

Sustainable Sailing Club Resources

Energy Audit Checklist



Introduction

Conducting energy audits on a regular basis helps identify energy waste and identify opportunities for improving energy practices which reduces costs and carbon emissions.

On the following pages is an example of an audit checklist. It is designed to stimulate questions about energy practices. Please feel free to use or amend this checklist.

Not all questions will be applicable in your club. Some questions may be difficult to answer without external help (e.g. is there roof insulation?). However, these questions are still worth asking as issues may have been overlooked.

Most of the measures are simple good housekeeping measures which can be implemented immediately. Other measures are low cost (e.g. fitting timers, pipe insulation or draught proofing) and will involve some expenditure.

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1. Basic Information

Date of energy audit:	
Club name:	
Persons conducting audit:	
Typical occupancy hours of club:	

2. Lighting

Detail numbers of lights at the club and how much power they use (wattage). Inside the club Outside the club	
Are any Halogen (tungsten) lights present? Can they be replaced with LED bulbs?	
If there are several light switches, can they be labeled to make it more obvious which switches relate to which appliances?	
Can lights be switched off to make use of daylight? (e.g. lights parallel to windows)	
If space is intermittently occupied (e.g. boat store, training rooms, toilets, kitchen areas, corridors) is there scope for automatic lighting controls?	
Are any external lights on during daylight hours?	
Do any light fittings need cleaning?	
Do windows and skylights need cleaning to allow in more natural light?	
Are florescent tubes used and if so can they be replaced with LED/smaller tubes?	

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3. Heating	
What is the actual temperature in the space?	
Does the temperature vary much during the day?	
Are the main controls accessible for all?	
If there are Thermostatic Radiator Valves (TRVs), are they set correctly? Do they actually work or are they broken?	
Are radiators effective and giving consistent heat? They may need bleeding of air or maintenance to remove dust and sediment.	
Is there any bare pipework that could be insulated?	
Are radiators blocked by boxes and furniture restricting air circulation?	
Are portable electric heaters in use? If so, why is the heating system not adequate?	
If there are permanent electric heaters with individual temperature and time control, are they set correctly?	
Are external doors and windows closed when heating is on?	
Are any window panes cracked or broken?	
Is there evidence of problems with double glazing (e.g. moisture between panes).	
Is there adequate draught proofing on windows and external doors?	
If there is a roof space, is it insulated?	
Are blinds closed at the end of the day during winter to cut down on heat loss?	
Is heating or air conditioning on in unused spaces?	

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4. Cooling and Ventilation

If there is air conditioning with local controls, make sure it is only on when necessary. Is it obvious how to control it? What temperature is it set to?	
Is air conditioning running at the same time as heating?	
Could the building reduce heat by closing blinds or fitting reflective film to windows which reduce solar gain? Remember, unnecessary lights and electrical equipment also produce heat.	
Are all external doors and windows closed when air conditioning is on?	
Are you making the most of natural ventilation? Opening windows overnight in the summer, where it doesn't present a security risk, will help cool the building down and reduce the need for air conditioning.	
Is heating or air conditioning on in unused spaces, such as cupboards, corridors?	

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5. Electrical Equipment	
Are computers, printers and other equipment switched off at the end of the day?	
Can screens and other equipment be switched off during the day?	
Can computers be programmed to 'power down' mode?	
Can standby settings be avoided? (e.g. TVs, LCD projectors, printers etc.)	
Can a 7 day timer be put on some equipment? (e.g. water coolers, cold drinks machines).	
Can any equipment be switched on later and switched off earlier?	
Could timers be fitted to water coolers?	
Are kettles overfilled for hot drinks?	
Can kettles be removed if there is a wall mounted boiler?	
Are fridges placed next to heat sources? They run more efficiently when in a cool environment.	
Is the office fridge/freezer defrosted regularly?	
Is the fridge thermostat working and set to the right temperature (2-4 °C)?	
Is equipment clearly labeled so that staff/ members know how to activate energy saving features or switch it off?	

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6. Water Use

Is there any evidence of water leaks? (e.g. puddles on a dry day)	
Are taps left running? Are there any dripping taps? Do taps need maintenance?	
Is there scope for push button taps?	
Are hot water heater timers set correctly?	
Are timers showing the correct time?	
If there is no timer should one be fitted?	
Is water escaping from overflows either inside or outside buildings?	

7. Awareness

Are there posters/guidance displayed to remind people of good practice?	
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This checklist was created with
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