

Stay Energy Safe



BUSINESS ENERGY AUDIT CHECKLIST

Use this simple checklist to assess how your business uses energy, and where savings can be made.

Tick off what you've already done, and highlight areas for action.

1. General Energy Awareness

	YES	NO	NOTES
Staff are encouraged to switch off lights and devices when not in use	<input type="checkbox"/>	<input type="checkbox"/>	
Energy-saving signs or reminders are visible around the workplace	<input type="checkbox"/>	<input type="checkbox"/>	
A 'green champion' or energy lead is in place	<input type="checkbox"/>	<input type="checkbox"/>	
An energy audit has been completed in the last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	
Energy bills and usage patterns are reviewed regularly	<input type="checkbox"/>	<input type="checkbox"/>	

2. Lighting

	YES	NO	NOTES
All lighting is LED or energy-efficient	<input type="checkbox"/>	<input type="checkbox"/>	
Lights in low-use areas are controlled by timers or sensors	<input type="checkbox"/>	<input type="checkbox"/>	
Natural light is maximised where possible	<input type="checkbox"/>	<input type="checkbox"/>	
Skylights and windows are clean and regularly maintained	<input type="checkbox"/>	<input type="checkbox"/>	
No areas are lit unnecessarily or over lit	<input type="checkbox"/>	<input type="checkbox"/>	

3. Heating, Cooling & Ventilation

	YES	NO	NOTES
Thermostats are set between 18-21°C	<input type="checkbox"/>	<input type="checkbox"/>	
Heating/cooling schedules match business hours	<input type="checkbox"/>	<input type="checkbox"/>	
Unused rooms or zones are not unnecessarily heated or cooled	<input type="checkbox"/>	<input type="checkbox"/>	
Systems are serviced regularly	<input type="checkbox"/>	<input type="checkbox"/>	
Heating and cooling can't occur in the same room / area at the same time	<input type="checkbox"/>	<input type="checkbox"/>	
Windows are not left open in heated or airconditioned areas	<input type="checkbox"/>	<input type="checkbox"/>	

4. Equipment & Appliances

Appliances are A-rated or energy efficient

YES	NO	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	

Equipment is turned off overnight and at weekends or when not in use

<input type="checkbox"/>	<input type="checkbox"/>	
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Smart plugs or timers are in use

<input type="checkbox"/>	<input type="checkbox"/>	
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Equipment and appliances serviced, maintained, and kept in proper working order

<input type="checkbox"/>	<input type="checkbox"/>	
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5. Hot Water & Taps

Taps don't drip

YES	NO	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	

Taps are fitted with aerators to reduce usage

<input type="checkbox"/>	<input type="checkbox"/>	
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Hot water tanks and pipes are insulated

<input type="checkbox"/>	<input type="checkbox"/>	
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6. Building Fabric & Insulation

Windows and doors are properly sealed

YES	NO	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	

Roof, walls, or floors are insulated (where applicable)

<input type="checkbox"/>	<input type="checkbox"/>	
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Draughts are identified and fixed

<input type="checkbox"/>	<input type="checkbox"/>	
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7. Smart Tech & Green Energy

A smart meter is installed and used to monitor usage

YES	NO	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	

Real-time data is used to guide decisions

<input type="checkbox"/>	<input type="checkbox"/>	
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Renewable options like solar panels and battery storage have been considered

<input type="checkbox"/>	<input type="checkbox"/>	
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8. Safety Checks

No signs of tampering or unsafe wiring at meters

YES	NO	NOTES
<input type="checkbox"/>	<input type="checkbox"/>	

Energy supply matches billing and usage expectations

<input type="checkbox"/>	<input type="checkbox"/>	
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Staff know how to report concerns anonymously

<input type="checkbox"/>	<input type="checkbox"/>	
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If anything seems suspicious, report it 100% anonymously via stayenergysafe.co.uk or call 0800 023 2777.

Next Steps

- Schedule professional energy audit (if needed)
- Share this checklist with your wider team
- Prioritise actions that offer quick wins