, it will be necessary for air handling fans in air distribution systems to be turned off in order to gain access inside air handlers or ductwork to examine components such as fans, drives, filters, heat exchangers and control dampers. The building manager should arrange safe access for the inspector.

Air Handling Systems Equipment Inspection

Unit Identifier	CCGA
Systems Served from cooling plant	Connected to the two main air cooled chillers
Manufacturer(s)	TRANE
Year systems installed	2001
Location	Roof Plant room
Areas / Systems Served	Whole Building

Note below any discrepancy between information provided by client and on site information collected:

CCGA-07-07 2.960 m3/s

Air Handling System Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Filters	Check condition of intake air filters and check air inlets and outlets for obstruction.	Inlet and filter conditions acceptable Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Filter was almost blocked however the pressure drop was 100 pa which is not high however I would suggest to change the filter more regularly as it will improve the efficiency of whole system
	Note the usual filter changing or cleaning frequency, and the elapsed time since	Filter changes according to measured pressure drop?	Not Appropriate

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	the last change or clean, in relation to industry guidance.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide description below:	
Specific Fan Power	Estimate the specific fan power (SFP) of air movement systems, provided that this can be done simply from existing records of the installed fan capacities and the flow rates and pressure drops noted in commissioning records, for comparison with the guidance	Use the guidance in TM44 section 4.4 tables 4.1 Indicative ventilation rates for various types of buildings (Source BSRIA BG14/2003(20) and 4.2 yardstick installed fan capacities (source BSRIA AG1/2000(21)) 1.85 Are air flow rates and system pressures available from commissioning data? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> [Undertake SFP calculation is it reasonable i.e. less than 3] $3 \text{ m}^3/\text{s} = 300 \text{ lit/s}$. this unit consume 5500 watt $\text{SFP} = 5500/3000 = 1.85 < 2$ (Compliance guide-Bulding Regulation 2006) Accepted	Not Appropriate
Fan Rotation	Check for correct rotation of fans. If possible, observe the modulation of multiple fans in response to load changes.	Does the fan rotate in the correct sense? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is speed control or modulation operation Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not Appropriate
Condition of Heat Exchangers	Assess condition of heat exchangers. Note whether any heat exchanger surfaces are significantly damaged, or blocked by debris or dust. Where reasonably practical, and where suitable information is available for comparison, the air path resistance across the coil should be measured and compared with the design resistance.	Are heat exchangers in good condition Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide description below:	No guidance given.
Refrigeration leaks (if DX coil installed)	Note whether refrigeration heat exchangers show	Are there any signs of a refrigerant leak	No guidance given.

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	<p>signs of oily staining that could indicate refrigerant leakage. If present, check whether any attention to this is noted in the maintenance records.</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes provide comment regarding the incident and how it has been rectified:</p>	
Fan and Control	<p>Note the fan type, and method of air speed control. Check the setting and operation of any fresh air/recirculation dampers</p>	<p>Centrifugal fan, As this unit is 100% fresh air there is no inter control between extract and fresh air how ever the amount of fresh air will get control by using manual damper.</p>	<p>No guidance given.</p>
Heat recovery	<p>Identify whether the systems have any energy conservation facilities, e.g. heat recovery, free cooling sequence, and check for evidence that such facilities are/have been functioning.</p>	<p>Energy Conservation features installed:</p>	<p>No guidance given.</p>
Air leakage	<p>Observe the air handling plant and visible air containment including ductwork, floor or ceiling plenums and builders' work shafts for signs of excessive leakage and energy loss.</p>		<p>Not Appropriate</p>
Outdoor air inlets	<p>(a) Locate the inlets for outdoor air. (b) Note any significant obstructions or blockages to inlet grilles, screens and pre-filters. (c) Note where inlets may be affected by proximity to local sources of heat, or to air exhausts.</p>	<p>The inlet is located on the roof in the side of building not facing car park There is no blockage or obstruction There is no source of heat or exhaust air.</p>	<p>No guidance given.</p>

