

Energy Performance Certificate Survey Process for Domestic Properties

The purpose of this document is to provide prospective clients with the general process for conducting a survey for the purpose of gathering data in order to produce an Energy Performance Certificate (EPC).

As a rule of thumb a survey of a 2-storey 3 bedroomed semi-detached house will generally take no more than 1 hour.

Pre-Survey Information Required

The following information is preferred (not essential) at the time of enquiry:

Type of property, Construction Type, Age of Construction, Extensions (including Age), Attic Room Conversion Age, Conservatory, Cavity Wall Insulation, Loft Insulation.

At the time of the survey documentation to support any of the above elements would be beneficial as this would confirm the elements noted during the survey and provide evidence should any disputes arise either from the new owners or during an audit process.

Survey Site Notes

Relevant property elements are noted on roughly drawn floor plans which include:

- Construction type of property – i.e. Standard Brick Build (Solid Brick, Cavity) Stone, Timber, Non-Standard (Concrete, Steel Frame)
- Ground floor construction
- Low energy lighting (including lights under kitchen units and plinth lighting but excludes side lamps)
- Heating controls – Room Thermostats, Thermostatic Radiator Valves (TRV), Central Heating Programmer
- System that provides heating – i.e. Gas Boiler, Electric Room Heaters
- Heating system emitters – i.e. Radiators, Underfloor Heating, Ducting for Warm Air
- Hot water storage – i.e. Immersion Cylinder
- Secondary Heating – i.e. Gas or Electric Fires
- Electricity & Gas Meters

NOTE:
Low energy light bulbs are: Low Energy Diode (LED), Compact Fluorescent Lamp (CFL) & fluorescent tubes

- Glazing type – Single, Double or Triple
- Renewable systems – Solar Photovoltaic (PV), Solar Thermal, Ground/Air Source Heating etc

NOTE:

A door on the external wall with 60% glazing will be included as a window

NOTE:

Documentation for renewable energy systems will be required to correctly identify the size/capacity of the systems

For evidence and auditing purposes photographs of all the above elements will be taken.

Survey Process

The order of the survey in which information is gathered is not set in stone and can be affected by the weather conditions, the type of property being surveyed and the complexity of the property's layout.

Generally the process starts as follows:

1. External survey
 - (a) Draw outline of property, noting type of construction, whether wall insulation applied, glazing type, chimney flue type
 - (b) Measure all external walls (a.k.a. Heat Loss Perimeter)
 - (c) Photograph all elevations of property and elements mentioned in (a) above
2. Internal survey
 - (a) Starting on the lowest floor, roughly draw out a floor plan then room-by-room, mark on and make notes of each of the elements mentioned under *Survey Site Notes* above
 - (b) Photograph each element including any documentary evidence provided
 - (c) Move on to the next floor (where appropriate) and the process is repeated as (a) above
 - (d) Finally, inspect the loft space. Unless an immersion cylinder, gas boiler or Solar system is located in the loft space, generally all that is required is a head and shoulders inspection. The construction and depth of the loft insulation is photographed