atspaceltd.co.uk

Version 1.0 January 2017



SBEM Checklist



Call us today on 0800 917 8922 to speak with an adviser or visit atspaceltd.co.uk

ATSP/CE

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.

ATSP/CE

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 applical	ble)
CURRENT STAGE OF CONSTRUCTION	N
GENERAL BUILDING USAGE: (i.e. Off	ïce, Warehouse, Hotel, Shop)
IS THIS PROJECT UNDER ANY RELEVA	ANT 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	GAN COIL
ACTIVE CHILLED BEAMS	SPLIT OR MULTI-SPLIT	OTHER (Please specify)

HEAT SOURCE:

\square BOILER (Please specify which areas that th	is system will supply)		
	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:			
	IVECTORS ELECTRIC PANELS OR ST	DRAGE 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 LOS	S:	kWh/24hrs
LOCATION(S):			
	MAKE/MODEL:		
LOCATION(S):			
VENTILATION:	ne Extract Eans) MAKE/	MODEL -	
		W////s	
	ON (System 3 or Continue	ous Type Extract Fans)	
	SE		W/l/s
	OVERY (System 4 or Cont	inuous Fans with Heat Reco	verv)
		P OF FANS	W/I/c
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):
	LOCATION(S):
METAL HALIDE FLOODLIGHTS	LOCATION(S):
	LOCATION(S):

RENEWABLE ENERGY TECHNOLOGIES:

SOLAR THERMAL WATER HEATING	GROSS AREA OF PANELS:	M ²	
DEGREE PITCH:	ORIENTATION:		
IS THIS SYSTEM LINKED TO A MAIN HOT V	/ATER CYLINDER:		
□ YES □ NO (Please specify separate cylinder)			
MAKE/MODEL:	VOLUME:		
	GROSS AREA OF PANELS:	M ²	
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

ATSP/CE

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