

# ENERGY CHECKLIST

<b>4.1</b>	<b>Identify if a portfolio-wide environmental policy exists and how it relates to the property.</b>	<input type="checkbox"/>
	Assess whether the property owner has a portfolio-wide policy or strategy that sets out their energy management principles, targets and statement of intent.	
<b>4.2</b>	<b>Support maintenance of Asset Register by collating property information and certificates.</b>	<input type="checkbox"/>
	Collate all design ratings and core building plant & equipment specification (EPC, BREEAM, TM54, Operational Manuals, Schematics, etc.) and ensure details are incorporated into the Asset/Document Register. The Recommendation Reports of any existing EPCs, DEC's and Air Conditioning Inspections can support the development of an Action Plan.	
<b>4.3</b>	<b>Identify current metering and billing arrangements, and consider improvement options.</b>	<input type="checkbox"/>
	Determine if there are separate meters for individual floors, units, common parts and on the individual critical services and consider installing further advanced meters. This could be provided by a Metering Plan. If one does not exist, consider the benefits of commissioning one. Assess opportunities to automate meter readings into property- or portfolio-level monitoring systems via AMR. See <a href="#">BBP Better Metering Toolkit</a> .	
<b>4.4</b>	<b>Benchmark the operational energy performance of the property.</b>	<input type="checkbox"/>
	Use available energy data to establish the building's historic and current energy use. Establish energy usage individual plant equipment and systems. Compare performance of the building against relevant industry benchmarks, e.g., the Real Estate Environmental Benchmark.	
<b>4.5</b>	<b>Carry out an energy audit of the building.</b>	<input type="checkbox"/>
	This is key to understanding the current energy use in the building and possible routes to its reduction. Take note of past, present, and future energy projects; PPMs; and occupier engagement.	
<b>4.6</b>	<b>Set energy performance targets.</b>	<input type="checkbox"/>

<p>The targets should take into account the energy policy, any operational requirements from ratings and certification, and findings of the energy audit and benchmarking process.</p>	
<p><b>4.7 Create an action plan to ensure future improvement.</b></p>	<input type="checkbox"/>
<p><b>4.8 Agree an approach for financing initiatives.</b></p> <p>Discuss with the Asset Manager and occupiers as to how energy initiatives, including improvement works, are to be financed.</p>	<input type="checkbox"/>
<p><b>4.9 Prepare a monitoring and maintenance strategy.</b></p> <p>A monitoring and maintenance strategy will track performance against the action plan, identifying ongoing maintenance requirements for installed measures at the property. It will also set out the roles and responsibilities of different stakeholders within the property and any on-going reporting requirements. The property's Asset Register should be updated as and when new equipment is installed. Specific consideration will be required for the management of any renewable / low-carbon energy systems, as well as any contracted M&amp;E services.</p>	<input type="checkbox"/>
<p><b>4.10 Consider purchasing energy from renewable sources.</b></p> <p>Overall carbon reductions can be achieved by reducing the carbon intensity of the incoming energy supply.</p>	<input type="checkbox"/>