SITE survey. APP

SITE SURVEY REPORT

Premises Energy Audit

Prepared for	Kingsmead Serviced Offices Ltd
Date	26 Sep 2026
Site	Kingsmead House, Bath
Prepared by	E. Lindqvist

FORM

Premises Energy Audit

1. Record details and scope

Project	Kingsmead House, Bath: premises energy walk-through (completed example)
Site or premises address	Kingsmead House, 9 Kingsmead Square, Bath
Client or organisation	Kingsmead Serviced Offices Ltd
Record date	26 Sep 2026
Person completing the record	E. Lindqvist

This records observations and supporting data. It is not an EPC, DEC, ESOS compliance report or a guarantee of savings.

The Energy Savings Opportunity Scheme Regulations 2014 (ESOS), as amended in 2023, set qualification and compliance requirements for large undertakings, including an assessment of energy use and identification of saving opportunities, overseen by a lead assessor. GOV.UK also provides guidance on implementing opportunities. This walk-through can collect supporting observations, but it does not establish ESOS compliance or replace the required assessment process.

2. Scope and consumption

Buildings and systems included	Kingsmead House, four floors of serviced offices plus basement. Heating plant, roof air handling unit, comfort cooling condensers, lighting and office small power. Tenant server cupboards excluded.
Consumption-data period	October 2025 to September 2026 (12 months)
Meter, bill or monitoring data references and units	Electricity half-hourly data, main meter M1, kWh. Gas monthly bills, kWh converted from m3 on the bill. Sub-meter SM-AC for cooling, kWh, from BMS export BMS-0926.
Electricity used in the period (kWh)	241000
Gas used in the period (kWh)	289000
Total energy used (kWh)	530000
Electricity unit rate (p/kWh)	24.5
Gas unit rate (p/kWh)	6.2
Energy cost at these rates (£)	76963
Gross internal floor area (m^2)	2450
Energy use per square metre (kWh/m^2)	216

Occupancy and operating hours	Offices open 07:00 to 19:00 weekdays. About 60 % desk occupancy on Tuesdays to Thursdays, under 30 % on Mondays and Fridays.
Missing data and seasonal limitations	Gas bills for December and January were estimated readings. Cooling sub-meter only installed in March 2026, so no winter cooling data.

3. Systems observed

System or area 1: AHU-1, rooftop air handling unit serving floors 1 to 4

System, area and asset reference	AHU-1, rooftop air handling unit serving floors 1 to 4
Operating hours, settings and observed use	Runs 06:00 to 22:00 seven days a week per BMS time schedule. Fan at fixed speed.
Potential improvement and supporting evidence	Match the time schedule to occupancy and stop weekend running. Filters were heavily loaded at the visit, adding fan load.
The saving would be in	Electricity
Estimated saving (kWh a year)	9000
Estimated cost saving (£ a year)	2205
Estimated cost to put in place (£)	450
Simple payback (years)	0.2
How the saving was estimated (calculation reference)	Fan power from the nameplate x hours saved, calculation sheet KH-EA-01
Assumptions, dependencies and need for specialist assessment	Assumes the fan power from the nameplate and no change to fresh air rates needed. HVAC contractor to confirm.

Supporting photos



System or area 2: Comfort cooling condensers CU-1 to CU-4, roof

System, area and asset reference	Comfort cooling condensers CU-1 to CU-4, roof
Operating hours, settings and observed use	Cooling set point 21 °C in meeting rooms, running alongside heating on mild days.
Potential improvement and supporting evidence	Set a dead band between heating and cooling and clean the condenser coils. CU-3 coil fouled.
The saving would be in	Electricity
Estimated saving (kWh a year)	4500
Estimated cost saving (£ a year)	1103
Estimated cost to put in place (£)	900
Simple payback (years)	0.8
How the saving was estimated (calculation reference)	Sub-meter SM-AC, March to September, calculation sheet KH-EA-02
Assumptions, dependencies and need for specialist assessment	Based on the sub-meter from March to September only. Needs winter data to confirm.

