


EPC PRE- SURVEY INFORMATION FOR A COMMERCIAL PROPERTY (NON-DWELLING)		South West Property Reports Email: epc@swpr.uk.com Office: 01823 451971 Mobile: 07833 390689			
<i>Agent/ Solicitor</i>				<i>Date</i>	
WHAT IS THE "TRIGGER EVENT" REQUIRING THIS EPC?		<i>Sale</i>		<i>Lease</i>	
		<i>MEES</i>		<i>FIT application</i>	
<i>Owner / Vendor Names</i>					
<i>Owner / Vendor email address</i>					
<i>Address Line 1</i>					
<i>Address Line 2</i>					
<i>Town</i>		<i>Postcode</i>			
<i>Work phone</i>		<i>Mobile telephone</i>			
Address of Property Requiring EPC					
<i>Company/Property Name</i>					
<i>Address Line 1</i>					
<i>Address Line 2</i>					
<i>Address Line 3</i>					
<i>Town</i>					
<i>Postcode</i>					
Property Details					
<i>Access arrangements for our site visit – person to contact, phone number, email address</i>					
<i>What is the building currently used for?</i>					
<i>Planned/Intended use for building (if changing)</i>					
<i>Build Date – if known</i>		<i>Build Date of Any Extensions</i>			
<i>Building Dimensions or Total Area (approx)</i>		by metre/feet		<i>or</i> sq m / sq ft	
<i>Number of Floors</i>					
<i>Are complete, up to date 1:50 or 1:100 scale floor plans available? If Yes, in what form – paper / electronic PDF or JPG</i>					
<i>Type of heating system installed – brief description</i>					
<i>Type of cooling/air conditioning system installed - brief description</i>					
<i>How is the property ventilated?</i>		<i>Natural</i>		<i>Yes / No</i>	
		<i>Mechanical</i>		<i>Yes / No</i>	



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Non Domestic EPCs: Additional PreSurvey Information required **(where available)**

If you can provide this complete information it could reduce the amount of SBEM* "worst case assumption" defaults used and often results in better EPC ratings. If it is available, please ensure any relevant information is provided prior to site inspection. However, the EPC can still be produced without this detailed information but may not be quite as accurate and the EPC rating may be lower.

1. Scale floor plans of the building(s) at 1:100 or 1:50 . Also, where possible, elevations, sections and site plan.
2. Build date of original property and dates of any extensions / conversions / changes.
3. Fabric information on walls, floors, roofs which may include U Value calculations, information on original construction type and in particular evidence of type and thickness of retrofit insulation.
4. Glazing and door specifications or U values.
5. Details of all space heating/cooling & water heating systems installed, including exact make/model(s), heating and cooling seasonal efficiencies, controls, fuel type, hot water storage size and standing losses. HVAC layouts or schematics are also useful.
6. Specification (including design or commissioning information on flow rates, heat recovery efficiencies or calculated SFPs) for any mechanical ventilation or extraction, local or centralised.
7. Lighting information which could include any original lighting design or lamp/luminaire efficacy information. Details of any constant illuminance or PiR controls if relevant.
8. If any Renewable or Low/Zero Carbon Technologies are installed, exact specification and manufacturers/product brochures/MCS Certificates.
9. Air Permeability Certificate (if ever tested).
10. Details on any BMS systems, metering of HVAC or lighting, monitoring and targeting, power factor calculations, calculated thermal bridges, AHU or ductwork leakage test certificates.

**** SBEM is the official software used to model the building and produce the EPC rating and certificates.***