

CLIENT QUESTIONNAIRE FOR COMMERCIAL PROPERTY



Please take time to answer the questions detailed below. It is accepted that some of your answers may be approximate or guessed. The answers are required to enable the software to calculate the energy assessment and prepare the Energy Performance Certificate for your property.

Property Address:			
Post Code:			
Contact on Premises:			
Telephone Number:			Mobile:
General Information			
If you have a building services manager, will they be available at time of assessment?			Yes / No
Are plans of the property available?			Yes / No
Do you have a Premises Log/ Manual available?			Yes / No
Do any sub leases exist within the property?			Yes / No
Does any part of the property have separate gas/electricity supply?			Yes / No
What percentage of the property is used for commercial purposes?			%
Any additional services connected to the property apart from Gas / Electricity?			LPG/Oil/Other
Age of property:	(<i>approx</i>)	Listed Building?	Yes / No
Approx size in sq metres:			
How many floors?			
Brief description of property			
Building uses: Please list all areas (<i>i.e. separated areas</i>)			
Does the tenant/owner occupy the whole building?			
If not, what proportion of the building is owned/ tenanted?			
Please detail any parts of the building that is shared (<i>i.e. entrance halls, kitchens, stairwells, toilets etc.</i>)			
Have any improvements to the premises been completed within the last 12 months?			
How is the building heated? (<i>Please list different types and locations</i>)			
Location of Boiler(s):			
Output of Boilers:			KW
Location of Air Conditioning Units:			
Output of Air Conditioning Units:			KW
Additional Mechanical Ventilation systems:			
Location:			

Does the building have any of the following:	
Solar panels	Yes / No
Voltaic Cells	Yes / No
Heat Pump	Yes / No
Wind Turbine	Yes / No
If so please provide installation dates and location	
A Risk Assessment is completed on all premises. Please detail any health and safety risks/hazards and any location of any hazardous substances within the building:	
Please detail any restricted areas and details of access:	
Please detail any special features of the building/site that the assessor should be aware of: <i>(i.e. building work / temporary Repairs work being undertaken)</i>	
<i>The Assessor will need to access all areas of the building / site please ensure all areas are accessible and meters are clearly visible in their location</i>	

Form completed by: <i>(Print Name)</i>	
Signature:	
Date:	
Please circle:	Owner / Occupier / Agent / Representative

Please forward the completed questionnaire to:

info@active-epc.co.uk

or

Active Energy Assessments, 39 Forest Road, Meols, Wirral, Merseyside, CH47 6AT