

Community building energy survey

Introduction

This survey is to help you on your journey to improve your community building in terms of energy efficiency and overall health of the building. It is a first step to gathering important information and identifying basic measures. Completing the survey will help you to make more informed decisions about your building and identify interventions that may be appropriate. You can also use it survey to identify where you need expert information and advice, and to support for funding applications.

We have developed guidance that sits alongside the survey ([download the guidance \(PDF\)](#)) which we strongly encourage you to read. The guidance provides further detail and background, with support on terms and technologies that you may find as you're reviewing the building.

Equipment needed:

- Camera (to take pictures of what is being assessed).
- CO₂, temperature & humidity monitor (most measure all three). A simple <£30 one will do, this is required for the air quality monitoring section only.
You may be able to loan a device from a local community energy group.
- A copy of our guidance notes for this survey

Survey contents:

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Notes:

This survey was updated in 2024 and is part of a suite of resources from CSE to support improvements for community buildings. Check our website for updates.

Section 1: General information about the building and energy behaviours

Survey completed by:

Date of survey:

1.1 General information

a. Building name:

b. Address:

c. Date constructed:

It doesn't have to be the exact date or even year, but knowing roughly when it was built helps to give a better idea of how it was constructed and what materials and methods are likely to have been used. Places to look for information: on the building itself (on a plaque), in building documents/plans, council records, through a web-search, or via oldmapsonline.org

d. Building type:

E.g. old shop / church / house / office / school / purpose-built community centre / bungalow / flat / terraced / semi-detached / detached.

e. Is the building listed or in a conservation area?

See our guidance document for help if you're not sure.

f. Is the building owned or rented?

If renting, who owns the building and how long is the lease?

If owned, is it a freehold or leasehold?

g. Who is the legal duty holder?

Either the owner or the person with overall responsibility for the maintenance of the premises. If your organisation is permitted to carry out maintenance within a lease, then this is likely to be the head of your organisation/board of trustees.

h. Does the building have a maintenance plan (if yes, who is responsible for this? How often does it get completed?):

Refer to the guidance document for maintenance plan templates.

- i. If known, what is the total floor area of the building (in m²):

If you have access this could be found in architect's drawings and plans for a building construction or refurbishment. This can be found on your Energy Performance Certificate (EPC) if you have one.

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- j. Number of buildings:

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- k. Number of floors:

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- l. Number of useable rooms:

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- m. Of these, how many are:

- Kitchens:
- Bathrooms:
- Store rooms:

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- n. Conditions and temperature during the survey (raining, windy, sunny, etc):

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- o. Is the building legally compliant with requirements in Health and Safety law and the building fire safety act?

Information on village and community halls legal responsibilities can be found at hse.gov.uk/voluntary

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- p. Does the building have a smart meter?

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- q. Does the building have a Display energy certificate (DEC) or non-domestic Energy performance certificate (EPC)? What is the rating?

A guide to DEC can be found on gov.uk/publications & EPC on gov.uk/find-energy-certificate

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- r. Is the building in a flood plain or has it ever been flooded?

See a flood map at flood-map-for-planning.gov.uk for details.

1.2 General building condition

- a. Are there any damp and mould issues (If so please explain and try to identify if there might be any obvious causes):

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- b. Are there any mould issues or musty smells (If so please explain):

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- c. Is the building in a good state of repair (check walls, guttering, windows etc.):

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- d. Does it get too hot in the summer (if so where):

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- e. Does it get too cold in the winter (if so where):

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- f. Is the building in a radon area?

See radon map at ukradon.org for details.

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- g. Does the building have any chimneys? If so, what is their general condition:

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- h. What type of roof(s) does the building have? What condition are they in?

e.g. gable roof, pitched roof, flat roof. To see the different roof types see jtcroofing.co.uk or bmigroup.com

i. Is the roof space accessible and insulated?

j. Are all gutters, downspouts, and drainage in good working order?

k. Do you know what the walls are made from, and what is their general condition?

l. Type and number of windows and doors, and their general condition:

m. Are there any solar PV or solar thermal panels?

n. Is there any battery storage linked to the solar panels? If so, how much?

o. Are you aware of any hazardous materials within the building (lead, asbestos, arsenic)?

p. Does the build have disabled access facilities?

1.3 Ventilation and draughts

a. Is the building particularly draughty? If yes, please explain:

b. Have draught proofing measures been installed? If yes, what, and where?

Draught proofing examples: window/door seals, draught excluders www.cse.org.uk/advice/diy-draught-proofing/

c. Is there an identifiable ventilation strategy? (Trickle vents, extractor fans, chimney vents, air bricks, mechanical ventilation with heat recovery, etc.)

d. If there are extractor fans, are they vented outside or just re-circulating?