Centralised Cooling System Inspection Checklist

Terminal Units:

Number of Units	3
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Terminal Unit Equipment Inspection

Unit Identifier	FAN COIL- G07/E
Systems Served from cooling plant	Feed Two supply grills, Cooled water from Chiller one
Manufacturer(s)	TRANE
Year systems installed	2001
Location	In the middle of the room, in the false ceiling close to the board
Areas / Systems Served	Meeting Room 2358

Note below any discrepancy between information provided by client and on site information collected:

HF0B06DWH5L2

Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately insulated.	<p>Is pipe work adequately insulated? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is ductwork adequately insulated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If no provide detail: The duct has broken and there is a big hole in the duct which simply cause no air coming out of the grille The insulation is not properly installed as there are some loose parts in the duct work</p>	Ask a member of your maintenance team to replace the duct completely and fix the insulation.
Unit Condition	Visually check the condition and operation of indoor units.	<p>Are the terminal units in good working order? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no provide comment regarding condition:</p>	Filter needs to be changes/cleaned
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route	Are diffusers /grilles clean and in good order?	Not Appropriate

Centralised Cooling System Inspection Checklist

	by which air is extracted from the spaces.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment regarding condition:	
	Note whether these appear to provide good distribution.	Yes they provide good distribution, however using grilles with adjustable vanes would give more flexibility to the occupier of the room.	
	Check that chilled and hot water are not being supplied to terminals simultaneously	Are chilled and hot water being supplied to terminals simultaneously Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
	Review evidence that occupants find the air delivery arrangements unacceptable – for example check the complaints log (if it is available)	Issues arising from facilities manager's records	
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings.	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment:	Not Appropriate
	Observe if partitioning or furniture is affecting performance.	No effect on performance	

Terminal Unit Equipment Inspection

Unit Identifier	FANCOIL-FCU2-108
Systems Served from cooling plant	one supply grille-Feed from chiller two
Manufacturer(s)	TRANE
Year systems installed	2001
Location	False ceiling-Middle of the room
Areas / Systems Served	Meeting Romm 2340

Centralised Cooling System Inspection Checklist

Note below any discrepancy between information provided by client and on site information collected:

HF0B04DWH5L2

Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately insulated.	Is pipe work adequately insulated? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is ductwork adequately insulated? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide detail:	Not Appropriate
Unit Condition	Visually check the condition and operation of indoor units.	Are the terminal units in good working order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment regarding condition:	Filter was blocked, replace or clean the filter
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route by which air is extracted from the spaces.	Are diffusers /grilles clean and in good order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment regarding condition:	Not Appropriate
	Note whether these appear to provide good distribution. Check that chilled and hot water are not being supplied to terminals simultaneously Review evidence that occupants find the air delivery arrangements unacceptable – for example check the	Yes it does provide good distribution, but I would provide for flexibility to change the grille to adjustable vane grilles. Are chilled and hot water being supplied to terminals simultaneously Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Issues arising from facilities manager's records	

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	complaints log (if it is available)		
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings.	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment:	Not Appropriate
	Observe if partitioning or furniture is affecting performance.	No effect	

Terminal Unit Equipment Inspection

Unit Identifier	FANCOIL E/102
Systems Served from cooling plant	two supply grilles/feed from chiller one
Manufacturer(s)	TRANE
Year systems installed	2001
Location	in the false ceiling close to area 2349
Areas / Systems Served	Reception-second floor

Note below any discrepancy between information provided by client and on site information collected:

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Terminal Unit Detailed Inspection Notes

Item	Guidance notes	Inspection Notes	Guidance Recommendation
Insulation	Visually inspect the route and condition of the cooling system pipe work serving local areas. Check that pipe work or ductwork (or both) is appropriately	Is pipe work adequately insulated?	Engage a member of your maintenance team to fix the insulation

