

# Energy walkaround checklist

Stay on top of your energy usage, identify wastage, and implement immediate savings by conducting a weekly walkabout using the below checklist.



Date


Category	Item	Checked?	Action/comment
01	Heating	Are occupants comfortable with the heating temperature?	Yes No
02	Heating	Are any portable heaters in use?	Yes No
03	Heating	Is anything blocking the heaters/radiators?	Yes No
04	Heating	Are any unoccupied areas being heated?	Yes No
05	Heating	Are any windows open while the heating is on?	Yes No
06	Heating	Are there any heat emitters close to thermostats?	Yes No
07	Heating	Are the set times on the thermostat correct?	Yes No
08	Heating	Are there any draughts around windows?	Yes No
09	Ventilation & cooling	Are any windows open while the air conditioning is running?	Yes No
10	Ventilation & cooling	Are any extractor fans on unnecessarily?	Yes No
11	Ventilation & cooling	Are TM44 air conditioning inspection certificates up to date (if required)?	Yes No
12	Ventilation & cooling	Are air conditioning service records up to date?	Yes No

Category	Item	Checked?	Action/comment
13	Lighting	Are any lights on in unoccupied areas?	Yes No
14	Lighting	Are any lights on when daylight is sufficient?	Yes No
15	Lighting	Are any lights on when the building is vacant?	Yes No
16	Lighting	Does any lighting need replacing or updating?	Yes No
17	Lighting	Are windows/skylights/light fittings clean?	Yes No
18	Lighting	Is lighting upgraded/are LED bulbs in use?	Yes No
19	ICT	Are photocopiers and printers switched off when not in use?	Yes No
20	ICT	Do computers and laptops have power savers activated when not in use?	Yes No
21	ICT	Are computers, laptops and monitors switched off at the end of the day?	Yes No
22	Staff room	Are televisions switched off when not in use?	Yes No
23	Staff room	Are appliances operating efficiently? (descaled kettle etc.)?	Yes No

### Other notes

### Need help to identify potential improvements in your energy management?

Schedule your comprehensive energy audit with Zenergi and begin your journey towards a more efficient, cost-effective, and sustainable future.

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