Energy Audit Report			
Company:	Keltbray Environmental	**Contract:**	Mohawk Wharf, KENV01
Audit Conducted By:	P. Cervenkova	**Position:**	Administrator
This Audit:		**Date:** 14/09/2020	**Compliance (%)**
Previous Audit:		**Date:**	**Compliance (%)**
Normal Occupancy Hours:	Mon-Fri 7:00-17:00, Sat 7:00-13:00	**Cleaning times:**	

Check List Key:						
	Satisfactory	✓	Major Non-Conformance	A	Not Applicable	**N/A**
	Good practice	GP	Minor Non-Conformance	B	Not checked	**n/c**
	Opportunity for Improvement	OFI	Observation for Improvement	C	Repeat non-compliance (no of repeats)	**R (1, 2… etc.)**

Key personnel:	**Adam Codling**	**Petra Cervenkova**	**Alin Hugeanu**

No.	Items Audited	Check	Comments
	Awareness		
1.	Is Energy Policy displayed and communicated?	✓	
2.	Are members of the team aware of the energy objectives and are they engaged?	✓	
3.	Are there posters/stickers/guidance displayed to engage people of good practices for energy saving?	✓	
4.	Has training and Tool Box talks been given to educate staff in energy awareness and efficiency?	✓	
5.	Has monthly energy data and bills been uploaded on SMARTWaste?	✓	
6.	Is a Checklist of Energy Appliances completed	✓	
7.	Is the use of public transport, cycle or walk to work, car share schemes promoted?	✓	
	Lighting		
8.	Can and have any lighting be replaced with LED lighting?	✓	
9.	If there are several light switches, can they be labelled to make it more obvious which switches relate to which appliances/floor areas?	**N/A**	
10.	Can lights be switched off to make use of daylight? (e.g. lights parallel to windows or in corridors)	✓	
11.	If space is intermittently occupied (e.g. store rooms, toilets, kitchen areas, copying rooms, corridors) is there scope for automatic lighting controls?	✓	
12.	Are any external lights left on during daylight hours?	✓	No, we manually switch them on/off.
13.	Do windows and skylights need cleaning to allow in more natural light?	✓	No
	Heating		
14.	What is the actual temperature in the working/floor space?	✓	
15.	Does the temperature vary much during the day?	✓	
16.	If there are Thermostatic Radiator Valves (TRVs), are they set correctly? Do they actually work or are they broken?	**N/A**	
17.	Are portable electric heaters in use? If so, why is the heating system not adequate?	✓	Yes. Portable heaters is the only heating system here.
18.	If there are permanent electric heaters with individual temperature and time control, are they set correctly?	**N/A**	
19.	Are external doors and windows closed when heating is on?	✓	Yes, as much as possible
20.	Are any window panes cracked or broken?	✓	No
21.	Is there evidence of problems with double glazing (e.g. moisture between panes)?	✓	No
22.	Is there adequate draught proofing on windows and external doors?	✓	
23.	If there is a roof space, is it insulated?	✓	
24.	Are radiators effective and giving consistent heat? They may need bleeding of air or maintenance to remove dust and sediment.	✓	
25.	If there is a room thermostat, is it correctly set? It should be between 21 & 24°C	**N/A**	
26.	Are radiators blocked by boxes and furniture restricting air circulation?	✓	No radiators blocked.
	Cooling and Ventilation		

No.	Items Audited	Check	Comments
27.	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? It should be between 21 & 24°C	N/A	No air conditioning in place
28.	Is air conditioning running at the same time as heating?	N/A	No air conditioning in place
29.	Are all external doors and windows closed when air conditioning is on?	N/A	No air conditioning in place
30.	Are you making the most of natural ventilation?	✓	
31.	Is heating or air conditioning on in unused spaces, such as cupboards, corridors?	✓	No air conditioning in place. Heaters placed in canteen, office & changing room.
	Electrical Equipment		
32.	Are computers, printers, photocopiers and other equipment switched off at the end of the day?	✓	
33.	Can screens and other equipment be switched off during the day?	✓	
34.	Can standby settings be avoided? (E.g. TVs, LCD projectors, printers, plugs etc.)	✓	
35.	Are photocopiers, fax machines and other equipment on 'Energy Saver' mode during the day?	✓	
36.	Are photocopiers in a well ventilated area – not where there is air conditioning?	✓	
37.	Can any equipment be switched on later and switched off earlier?	✓	No, all equipment on only when in use.
38.	Could timers be fitted to water coolers?	✓	
39.	Is energy consuming equipment used sensibly? E.g. Are kettles overfilled for hot drinks?	✓	
40.	Can kettles be removed if there is a wall mounted boiler?	N/A	
41.	Are fridges places next to heat sources? They run more efficiently when in a cool environment.	✓	Fridges placed far from heat sources
42.	Is the office fridge/freezer defrosted regularly?	✓	
	Water		
43.	Is there any evidence of water leaks? (e.g. wet pathways on a dry day) – Could water meter with automatic alerts be fitted?	✓	
44.	Are taps left running? Are there any dripping taps? Do taps need maintenance?	✓	
45.	Is there scope for push button/ low flow taps?	✓	
46.	Are hot water heater timers set correctly?	✓	
47.	If there is no timer should one be fitted?	N/A	
48.	Is water escaping from overflows either inside or outside buildings?	✓	
	Sites (Vehicles, Plant and Machinery)		
49.	Is the appropriate sized plant/machinery selected for tasks?	✓	
50.	Are plant and equipment switched off during periods of inactivity?	✓	
51.	Are energy efficient plant/machinery selected where possible?	✓	
52.	Does the plant and machinery have smart technology installed?	OFI	
53.	Are vehicles, plant and machinery serviced and maintained on regular basis maintenance to ensure efficient running?	✓	
54.	Are Operators trained to ensure efficient use of plant?	✓	
55.	Are vehicle movements and journeys planned to eliminate unnecessary movements?	✓	
56.	Are local suppliers used to purchase fuel and materials?	N/A	
57.	Are smart energy technologies purchased for welfare facilities?	N/A	
58.	Are telematics devices fitted to vehicles to improve fuel monitoring?	OFI	
Total Number of Items Marked		47	Average Score (Total Score ÷ Total Number of Items) /100 Marked) 95.7
Total Score (Satisfactory)		45	

All items marked as unsatisfactory on page 1 and 2 must be referenced below, along with actions required to remedy substandard conditions, a risk category according to the potential for environmental effects (see table below), and a person accountable for completion of the actions. Once all required remedial actions are implemented, the completion date should be filled in by the personnel in charge of that particular item. A closed out report should be signed off by the project managers and communicated to Keltbray HSQE Department.

Explanatory Legend:

Category	Remedial Actions Required and Timescales
A (Major / High Potential)	Rectify immediately
B (Medium Potential)	Rectify within 48 hours
C (Minor / Low Potential)	Rectify within 1 week
OFI (Opportunity for Improvement)	To implement within 6 months (if viable)
GP Good Practice	None required

AUDIT COMMENTS			
	Name (Print)	**Signature**	**Date**
Person carrying out audit:	**P. Cervenkova**		**14/09/ 2020**
Auditor Comments: **Mohawk Wharf is very small site with a few staff, where most of them work all day outdoors. Only place with significant energy use is weighbridge office. The only equipment that stays switched on outside the working hours is CCTV.**			
Project Management Comments:			
	Name (Print)	**Signature**	**Date**
All remedial actions certified by KB Project / Office Manager:			