

## General Notes

To enable us to complete the SBEM calculation please email us:

- 1) A completed SBEM Checklist
- 2) Full set of scale drawings (including floor plans, elevations, sections and site plan)
- 3) Details of heating systems, lighting and air conditioning units as applicable

Preferably, plans should be sent in **.DXF** format. If these are not available we can use PDF or DWG files. As a last resort paper plans can be used but these must be to scale.

**N.B. To ensure a speedy service reports will be sent via email, unless a paper copy is specifically requested.**

## Project Details

<b>Project Details</b>	Site Address:			
	Name of Contact:		Email address:	
	Which version of AD Part L2A is this project to be assessed under:	2006	2010	2013
What type of fit-out is proposed:	Shell & Core		Full Fit-Out	

**N.B. If the building is being supplied as a shell and core, in order to assess compliance the SBEM will be completed using a Notional HVAC & lighting System.**

**Construction U-values** - Please provide U-value if known, or construction and insulation details under separate cover for each element.

<b>Floor U-values</b>		U-value		Location
	Ground Floor		W/m <sup>2</sup> K	
	Floors Over Unheated Space		W/m <sup>2</sup> K	
	Other Exposed Floor		W/m <sup>2</sup> K	

<b>Wall U-values</b>		U-value		Location
	External Wall 1		W/m <sup>2</sup> K	
	External Wall 2		W/m <sup>2</sup> K	
	External Wall 3		W/m <sup>2</sup> K	

<b>Roof U-values</b>		U-value		Location
	Roof Void (insulation at ceiling level)		W/m <sup>2</sup> K	
	Roof Slope (insulation between rafters)		W/m <sup>2</sup> K	
	Flat Roof		W/m <sup>2</sup> K	

# SBEM CHECKLIST



**Window/ Rooflight/Door U-values** - Please provide manufacturers declared whole unit U-value if known, or details under separate cover for each window/rooflight/door type.

<b>Glazing</b>		U-value		Frame Type	Air Gap
	Windows		W/m <sup>2</sup> K		
	Rooflights		W/m <sup>2</sup> K		
	Glazed Doors		W/m <sup>2</sup> K		

<b>Doors</b>		U-value		Material	
	Personnel Doors		W/m <sup>2</sup> K		
	High Usage Entrance Doors		W/m <sup>2</sup> K		
	Vehicle Entrance Doors		W/m <sup>2</sup> K		

**Heating & Cooling** - For large complex HVAC systems please provide full specifications and HVAC drawings. Below is a list of common systems for commercial buildings, please fill in as appropriate.

<b>Heating &amp; Cooling</b>	Boiler:		Area of Building where this system is used:		
	Make:		Model:		
	Fuel:		Efficiency:		
	Heating Emitter:	Radiators	Underfloor	Convectors	Other

<b>Heating &amp; Cooling</b>	Heat Pump:		Area of Building where this system is used:		
	Make:		Model:		
	Fuel:		COP:		EER:
	Source:	Ground to Water	Air to Water	Water to Water	Air to Air

<b>Heating &amp; Cooling</b>	Electric Panel Heaters or Storage Heater	Area of Building where this system is used:		

<b>Heating &amp; Cooling</b>	Air Heaters:		Area of Building where this system is used:	
	Make:		Model:	
	Fuel:		Efficiency:	

# SBEM CHECKLIST



## Heating & Cooling

Heating & Cooling	All other Systems:		Area of Building where this system is used:	
	Make:		Model:	
	Fuel:		Efficiency:	

## Controls & Monitoring

Controls & Monitoring	Central Time Control		Optimum Start/Stop		Local Time (individual programmer)	
	Local Temperature (roomstat)		Weather Compensator		Building Management System	
	Separate Metering to:		Heating		With Out of Range Alarms	
	Separate Metering to:		Lighting		With Out of Range Alarms	
	Electric Power Factor Correction:		< 0.9		0.90 - 0.95	>0.95

## Hot Water

Hot Water	Source	Make & Model	Serving Which Areas:	
	Main Heating System			
	Separate Boiler			
	Instant Hot Water			
	Hot Water Storage	Cylinder Make & Model	Capacity	Heat Loss kWh/24hrs
	Other Systems:			

**Ventilation** – If you are installing a mechanical ventilation system (supply and extract), we will need full mechanical drawings and specifications plus the below details

Ventilation	Are Extract Fans Present		To Which Areas:	
	Is a Heat Recovery System Present	Yes	No	
	What is the Specific Fan Power			W/l/s
	What is the Heat Exchange Efficiency			%

# SBEM CHECKLIST



**Lighting** – If available please supply full lighting design/plans showing watts/m2 and lux levels to each room. In which areas of the building will the following lighting systems are to be fitted:

<b>Lighting</b>	Type	Serving Which Areas:		
	T5 Fluorescents			
	T8 Fluorescents			
	Compact Fluorescents			
	Sodium or Mercury Lighting			
	Metal Halide Floodlights			
	LED			
	Are any areas of the Building equipped with the following lighting controls			
	Occupancy Sensing			
	Photoelectric - Daylight Sensing			
	If display lighting is present please complete the below section (i.e. spots in shop windows)			
	Display Lighting Efficiency		Lumens/circuit watt	How many hours a day usage

## Renewables

<b>Renewables</b>	Type	Area of Panels (m <sup>2</sup> )	Pitch °	Orientation
	Solar Thermal			
	Photovoltaics			
	Type	Number of Turbines	Diameter of Blades (m)	Distance from Hub to Ground (m)
	Micro Turbines			
	Offsite	Please provide kWh/year figures under separate cover.		

## BREEAM

<b>BREEAM</b>	Is there a BREEAM requirement on this site?	N/A	Pass	Good	Very Good	Excellent	Outstanding
	Please specify which level (if applicable).						

## Signed Confirmation

I confirm that all of the above information is complete and correct.	
Signature:	Date:
Name:	Company:

**N.B The SBEM Calculations can't be completed without all the above information!**