Supporting photos

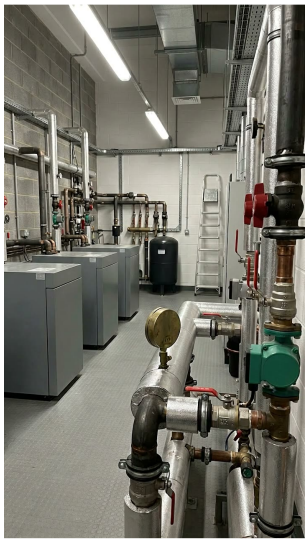


System or area 3: Gas boilers B1 and B2, basement plant room

System, area and asset reference	Gas boilers B1 and B2, basement plant room
Operating hours, settings and observed use	Flow temperature fixed at 80 °C all year.
Potential improvement and supporting evidence	Weather compensation on the flow temperature, to be assessed by the heating contractor.

The saving would be in	Gas
Estimated saving (kWh a year)	18000
Estimated cost saving (£ a year)	1116
Estimated cost to put in place (£)	2500
Simple payback (years)	2.2
How the saving was estimated (calculation reference)	About 6% of the heating gas if the emitters cope, calculation sheet KH-EA-04
Assumptions, dependencies and need for specialist assessment	Depends on the heat emitters coping at lower flow temperatures. Specialist assessment needed.

Supporting photos

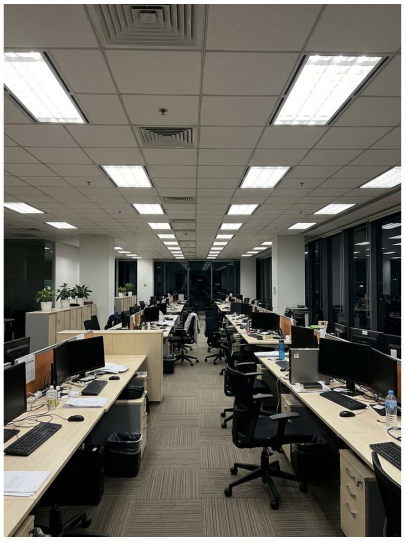


System or area 4: Lighting, floors 1 to 4 and stairs

System, area and asset reference	Lighting, floors 1 to 4 and stairs
Operating hours, settings and observed use	Fluorescent panels on manual switching. Lights found on in empty rooms at 18:30.
Potential improvement and supporting evidence	LED panels with presence detection, starting with the stairs and toilets.
The saving would be in	Electricity
Estimated saving (kWh a year)	14000
Estimated cost saving (£ a year)	3430
Estimated cost to put in place (£)	9800
Simple payback (years)	2.9

How the saving was estimated (calculation reference)	Counted fittings x wattage saved x 2,800 hours, calculation sheet KH-EA-03
Assumptions, dependencies and need for specialist assessment	Assumes 2,800 hours a year operation and the counted fittings. Lighting design check needed for light levels.

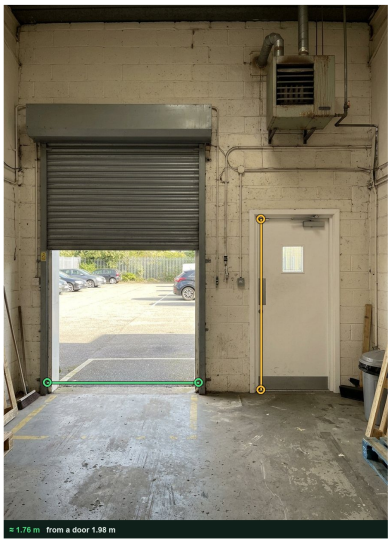
Supporting photos



System or area 5: Loading bay roller shutter, ground floor, with the warm air heater above

