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SBEM Checklist



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to speak with an adviser or visit
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SBEM Checklist

This checklist is split into four sections.

Section 1 Project/Client details.

Section 2 Construction details.

Section 3 Heating, Ventilation &
Air Conditioning (HVAC) Details.

Section 4 Lighting, Renewable Energy &
Air Tightness Details.

Guidance Notes

This checklist is designed to assist you in acquiring and submitting information that we need in order to show, through SBEM modelling, that your new build commercial building complies with Approved Document Part L2A.

To enable us to carry out your SBEM calculation, please provide the following information:



This checklist, completed and signed.

Scale floor plans, to show the building size and layout as well as the usage of each room.

Elevation and cross-section drawings, to show storey heights as well as window and door sizes.

Site plan, to show the buildings orientation and surroundings.

The makes and models of all heating, ventilation, AC and lighting systems where applicable.

Plans are preferred in PDF format.

To ensure that your SBEM is as accurate as possible, please ensure that you complete all checklist sections. If any of the information requested is already contained within the submitted drawings, please note the page number or file name to allow our assessors to complete your calculation within our standard completion time.

Please note that these assessments are carried out with the assumption that your building needs to achieve full Part L2 compliance under the latest Building Regulations. If, for any reason, this is not the case, please let your account manager know as early as possible. If you are unsure which applies to your project, please request this information from your Building Control Body.

PROJECT DETAILS

ADDRESS: _____

POSTCODE: _____

CLIENT NAME: _____

ADDRESS: _____

POSTCODE: _____

AGENT NAME & ADDRESS: (if applicable) _____

CURRENT STAGE OF CONSTRUCTION _____

GENERAL BUILDING USAGE: (i.e. Office, Warehouse, Hotel, Shop) _____

IS THIS PROJECT UNDER ANY RELEVANT PLANNING OR BREEAM CONDITIONS (if yes, please include details): _____

CONTACT DETAILS

COMPANY NAME: _____

CONTACT NAME: _____

TEL NO: _____

EMAIL: _____

BUILDING REGULATIONS

WHICH BUILDING REGULATIONS IS THIS BUILDING BEING ASSESSED UNDER?: 2010 Regs 2013 Regs

This is determined by when the application to Building Control was accepted -

Prior to 6th April 2014 is 2010 Regs and on or after 6th April 2014 is 2013 Regs.

IS AN EPC REQUIRED?: YES NO

CONSTRUCTION DETAILS

It is important that we accurately measure the heat lost through the building fabric elements. The U-value is the rate at which heat passes through a particular fabric and is calculated based on its construction details. If you do not have these values, then we will gladly do this for you, but in order to do so, we will need full details of each element by way of specification document and/or drawings notes.

FLOOR CONSTRUCTIONS:

GROUND FLOOR: _____ U-VALUE: _____

INTERMEDIATE FLOORS: _____

WALL CONSTRUCTIONS:

EXTERNAL WALL: _____ U-VALUE: _____

INTERNAL PARTITIONS: _____

ROOF CONSTRUCTIONS:

PITCHED ROOF: _____ U-VALUE: _____

FLAT ROOF: _____ U-VALUE: _____

DOORS, GLAZING & ROOF LIGHTS:

GLAZING TYPE 1: _____ U-VALUE: _____

GLAZING TYPE 2: _____ U-VALUE: _____

ROOF LIGHTS: _____ U-VALUE: _____

HEATING, VENTILATION & AIR CONDITIONING (HVAC) DETAILS

If your building is due to be supplied as a Shell & Core, then in order to check Part L2 compliance, a notional system will be used. If your system is particularly complex, then additional information such as specifications and drawings may be requested. Please complete all options that apply to your building.

