

## Appendix 4 - Standard technical monitoring questions

### General questions

Survey company			
Name of surveyor completing form			
Name of householder			
Address of householder			
Date of installation			
Date of inspection			
Was the energy efficiency work on a new dwelling?	Yes		
	No		
	Not known		
What is the dwelling type?			
End Terrace		Detached Bungalow	
Mid Terrace		Semi Bungalow	
Semi Detached		Flat	
Detached			
How many bedrooms does the property have?	1		4
	2		5
	3		Specify other
Which fuel is used for heating? (Not required for insulation measures)	Gas		Oil
	Electric		LPG
	Solid		Specify other

<b>Cavity Wall Insulation</b>	<b>Type</b>	<b>Classification</b>
Is the work guaranteed by a CIGA warranty?	Customer sat. / safety	Major
If not, has another form of guarantee for 25 years been provided?	Customer sat. / safety	Major
What insulation was used? [This question is for the installer to complete or can be checked by the inspector from the CIGA guarantee]	Savings / Customer sat. (damp)	Minor
Is the use of this insulation material appropriate to the exposure zone of the dwelling?	Customer sat. (damp)	Minor
Does the drilling pattern used ensure that the insulation material is distributed as evenly as possible throughout the cavity?	Savings	Major
Does the drill pattern suggest that cavity brushes were used, if appropriate?	Savings	Minor
Have the injection holes been made good?	Customer sat. / savings	Major
Do the materials match the existing wall finish?	Customer sat. (appearance)	Minor
Are all the air bricks and eaves vents clear of insulation material?	Safety	Major
Have the air bricks been sleeved to prevent material moving in the cavity and blocking the vent at a later date?	Safety	Major
Are all air vents particularly those for combustion appliances clear of insulation material?	Safety	Major

<b>External wall insulation</b>		<b>Type</b>	<b>Classification</b>
Nature of original wall	Cavity or Solid?	Savings	Major
	Thickness (mm)		
	Description		
What insulation was used? (Choose one)	Expanded polystyrene (and render)	Info	Minor
	Extruded polystyrene (and render)		
	Mineral wool slab (and render)		
	Urethane foam (and render)		
	Other - Please specify		
	Not known		
What is the thickness of the insulation?	mm	Savings	Major
Are all the air bricks and eaves vents clear of insulation material?		Safety	Major

Are all air vents particularly those for combustion appliances clear of insulation material?	Safety	Major
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<b>Internal wall insulation</b>		<b>Type</b>	<b>Classification</b>
Nature of original wall	Cavity or Solid?	Savings	Major
	Thickness (mm)		
	Description		
What insulation was used? (Choose one)	Phenolic foam (and plasterboard)	Info	Minor
	Urethane foam (and plasterboard)		
	Mineral wool quilt (timber battens and plasterboard)		
	Extruded polystyrene (and plasterboard)		
	Other Please specify		
	Not known		
What is the thickness of the insulation (mm)?		Savings	Major
Is the insulated dry lining continued at least 300mm along any party walls?		Savings	Major
If ground floor is suspended timber, is the insulated dry lining bedded on a strip of pre-compressed expanding foam nailed to the floor?		Savings	Major
If ground floor is suspended timber are air bricks clear?		Safety / Cust sat. (damp)	Major

<b>Loft Insulation</b>	<b>Type</b>	<b>Classification</b>
Was the insulation marked 'for DIY use only' or dyed a specific colour?	Info.	Major
What insulation was used?	Info.	Minor
Does the material comply with BS 5803 Part 1: 1985?	Savings	Major
Thickness of original insulation (mm)	Info.	Major
Total thickness of insulation (mm)	Info.	Major
Has two thirds or more of the total loft area been insulated? <ul style="list-style-type: none"> <li>▪ If not, approximately what proportion has been insulated?</li> </ul>	Savings	Major

Why was the whole loft not insulated (tick one): <ul style="list-style-type: none"> <li>▪ Inaccessible due to immovable objects e.g. water tank?</li> <li>▪ In use for storage (customer would only take up offer of insulation if storage space could be maintained)?</li> </ul>	Info.	Minor
Have any areas been partially insulated e.g. insulation pushed under crawl boards (if yes provide details)?	Info.	Minor
Has insulation been applied to all appropriate areas including (i) beneath boarded areas and (ii) if the water storage tank is on the joists, around but not beneath the tanks; or if the tank is elevated, around and beneath the tank.	Savings	Major
Has the loft hatch been fitted with effective draught seals?	Savings	Major
Has the loft hatch been insulated?	Savings	Major
Is the roof space adequately ventilated?	Safety (to prevent damp) / Customer sat.	Major
Have additional vents been fitted if required?	Safety (to prevent damp) / Customer sat.	Major
Have the pipes and tanks been insulated to an adequate standard?	Safety (to prevent burst pipes)	Major

