

Community Halls Advice Service

Environmental & Energy Audit Tool

Date _____

Audit completed by;

Name; _____ Role on committee or as volunteer

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Do you have an Environmental champion? Or a Trustee/ committee member with an environmental focus?	Yes/No	Action;
Is environmental impact a standing item on your meeting agendas?	Yes/No	Action;

January 2020

CFO - Community Buildings Advice Service

Tessa Hall

CENTRE GROUNDS – LANDSCAPE FEATURES BIODIVERSITY AND WILDLIFE FEATURES	Yes, No, or N/A	Notes/ Ideas for action
Is there a management plan or similar for improving the Centre grounds?		
Do visitors / visiting groups / volunteers/ other non-staff help to carry out improvements work?		
Do you have a wildflower area? – Is there an opportunity to create one?		
Are there any trees? Can you plant any? Is there shelter and shade / log pile for animals/insects?		
Are there any bird/bat boxes or an opportunity for some?		
Is there a wild area for nettles etc.?		
Do you have a compost heap?		
Do you have an outside bin?		
Do you have any green space / planting around the property?		
Are there any bird feeders?		
Are chemical pesticides avoided?		

Is use of peat avoided?		
Is there a water butt/s?		

THE CENTRE	Yes, No, or N/A	Notes/ Ideas for action
Disposable Water bottles		
Disposable coffee cups		
Single-use water cups		
Plastic cutlery		
Single use carrier bags		
Cling film		
Tissue		
Food Waste Bin?		
Compost Bin (tea bags/coffee/Veg?)		
Hiring Agreement – does it encourage people to use available china/cutlery and discourage the use of single use plastic items?		
Kettles/do you boil only what you need?		
Do you have recycling bins?		
If you have recycling bins are they clearly labelled?		
Do you purchase Fairtrade food stuffs? Tea/Coffee/Sugar		

Do you use environmentally friendly cleaning products wherever possible?		
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ENERGY MANAGEMENT	Yes, No, or N/A	Notes / Ideas for action
Heating, Ventilation and Air Conditioning Equipment		
Age and condition of boiler or other source of heat		
Has the system been serviced in the last 12 months?		
Are radiators fitted with Thermostatic Radiator Valves?		
Are motors and pumps fitted with variable speed drives?		
Are filters and grills clean and maintained?		
Heating, Ventilation and Air Conditioning Controls		
Are there any areas of over or under heating?		
Have timers been set to match the hours of occupancy?		
Also check set points and dead-bands.		
Is there a risk of heating and cooling operating in the same area?		
Are any unoccupied areas being heated?		
Are windows and doors often left open in air conditioned spaces?		

Building Fabric		
Is the roof insulated to modern thermal standards?		
Are windows at least double-glazed or with secondary glazing?		
Are there any uninsulated cavity walls?		

ENERGY MANAGEMENT cont..	YES, NO or N/A	NOTES IDEAS FOR ACTION
Are there any air leaks at windows and door or other openings?		
Do all exterior doors close automatically and quickly?		
Domestic Hot Water		
Age and condition of water heating equipment?		
Has the timer been set to match occupancy?		
Are the hot water cylinder and valves fully insulated?		
Are all hot water distribution pipes insulated?		
Have energy saving taps and shower heads been fitted?		
Lighting: Lamps		
Are there any areas of over or under lighting?		
Are there any tungsten lamps still in use e.g. in desk lights?		
Have T12 fluorescent lamps been replaced by T8 or T5 lamps?		
Can halogen lamps be replaced by CFL or LED versions?		
Can light output be reduced in any exterior lamps?		

Lighting: control		
Are there any unused areas being lit?		
Can daylight sensors be fitted to lights adjacent to windows?		
Can occupancy sensors control intermittently used areas?		
Are windows and skylights cleaned regularly?		
Are manual switches accessible and clearly labelled?		
Is there a switch off policy in place?		
Are all exterior lights controlled by timers or daylight sensors?		
How often do you consider changing your energy provider?		
Do you have a competitive energy tariff?		
Is a remote heating management system appropriate for your building?		
Energy Management and equipment	Yes, no or N/a	Notes/ideas for action
Does all IT equipment have energy saving features enabled?		
Is all other equipment switched off when not in use?		
Have lifts been assessed by an expert in lift energy efficiency?		
Is all refrigeration equipment A-rated or better?		
Are vending machines and coolers fitted with timers?		
Other Equipment		

Action Plan – draft (take to committee meeting to agree actions) Date

Priority	Who is responsible?	Action deadlines	Associated costs	Fundraising plan?	Further information needed?
Example Priority 1 Boiler replacement	Name of committee member	Jan 2020	£xxxxxxx	Budget has been set aside for this year ending 31 st March 2020	3 quotes required Need to agree cost and engineer Need to book out suitable time for job.

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