HVAC TYPE:

- SINGLE OR DUAL DUCT VAV CONSTANT VOLUME FAN COIL
 ACTIVE CHILLED BEAMS SPLIT OR MULTI-SPLIT OTHER (Please specify)

HEAT SOURCE:

- BOILER (Please specify which areas that this system will supply)
 DIRECT ELECTRIC HEAT PUMP DISTRICT HEATING
 OTHER (Please specify)

MAKE: _____ MODEL: _____ EFFICIENCY: _____ %

COOLING:

- AIR OR WATER COOLED CHILLER REMOTE CONDENSER CHILLER HEAT PUMP
 MAKE: _____ MODEL: _____ EFFICIENCY (SEER, COP): _____

FUEL:

- MAINS GAS OIL LPG ELECTRIC BIOMASS

EMITTERS:

- RADIATORS UNDERFLOOR CONVECTORS ELECTRIC PANELS OR STORAGE HEATERS OTHER

CONTROLS & MONITORING:

- CENTRAL TIME OPTIMUM START/STOP LOCAL TIME (ROOM BY ROOM)
 LOCAL TEMPERATURE (ROOM BY ROOM) WEATHER COMPENSATOR BUILDING MANAGEMENT SYSTEM

HOT WATER:

FROM MAIN HEATING SYSTEM MAKE/MODEL: _____

LOCATION(S): _____

SEPERATE BOILER MAKE/MODEL: _____

LOCATION(S): _____

INSTANT HOT WATER MAKE/MODEL: _____

LOCATION(S): _____

COMBI BOILER MAKE/MODEL: _____

LOCATION(S): _____

STORAGE CYLINDER MAKE/MODEL: _____

CAPACITY: _____ STANDING HEAT LOSS: _____ kWh/24hrs

LOCATION(S): _____

OTHER MAKE/MODEL: _____

LOCATION(S): _____

VENTILATION:

INTERMITTENT (System 1 or On/Off type Extract Fans) MAKE/MODEL: _____

AIR FLOW RATE: _____ l/s SFP OF FANS: _____ W/l/s

MECHANICAL EXTRACTION VENTILATION (System 3 or Continuous Type Extract Fans)

MAKE/MODEL: _____ SFP OF FANS: _____ W/l/s

MECHANICAL VENTILATION HEAT RECOVERY (System 4 or Continuous Fans with Heat Recovery)

MAKE/MODEL: _____ SFP OF FANS: _____ W/l/s

HEAT EXCHANGE EFFICIENCY _____ %

LIGHTING, RENEWABLE ENERGY & AIR TIGHTNESS DETAILS

To accurately assess the energy usage/production of your lighting and renewable energy system(s), we will require details on each applicable type that your building uses. If you have lighting layout plans, a schedule to show the Lumens and Wattage of each buib, or know the lux levels of each room, then please let your account manager know. Otherwise, please complete the following section.

LIGHTING TYPES:

- T5 FLUORESCENTS (16mm) LOCATION(S): _____
- T8 FLUORESCENTS (25mm) LOCATION(S): _____
- COMPACTS/ENERGY SAVERS LOCATION(S): _____
- SODIUM OR MERCURY LOCATION(S): _____
- METAL HALIDE FLOODLIGHTS LOCATION(S): _____
- LED LOCATION(S): _____

RENEWABLE ENERGY TECHNOLOGIES:

- SOLAR THERMAL WATER HEATING GROSS AREA OF PANELS: _____ M²
- DEGREE PITCH: _____ ORIENTATION: _____
- IS THIS SYSTEM LINKED TO A MAIN HOT WATER CYLINDER: _____
- YES NO (Please specify separate cylinder)
- MAKE/MODEL: _____ VOLUME: _____
- PHOTOVOLTAICS GROSS AREA OF PANELS: _____ M²
- DEGREE PITCH: _____ ORIENTATION: _____

AIR TIGHTNESS:

If the gross internal floor area of your building is less than 500m², then we will initially use a default air flow rate of 15m³/h.m² @50Pa. If it is over 500m², then we will assume a default figure of 10, unless otherwise specified below:

AIR PERMEABILITY TARGET: _____ m³/h.m² @50Pa

I confirm that the above property has been built in accordance with the building plans and checklist specifications as submitted to ATSPACE Ltd.

Signed _____

Date _____

Print _____

Position _____



Should you require any assistance with this checklist, or would like to hear more about our other building regulation compliance services, please contact us at

info@atspaceltd.co.uk
0800 917 8922

When completed please send to:
ATSPACE, Unit 3 & 4, The Cokenach Estate,
Barkway, Royston, Hertfordshire, SG8 8DL