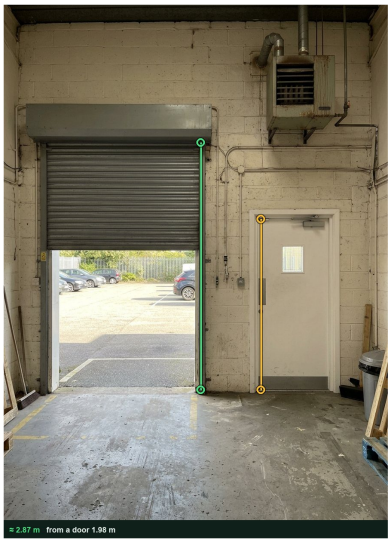
System, area and asset reference	Loading bay roller shutter, ground floor, with the warm air heater above
Operating hours, settings and observed use	Shutter left fully open through deliveries, 07:00 to 10:00, while the gas warm air heater above it runs.
Potential improvement and supporting evidence	Interlock the heater with the shutter and add a fast-closing PVC door inside the opening.
The saving would be in	Gas
Estimated saving (kWh a year)	6000
Estimated cost saving (£ a year)	372
Estimated cost to put in place (£)	4200
Simple payback (years)	11.3
Width of the area, for a fabric measure (m)	1.76

Width of the area, for a fabric measure (m): measuring photo



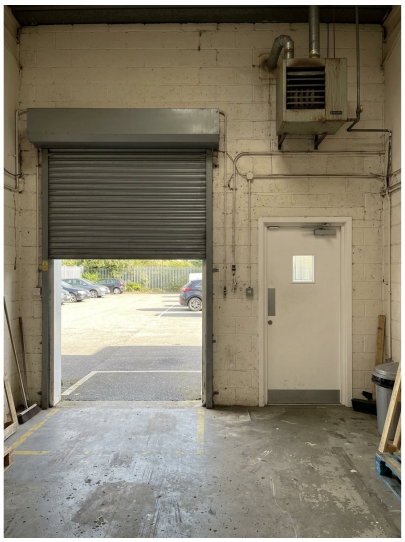
Height of the area (m)	2.87

Height of the area (m): measuring photo



Area (m^2)	5.05
How the saving was estimated (calculation reference)	Opening area x air change estimate x open hours, calculation sheet KH-EA-05
Assumptions, dependencies and need for specialist assessment	Opening hours from the delivery log for September. Door supplier to confirm the opening size with a tape.

Supporting photos



Opportunities recorded	5
Estimated saving (kWh a year)	51500
Of the energy used (%)	9.7
Estimated cost saving (£ a year)	8226
Estimated cost to put in place (£)	17850

These totals add up the estimates entered above. They are walk-through estimates at today's unit rates, not a guarantee of savings, and measures can overlap: check them before adding them to a business case.

4. Implementation review

Opportunities selected for further assessment	1. AHU-1 time schedule and filter change. 2. Heating and cooling dead band. 3. Heater interlock on the loading bay shutter. 4. Lighting on the stairs and toilets.
Comfort, safety, maintenance and operational constraints	Tenants must not lose comfort in core hours. Fresh air rates must stay as designed. Lighting changes need emergency lighting kept in place.
Baseline and proposed verification method	12 months of half-hourly electricity and monthly gas to September 2026. Compare like-for-like months, adjusted for degree days.
Person coordinating follow-up	C. Barker, building manager

5. Actions and review

Are further actions required?	Yes

Further action 1: Change AHU-1 BMS schedule to 06:30 to 19:30 weekdays only, with a frost override.

Action and evidence reference	Change AHU-1 BMS schedule to 06:30 to 19:30 weekdays only, with a frost override.
Person responsible	C. Barker, building manager
Target date	16 Oct 2026
Action status	Open

Further action 2: Ask the HVAC contractor to replace AHU-1 filters and clean condenser CU-3.

Action and evidence reference	Ask the HVAC contractor to replace AHU-1 filters and clean condenser CU-3.
Person responsible	C. Barker, building manager
Target date	9 Oct 2026
Action status	In progress

Further action 3: Obtain a quote for LED lighting with presence detection on stairs and toilets.

Action and evidence reference	Obtain a quote for LED lighting with presence detection on stairs and toilets.
Person responsible	C. Barker, building manager
Target date	13 Nov 2026
Action status	Open
Outstanding limitations and information to pass on	Walk-through observations only. Savings are estimates, not a guarantee. This is not an EPC, DEC or ESOS assessment.
Record status	Ready for review
Reviewed by	C. Barker, building manager
Review date	30 Sep 2026
Author signature	

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