

Room-in-Roof (RIR) Checklist

This checklist is a guide only and does not exempt the installer from their responsibility to ensure the correct requirements are followed. For ECO purposes this checklist requires both pre and post installation details to be recorded. For further guidance on Ofgem's requirements for room-in-roof insulation (RIRI), please see [ECO2t Guidance: Delivery](#).

Please complete the table below to enter the data for each element in the room in roof and also the percentage that has been insulated. All elements **must be** insulated to 100% unless there are reasonable grounds for not doing so. Total area insulated (m²) must be entered for all elements (even if the element is not being insulated) and the overall percentage of the measure installed must be entered for the grand total.

Where existing insulation is present in part of the Room-in-Roof (e.g. the gable or party wall), the percentage of measure installed (POMI) and the percentage of property treated (POPT) must be reduced to reflect this.

Elements of Room in Roof (PAS Annex B12)	Total Area (m ²)	Pre-Installation; Is this element already fully insulated ¹ ? Yes/No	Post-installation; product used (Cert No and description) & thickness installed (mm) ²	Total area insulated (m ²) (excluding any pre-existing insulation)	If total area not insulated state the reason for this, this should include where elements are not applicable (eg mid-terrace properties, hipped roof etc) (photographs/customer declaration required)
Flat Ceilings					
Stud walls ³					
Sloping ceiling					
Gable walls					
Party walls					
Dormer windows					
Grand Total					

Residual areas ⁴ insulated by installer	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Post-installation; product used (Cert No and description) & thickness installed (mm) ²	
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Percentage of Measure Installed (POMI)	
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Percentage of Property Treated (POPT) step-by-step calculation

Total roof area of property ⁵ (m ²)	Total RIR + residual area (m ²)	A = Total RIR + residual area (m ²) ÷ total roof area of property (m ²)	B = Percentage of RIRI measure installed (from above table)	Percentage of property treated = A x B

¹ Fully insulated means no insulation needs to be added to bring up to relevant standards.

² Photographic evidence of each element pre and post installation should be taken. Thickness entered must be the actual thickness installed.

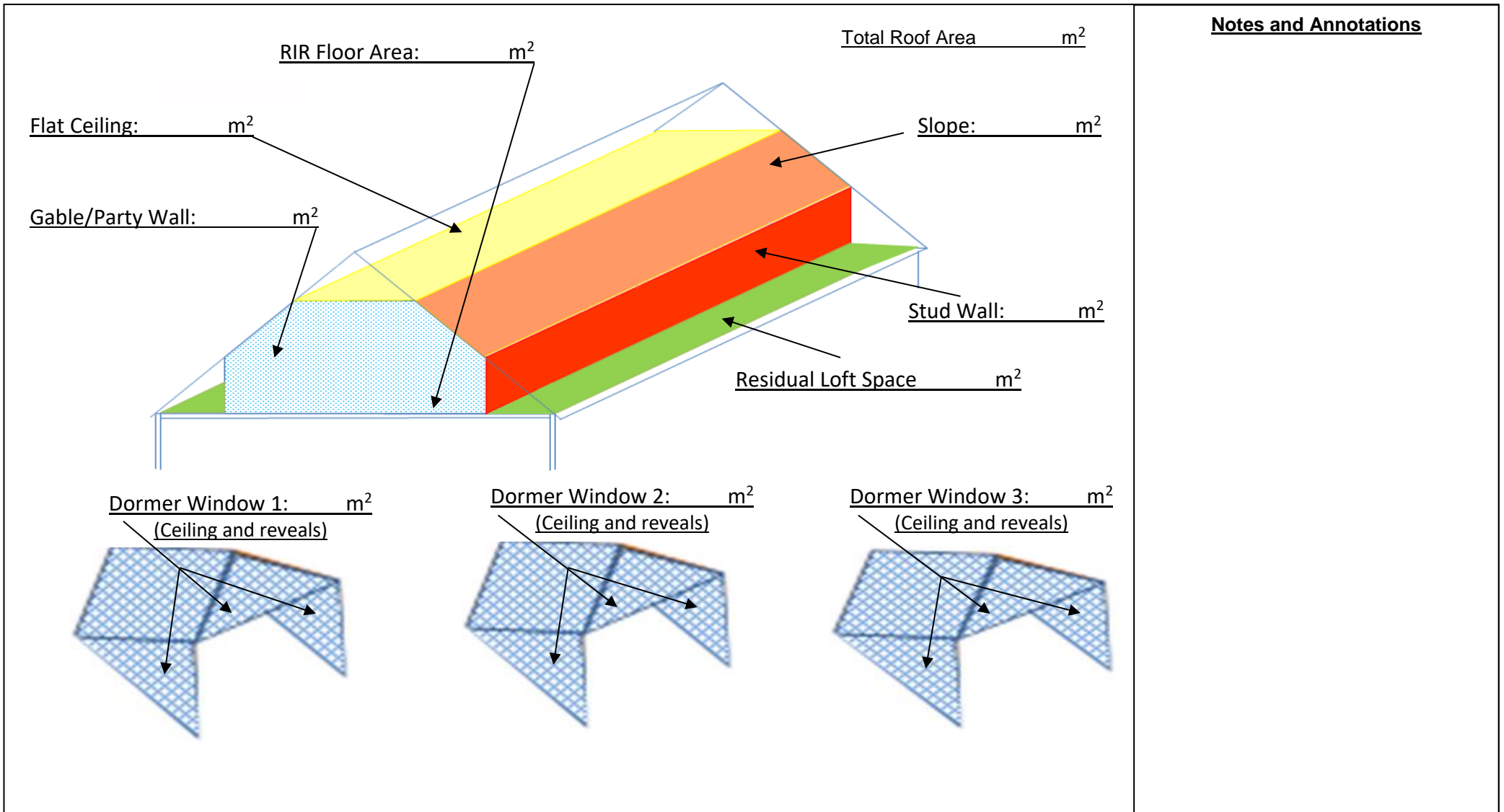
³ Any hatches or doors on stud walls must also be 100% insulated.

⁴ The residual area is the area of continuous loft air space immediately connected to the room-in-roof

⁵ Total floor plan area of all roof space (include any pitched roof, flat roof or pitched roof containing a RIRI)

Installer Declaration (To be completed on site)		
Please confirm all the details below by ticking and signing below		
<input type="checkbox"/> I confirm that, to the best of my knowledge, the information above is accurate and the works covered by this declaration do not form part of a loft conversion or a wider refurbishment to the property. I have discussed the installation with the customer and explored the use of all appropriate technologies to provide 100% insulation of the Room in the Roof.		
Full name of operative:	Operative signature:	Date: __/__/----
Installation company name:	Installation company full address (including postcode):	

Customer Declaration		
Please confirm the statement below by ticking and signing below.		
<input type="checkbox"/> I confirm that the installer has discussed the installation with me and where less than 100% of the measure has been installed, I can confirm that the installer has explained that the savings from insulation will be reduced and the reason given is correct.		
If I have requested less than 100% of the measure to be installed, I confirm that the reason why I requested part of the work not to be done was:		
Customer details:	<input type="checkbox"/> Occupier <input type="checkbox"/> Landlord <input type="checkbox"/> Managing Agent	Name of company or managing agent:
Customer full address (including postcode):		
Customer name:	Customer signature:	Date: __/__/----



Notes and Annotations