

Advisory Report

Report Reference Number: 0970-3042-0251-9740-4034

Building Occupier

City of York Council

Address

City of York Council

18 Back Swinegate

YORK

YO1 8ZD

Building Type(s): General Office

ADMINISTRATIVE INFORMATION	
Issue Date:	13/03/2009
Valid Until:	12/03/2016
Total Useful Floor Area (m ²):	1278
Assessment Software:	TEAMSIGMA V4
Property Reference:	335424490000
Type of inspection:	Desk

ENERGY ASSESSOR DETAILS	
Assessor Name:	Simon Wynne
Employer/Trading Name:	TEAM (Energy Auditing Agency) Ltd
Employer/Trading Address:	34 The Forum, Rockingham Drive, Milton Keynes, MK14 6LY
Assessor Number:	LCEA120724
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 ²):	1278
Building Description:	Local government office
Building Environment:	Heating and Natural Ventilation
On-site renewable energy sources:	Not applicable
Separable energy uses discounted:	Not applicable

Fuel Types:	Quantity used (kWh)
Natural Gas	142457
Electricity	123803
Not used	0

2. Introduction

This Advisory Report was produced in line with the Government's approved methodology and is based on assessment software TEAMSIGMA V4. This advisory report was developed based on desk-based or prior knowledge of the building.

In accordance with Government's current guidance, the Energy Assessor did not undertake a walk around survey of the building 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:

Recommendation	Potential impact
It is recommended that energy management techniques are be introduced. These could include efforts to gain building users commitment to save energy, allocating responsibility for energy to a specific person (champion), setting targets and monitoring.	MEDIUM
Consider installing automated controls and monitoring systems to electrical equipment and portable appliances to minimise electricity waste.	LOW

b) Recommendations with a medium payback

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

Recommendation	Potential impact
Consider introducing or improving loft insulation	MEDIUM
Consider introducing/improving wall insulation (internal lining) to solid single skin structures.	MEDIUM
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 with experts implementation of an energy efficient equipment procurement regime that will upgrade existing equipment and renew in a planned cost-effective programme.	LOW
Consider implementing regular inspections of the building fabric to check on the condition of insulation and sealing measures and removal of accidental ventilation paths.	LOW
Engage experts to propose specific measures to reduce hot water wastage and plan to carry this out.	LOW

c) Recommendations with a long payback

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

Recommendation	Potential impact
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Engage experts to review overall heating strategy and propose an investment programme for upgrading and/or switching to alternative solutions.	MEDIUM
Engage experts to review the building lighting strategies and propose alterations and/or upgrades to daylighting provisions, luminaries and their control systems and develop an implementation plan.	MEDIUM
Consider replacing or improving glazing.	MEDIUM

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.

Recommendation	Potential impact
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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) 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.

The building has been identified as being: one of special architectural or historical interest, in a conservation area, in a designated area of special character or appearance (e.g. a national park, an AoNB), or of traditional construction. Some of the recommendations provided with this report may not be suitable for such a building, some may need special consents, and other measures may be available. Further information and guidance is available on the English Heritage website ([www.helm.org.uk/\[TBA\]](http://www.helm.org.uk/[TBA])).

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, 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.