<b>Draught-proofing</b>	<b>Type</b>	<b>Classification</b>
Draught-proofing external doors, thresholds (including letter box) and windows in all rooms. The sealing of loft hatches is covered in the 'Loft insulation' section)		
Do the draught strip materials comply with British Standard 7386: 1997?	Savings	Major
Have all locations been draught-proofed correctly, leaving all doors and windows fully operational?	Savings	Major
If trickle ventilators are not present, has a gap been left around one window to provide background ventilation in 'wet' areas (e.g. kitchens and bathrooms)?	Customer Sat. (damp)	Minor
Is there adequate ventilation for all open flued appliances?	Safety	Major

<b>Replacement windows</b>	<b>Type</b>	<b>Classification</b>
What is the form of the glazing units? e.g. secondary, double, triple	Savings	Major
Are the glazing units kite-marked to British Standard 5713?	Savings	Major

What is the area of replacement windows installed within the property?	m <sup>2</sup>
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<b>Fuel switching, Boilers and Controls</b>	<b>Type</b>	<b>Classification</b>
What was the replacement boiler?	Info.	Major
What is the fuel type of the boiler?	Info.	Major
What is the SEDBUK efficiency of the boiler?	Info.	Major
If the SEDBUK rating is unknown, the following details must be collected from the label on the boiler or the instruction manual.		
Make / Manufacturer	Info.	Major
Model		
Model qualifier		
Model Identity		
Other Please specify		
Does the installation meet the ODPM's boiler exception protocol relating to the Building Regulations in England and Wales?	Savings / legal requirement	Major
Was the installer a member of an industry body (e.g. CORGI, OFTEC)?	Legal requirement / Customer sat.	Major
Did the installer measure the property?	Savings / Customer sat. (appropriate installation)	Minor
Did the installer inspect or enquire about the levels of insulation in the property?	Savings	Minor
Has the pipe work between the boiler and the hot water taps been insulated where practical? [Only necessary where central heating has been installed, not just boiler upgrades]	Savings	Minor
If boiler is a regular one (i.e. not a combi) has primary pipe work between boiler and hot water cylinder been insulated with a minimum of 20mm insulation?	Savings	Minor
If boiler is a regular one, has any other pipe work directly connected to cylinder (e.g. vent pipe) been insulated for at least one metre? (NB The feed pipe need not be insulated)	Savings	Minor
If required what new controls were installed?		
Time switch or programmer	Legal (building regs.)	Major
Cylinder thermostat for a regular boiler	Legal) building regs.)	Major
Thermostatic radiator valves (TRVs) throughout the dwelling	Info.	Minor
Room thermostat	Legal (building regs.)	Major
Load or weather compensator	Info.	Minor

Delayed start thermostat	Info.	Minor
Time and temperature controls	Info.	Minor
Boiler interlock	Legal (building regs.)	Major
Where there is a boiler interlock, are all the controls wired up so that the pump and boiler are switched off when there is no demand for heat?	Savings	Major
Was a new hot water tank installed? (Only necessary where central heating has been installed, not just boiler upgrades)	Info.	Minor
If 'yes' was the tank a high performance one as specified in General Information Leaflet 59?	Info. / Savings	Major

<b>CHP (Community scale)</b>	<b>Type</b>	<b>Classification</b>
Is the scheme certified by CHPQA?	Savings	Major
If yes, has a copy of the certificate been obtained?	Savings	Major
Is the equipment installed as set out in the notification / feasibility study?	Savings	Major
Has the equipment been appropriately commissioned and is it fully operational?	Savings	Major
Do the contractors reports and other information confirm the system's performance and that the forecast energy savings should be achieved?	Savings	Major
If you have answered 'no' or 'not known' to any question, please provide a full explanation.		

<b>Mini CHP</b>	<b>Type</b>	<b>Classification</b>
Is the equipment installed as set out in the notification / feasibility study?	Savings	Major
Has the equipment been appropriately commissioned and is it fully operational?	Savings	Major
Do the contractors reports and other information confirm the system's performance and that the forecast energy savings should be achieved?	Savings	Major