It is preferable to vent outside so that moisture doesn't settle on another wall inside. You may be able to track the vent through a pipe to an external wall to demonstrate it is venting outside.

e. Are there any open fires or solid fuel/wood burners?

f. Do you have any air quality monitors e.g. carbon monoxide, carbon dioxide, humidity? If so, where, and do they get checked?

*Carbon monoxide (CO) alarms are very important for buildings with gas boilers or appliances and are inexpensive to buy in supermarkets. Find out more about CO awareness at gassafetycharity.org.uk
Read up on ventilation regulations for non-domestic buildings in [building regulations part F](#)*

g. Are any brick or grille vents clear, free from blockages and vegetation?

1.4 Space and water heating

a. What fuel type is used for space heating (gas, electricity, coal, gas, oil, biomass)?

b. What fuel type is used for water heating (gas, electricity, coal, gas, oil, renewables, biomass)?

c. What is the system for heating water (gas combi boiler, electric hot water tank, etc)?

d. If you have a hot water tank, where is it located?

e. If there is a hot water tank, are adequate protections in place to prevent legionella:

For information on Legionella have a look at [hse.gov.uk](https://www.hse.gov.uk)

f. How old are the heating and hot water system(s) system and when were they last serviced?

g. Is it easy to heat up the building? (Does it easily reach the desired temperature?)

h. What pipework is there? (plastic, copper, cast-iron)

Are pipes visible, surface mounted or buried in the floor/wall?

Are they lagged/insulated?

Lagging is used to retain heat within the pipework for energy efficiency and prevent freezing.

- i. Is there any secondary heating or cooling used (portable fan heaters, log burner, etc.)?

j. Are there any air-conditioning units?

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- k. Does hot water come through the taps quickly? (i.e. by the time it takes you to wash your hands)?

l. Does hot water come through the taps too hot?

m. Is the heating on even when nobody is in the building?

n. Is the heating on when windows are open?

o. What controls are used for heating (timers, thermostats, TRVs, weather compensation), and how are they used (e.g. when, what temperature)?

p. If there is a thermostat, where is it located?

1.5 Lighting

- a. What type and number of light fittings (e.g. halogen 6, LED 5, etc) does your building have?

If you're unsure a halogen bulb will get hotter the longer it's on, whereas an LED bulb will not.

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- b. How are internal lights controlled?

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- c. How are external lights controlled?

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- d. Is lighting used appropriately (e.g. only on when people are using the room)?

1.6 Water use

- a. Is there a water meter? (If so, what is the annual usage?)

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- b. Is the water supply hard or soft?

Find out at [kinetico/hard-and-soft-water-explained](https://www.kinetico.com/uk/industry-news/kinetico-hard-and-soft-water-explained)

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- c. Are there any leaky taps?

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- d. Are there any leaking toilets? (i.e. constant running water in the cistern) If so, how many?

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- e. Does your building have any urinals? If so, how many:

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- f. Are any water-saving devices fitted (e.g. low flow devices, dual flush):

1.7 Energy use behaviours

a. Number of usual occupants (specify if given per day, week, month, or year):

b. Are there any vulnerable people that use the building that may need further considerations (older people/babies, health conditions, mobility, sight, etc)?

c. Is your building used for purposes or use appliances that have high energy or water requirements (e.g. medical equipment)?

d. Who controls the heating?

e. Does laundry get dried inside?

f. Does any cooking happen in the building (if so, how often)?

g. If cooking, are lids used on pans?

h. Are bleach or other cleaning products that are harmful to human health used? (Any chemicals with a [COSHH](#) listing) *Have a look at the hse.gov.uk/coshh/basics for more information*

i. Are blinds and/or curtains used appropriately in summer and winter:?

j. Do people generally enjoy using the building? (Please include any feedback you have received from users/staff.)

k. What electrical appliances are there in the building (please provide details on how often they get used)?

Section 2: Additional supporting documents

Please refer to the guidance document for information on additional supporting documents that you could complete to accompany your basic building energy survey. The following documents can be found in the annex of the guidance document:

- Annex 1 - Building use timetable
- Annex 2 - Indoor air quality assessment
- Annex 3 - Record for meter readings and energy use over time
- Annex 4 – Building awareness and comfort survey (for staff and building users)

Once you have completed these additions (or decided you do not need them), **please move on to section 3** on identifying actions.

Section 3: Identifying actions

Refer to your survey above to identify actions that could improve the energy efficiency of the building as well as behavioural energy use. Use any supporting evidence gathered through the additional survey documents e.g. building use timetable. Please refer to the document 'Community building energy survey guidance' for tips on how to identify next steps.

Timeframe		
Responsible person		
Action		
	General building condition	Ventilation and draughts

Timeframe		
Responsible person		
Action		
Space and water heating	Lighting	

Timeframe		
Responsible person		
Action		
Water Use		Energy use behaviours

Section 4: Other notes

Use this space to document any additional useful information that doesn't fit into any of the categories above.