

# Advisory Report

**Report Reference Number: 0603-9849-2820-3200-9103**

**Building Occupier**

Woking Borough Council

**Address**

H G Wells Conference &  
Events Centre  
Church Street East  
WOKING  
GU21 6HJ

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Building Type(s):

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<b>ADMINISTRATIVE INFORMATION</b>	
Issue Date:	27/02/2009
Valid Until:	27/02/2016
Total Useful Floor Area (m <sup>2</sup> ):	2146
Assessment Software:	ORCALC V1-05-02
Property Reference:	932268890000
Type of inspection:	Physical

<b>ENERGY ASSESSOR DETAILS</b>	
Assessor Name:	Lucy McKenzie
Employer/Trading Name:	Energy Centre for Sustainable Communities Ltd (ecsc)
Employer/Trading Address:	Unit 327 30 Great Guildford Street London SE1 0HS
Assessor Number:	LCEA124570
Accreditation scheme:	CIBSE Certification Limited

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## 1. Background

Statutory Instrument 2007 No. 991, *The Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007*, as amended, transposes the requirements of Articles 7.2 and 7.3 of the Energy Performance of Buildings Directive 2002/91/EC.

This report is an Advisory Report as required under regulations 16(2)(a) and 19 of the Statutory Instrument SI 2007/991.

This section provides general information regarding the building:

Total Useful Floor Area (m <sup>2</sup> ):	2146
Building Description:	Multi storey brick building with conference facilities - meeting rooms, auditorium and catering facilities
Building Environment:	Air Conditioning
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

<b>Fuel Types:</b>	<b>Quantity used (kWh)</b>
District Heating	618619
Other	279549
District Cooling	53879

## 2. Introduction

This Advisory Report was produced in line with the Government's approved methodology and is based on assessment software ORCALC V1-05-02. This advisory report was developed based on a physical visit of the building.

In accordance with Government's current guidance, the Energy Assessor did undertake a walk around survey of the building on prior to producing this Advisory Report.

### 3. Recommendations

The following sections list recommendations selected by the energy assessor for the improvement of the energy performance of the building. The recommendations are listed under four headings: short payback, medium payback, long payback, and other measures.

#### ***a) Recommendations with a short payback***

This section lists recommendations with a payback of less than 3 years:

<b>Recommendation</b>	<b>Potential impact</b>
Consider installing timer controls to energy consuming plant and equipment and adjust to suit current building occupancy.	MEDIUM
Engage experts to review overall air conditioning strategy and propose an investment programme for upgrading and/or switching to alternative solutions.	LOW
Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste.	LOW
Consider a programme of fitting energy meters to kitchen facilities as part of the serving and maintenance regime.	MEDIUM
Consider with chefs and kitchens managers implementing an energy efficiency plan including maintenance and servicing provisions and operational targets, monitoring and incentives.	MEDIUM

#### ***b) Recommendations with a medium payback***

This section lists recommendations with a payback of between 3 and 7 years:

<b>Recommendation</b>	<b>Potential impact</b>
Consider engaging experts to review the condition of the building fabric and propose measures to improve energy performance. This might include building pressure tests for air tightness and thermography tests for insulation continuity.	MEDIUM
Consider replacing catering equipment that is old or in poor condition with more energy efficient alternatives.	MEDIUM

#### ***c) Recommendations with a long payback***

This section lists recommendations with a payback of more than 7 years:

<b>Recommendation</b>	<b>Potential impact</b>
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Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency.	MEDIUM
Engage experts to review overall ventilation strategy and propose an investment programme for upgrading and/or switching to alternative solutions to improve effectiveness and energy efficiency.	HIGH

#### ***d) Other Recommendations***

This section lists other recommendations selected by the energy assessor, based on an understanding of the building, and / or based on a valid existing energy report.

<b>Recommendation</b>	<b>Potential impact</b>
Install energy meters to measure grid electricity consumption	LOW
Install energy meters within the kitchen to measure the whole kitchen's energy consumption	LOW
Ensure staff members check all lighting and appliances are turned off when the rooms are vacated	MEDIUM

## 4. Next Steps

### **a) Your Advisory Report**

As the building occupier, regulation 16(2)(a) of SI 2007/991 requires that you have in your '*possession or control at all times a valid advisory report*'. Regulation 16(4) specifies that '*an advisory report is valid for a period of seven years beginning with the date it is issued*'.

You must be able to produce a copy of this Advisory Report within seven days if requested by an Enforcement Authority under regulation 39 of SI 2007/991.

This Advisory Report has also been lodged on the Government's central register. Access to the report, to the data used to compile the report, and to previous similar documents relating to the same building can be obtained by request through the Non-Dwellings Register ([www.epcregister.com](http://www.epcregister.com)) using the report reference number of this document.

You must commission a new Advisory Report in seven years from the date this Advisory Report is issued. However, a new Advisory Report may be commissioned earlier.

### **b) Implementing recommendations**

The recommendations provided within this Advisory Report have been selected by the accredited assessor from a central list of recommendations, based on his / her knowledge of the building fabric, building services, the operation of plant and equipment within the curtilage of the building, and the general management of the building.

The accredited assessor may have inserted additional measures in section 3d (Other Recommendations). The recommendations are provided as an indication of opportunities that appear to exist to improve the buildings energy efficiency.

### **c) Legal disclaimer**

The advice provided in this Advisory Report is intended to be for information only. Recipients of this Advisory Report are advised to seek further detailed professional advice before reaching any decision on how to improve the energy performance of the building.

### **d) Complaints**

Details of the assessor and the relevant accreditation scheme are on this report and the display energy certificate. You can get contact details of the accreditation scheme from our website at [www.communities.gov.uk/epbd](http://www.communities.gov.uk/epbd), together with details of their procedures for confirming authenticity of a report and for making a complaint.

## 5. Glossary

### **a) Payback**

The payback periods are based on data provided by Good Practice Guides and Carbon Trust energy survey reports and are average figures calculated using a simple payback method. It is assumed that the source data is correct and accurate using up to date information.

The figures have been calculated as an average across a range of buildings and may differ from the actual payback period for the building being assessed. Therefore, it is recommended that each suggested measure be further investigated before reaching any decision on how to improve the energy efficiency of the building.

### **b) Carbon impact**

The High / Medium / Low carbon impact indicators against each recommendation are provided to distinguish, between the suggested recommendations, those that would most effectively reduce carbon emissions from the building. The carbon impact indicators are determined by the assessor based his / her knowledge of the building. In most instances, the carbon impact has not been calculated accurately.

### **c) Valid report**

A valid existing report is defined at the Energy Assessor's discretion.