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Unit Condition	insulated. Visually check the condition and operation of indoor units.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Is ductwork adequately insulated? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If no provide detail: The insulation around duct was loose Are the terminal units in good working order? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment regarding condition:	The filter was blocked-Engage a memebr of your maintenance team to replace or clean the filter
Grilles & Air Flow	Review air delivery openings, grilles or diffusers, and route by which air is extracted from the spaces.	Are diffusers /grilles clean and in good order? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If no provide comment regarding condition:	Not Appropriate
	Note whether these appear to provide good distribution. Check that chilled and hot water are not being supplied to terminals simultaneously Review evidence that occupants find the air delivery arrangements unacceptable – for example check the complaints log (if it is available)	Good distribution Are chilled and hot water being supplied to terminals simultaneously Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Issues arising from facilities manager's records	
Diffuser Positions	Assess the positioning and geometry of air supply openings in relation to extract openings. Observe if partitioning or	Are air supply grilles positioned well in relation to extract openings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no provide comment:	Not Appropriate

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	furniture is affecting performance.	No effect	
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Centralised Cooling System Inspection Checklist

System Controls

Number of Units	0
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System Controls		
Unit Identifier		1Q241/242
Item / Guidance notes	Inspection Notes	Guidance Recommendation
Assess zoning in relation to factors such as local levels of internal gain, orientation and exposure to solar radiation. Is the zoning appropriate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no explain problem:	At the moment we have ability to control floors by floors as an one big zone, and individual fan coil (s) by room thermostat, It would be energy efficient if we can divide each floor to two parts and control them separately.
Note the current indicated weekday and time of day on controllers or BMS against the actual time.	The time and the date are correct.	Not Appropriate
Note the set on and off periods (for weekday and weekend if this facility is available with the timer).	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm I recommend to to change chiller time to 6:30 am- 6:30 pm as at the moment fancoils might work for 1 hour without having any cooling capacity in each part of the day, which will not have any effect except air circulation which can be achive by using trickle vents or even openable windows.
Is there a shortfall in timer capabilities?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	At the moment Fancoils start and stop is 7am-7pm and chiller start stop is 8am-6pm I recommend to to change chiller time to 6:30 am- 6:30 pm as at

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Identify and assess zone heating and	<p>If yes explain problem:</p> <p>Yes No</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>If no explain problem:</p>	<p>the moment fancoils work for 1 hour without having any cooling capacity in each part of the day, which will not have any effect except air circulation which can be active by using trickle vents.</p>
cooling temperature control sensors. Are the sensor types and locations appropriate in relation to heating and cooling emitters, heat flows or likely temperature distributions in the zone or space?		<p>Each room/fancoil has its individual thermostat connected to it so an operator is able to control the temperature ± 2.5 to the level of convenience, the only recommendation I would make is put a guidance nest to the each thermostat which inform people regarding to the method of control and setting the thermostat.</p>
Note the set temperature in each zone for heating and cooling in relation to the activities and occupancy of zones and spaces in relation to the manager's intent.	<p>Cooling temperature is set to 21 C for all fancoils and individual thermostat able the adjust this figure by ± 2.5 C.</p>	<p>I recommend changing the set temperature to 23 C, because if they want they can always change it to the figure they want but by changing this setting, further energy savings is possible.</p>
Note whether a 'dead band' is or can be set between heating and cooling.	<p>A member of maintenance team control the dead band between heating and cooling so simultaneous heating/cooling will never happen</p>	<p>Installation of weather compensation device for cooling/heating appliance will improve efficiency of systems and will able you to control indoor temperature more efficient</p>
Assess the refrigeration compressor(s) and the		<p>Not Appropriate</p>

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method of refrigeration capacity control. Assess means of modulating or controlling air flow rate through air supply and exhaust ducts.	It is been achive by using VCD (volume control damper)installed in all ventilation ducts and branches.	I recommend using supply grills with adjustable vanes, as it give flexibility to occupier of the building/maintenance guy to adjust air flow towards right directions.
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