Health sector walk around checklist

Use this walk around checklist to help identify key low or no cost energy saving opportunities within your organisation. Conducting regular housekeeping walk arounds will help form the basis of an action plan to reduce your energy use and carbon footprint.

The Hospitals sector overview (CTV024), downloadable from the website, provides further detail on most of the topics outlined below.

Heating	Complete	Actions/comments
Check radiators and heaters are not obstructed. If heat emitters are obscured, the room will not be warmed effectively.		
Are windows kept closed when heating is in operation?		
Check for draughts and damage to window frames and doors. Install or maintain draught seals.		
Ensure all non-essential electrical equipment is switched off after hours and at weekends if not needed.		
Check your thermostat settings. Is the space being overheated? The recommended internal temperatures are: • offices 19-21°C • workshops 16-19°C • heavy work 11-14°C • stores 10-12°C A 1°C drop in average space temperature can cut fuel consumption by around 8%.		
Ensure thermostats are appropriately positioned, particularly where there have been changes to building layout. Thermostats placed in an area that is exposed to draughts will significantly increase heating costs.		
Check insulation of boilers and associated pipework and repair or replace if damaged.		
Check that loading bays and service entrance doors are open for the shortest possible time during the heating season.		
Check that maintenance on boilers and heating systems is undertaken regularly. Dirty fans, filters and other components will increase running costs and risk of system breakdown.		
Check thermostatic radiator valve (TRV) settings on radiators. Comfortable temperatures of 19°C are usually maintained when TRVs are set to '3'. If the valve is kept at '5' or 'max', there is no control over the amount of heat emitted from the radiator.		

Heating (continued)	Complete	Actions/comments
Consider installing set-back controls to allow lower temperatures at night where temperatures can be safely reduced. Night set-back controls will allow around 8% savings with each degree reduction in temperature.		
Where applicable, check that controls such as weather compensation, optimisation and seven day time control are set correctly to save energy and money.		
Ensure boilers do not fire when there is no demand for heat. A room thermostat may turn off pumps, but if boilers are not interlinked, they will continue to fire.		
Lighting	**Complete**	**Actions/comments**
Are lights switched off in unoccupied rooms? Use promotional material, such as posters and stickers near light switches, to increase staff awareness of this issue.		
Label light switches so that staff know which circuits are being controlled. This will help to ensure only the required lights are switched on.		
Establish a basic lighting maintenance and cleaning schedule to reduce costs as well as improving office appearance. A cleaning schedule should include windows, skylights, luminaires and sensors.		
Check that you are making optimum use of daylight and turn off lights if safe to do so. This will reduce electricity consumption.		
Do you still use traditional tungsten light bulbs? If so replace them with energy efficient, compact fluorescent lamps (CFLs) to reduce operating and maintenance costs. • Where appropriate, remove one fluorescent tube from multiple tube fittings in corridors and non-critical areas. • Encourage staff to report failing lamps and replace any failed lights with more efficient alternatives. • If fittings are compatible, replace old-style 38 mm (T12) fluorescent tubes with 26 mm (T8) tubes.		
In car parks, replace tungsten halogen floodlights with modern discharge lighting. Always consult a health and safety professional to ensure appropriate light levels.		

Electrical Equipment	Complete	Actions/comments
Check and enable energy saving features on computers and other electrical equipment.		
Check hours of operation of all equipment and ensure all unnecessary equipment is switched off overnight and at weekends. The installation of timers can help automate this process.		
Consider run-on timers for lift generators in larger healthcare buildings. Unless controlled, generators for elevators can run continuously at night and during periods of low utilisation. Run-on timers will shut the generators down after a set period of time.		
Hot Water	**Complete**	**Actions/comments**
Check boiler operation during summer walk arounds. There may be several boilers for space heating and many of these can be switched off during the summer to save energy.		
Building Fabric	**Complete**	**Actions/comments**
Check whether parts of the building fabric are old or damaged (e.g. in roofs or cavity walls) and repair. Cold air and water may infiltrate which can cause damage and lead to increased heating costs.		

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ACT ON CO_2 is the Government's initiative to help individuals understand and reduce their carbon footprint. Visit http://actonco2.direct.gov.uk for more information.

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