

SITE SURVEY REPORT

Premises Energy Audit

Prepared for	Kingsmead Serviced Offices Ltd
Date	26 Sep 2026
Site	Kingsmead House, Bath
Prepared by	E. Lindqvist

FORM

Premises Energy Audit**1. Record details and scope**

Project	Kingsmead House, Bath: premises energy walk-through (completed example)
Site or premises address	Kingsmead House, 9 Kingsmead Square, Bath
Client or organisation	Kingsmead Serviced Offices Ltd
Record date	26 Sep 2026
Person completing the record	E. Lindqvist

This records observations and supporting data. It is not an EPC, DEC, ESOS compliance report or a guarantee of savings.

No. ESOS has defined qualification and compliance requirements, including the assessment of energy use and identification of saving opportunities. GOV.UK also provides guidance on implementing opportunities. This walk-through can collect supporting observations, but it does not establish ESOS compliance or replace the required assessment process.

2. Scope and consumption

Buildings and systems included	Kingsmead House, four floors of serviced offices plus basement. Heating plant, roof air handling unit, comfort cooling condensers, lighting and office small power. Tenant server cupboards excluded.
Consumption-data period	October 2025 to September 2026 (12 months)
Meter, bill or monitoring data references and units	Electricity half-hourly data, main meter M1, kWh. Gas monthly bills, kWh converted from m3 on the bill. Sub-meter SM-AC for cooling, kWh, from BMS export BMS-0926.
Occupancy and operating hours	Offices open 07:00 to 19:00 weekdays. About 60 % desk occupancy on Tuesdays to Thursdays, under 30 % on Mondays and Fridays.
Missing data and seasonal limitations	Gas bills for December and January were estimated readings. Cooling sub-meter only installed in March 2026, so no winter cooling data.

3. Systems observed**System or area 1: AHU-1, rooftop air handling unit serving floors 1 to 4**

System, area and asset reference	AHU-1, rooftop air handling unit serving floors 1 to 4
Operating hours, settings and observed use	Runs 06:00 to 22:00 seven days a week per BMS time schedule. Fan at fixed speed.

Potential improvement and supporting evidence	Match the time schedule to occupancy and stop weekend running. Filters were heavily loaded at the visit, adding fan load.
Estimated saving, units and calculation reference if available	About 9,000 kWh electricity a year, calculation sheet KH-EA-01
Assumptions, dependencies and need for specialist assessment	Assumes the fan power from the nameplate and no change to fresh air rates needed. HVAC contractor to confirm.

Supporting photos**System or area 2: Comfort cooling condensers CU-1 to CU-4, roof**

System, area and asset reference	Comfort cooling condensers CU-1 to CU-4, roof
Operating hours, settings and observed use	Cooling set point 21 °C in meeting rooms, running alongside heating on mild days.
Potential improvement and supporting evidence	Set a dead band between heating and cooling and clean the condenser coils. CU-3 coil fouled.
Estimated saving, units and calculation reference if available	About 4,500 kWh electricity a year, calculation sheet KH-EA-02
Assumptions, dependencies and need for specialist assessment	Based on the sub-meter from March to September only. Needs winter data to confirm.

Supporting photos

**System or area 3: Gas boilers B1 and B2, basement plant room**

System, area and asset reference	Gas boilers B1 and B2, basement plant room
Operating hours, settings and observed use	Flow temperature fixed at 80 °C all year.
Potential improvement and supporting evidence	Weather compensation on the flow temperature, to be assessed by the heating contractor.
Estimated saving, units and calculation reference if available	Not estimated
Assumptions, dependencies and need for specialist assessment	Depends on the heat emitters coping at lower flow temperatures. Specialist assessment needed.

Supporting photos



System or area 4: Lighting, floors 1 to 4 and stairs

System, area and asset reference	Lighting, floors 1 to 4 and stairs
Operating hours, settings and observed use	Fluorescent panels on manual switching. Lights found on in empty rooms at 18:30.
Potential improvement and supporting evidence	LED panels with presence detection, starting with the stairs and toilets.
Estimated saving, units and calculation reference if available	About 14,000 kWh electricity a year, calculation sheet KH-EA-03
Assumptions, dependencies and need for specialist assessment	Assumes 2,800 hours a year operation and the counted fittings. Lighting design check needed for light levels.

4. Implementation review

Opportunities selected for further assessment	1. AHU-1 time schedule and filter change. 2. Heating and cooling dead band. 3. Lighting on the stairs and toilets.
Comfort, safety, maintenance and operational constraints	Tenants must not lose comfort in core hours. Fresh air rates must stay as designed. Lighting changes need emergency lighting kept in place.
Baseline and proposed verification method	12 months of half-hourly electricity and monthly gas to September 2026. Compare like-for-like months, adjusted for degree days.
Person coordinating follow-up	C. Barker, building manager

5. Actions and review

Are further actions required?	Yes
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Further action 1: Change AHU-1 BMS schedule to 06:30 to 19:30 weekdays only, with a frost override.

Action and evidence reference	Change AHU-1 BMS schedule to 06:30 to 19:30 weekdays only, with a frost override.
Person responsible	C. Barker, building manager
Target date	16 Oct 2026
Action status	Open

Further action 2: Ask the HVAC contractor to replace AHU-1 filters and clean condenser CU-3.

Action and evidence reference	Ask the HVAC contractor to replace AHU-1 filters and clean condenser CU-3.
Person responsible	C. Barker, building manager

Target date	9 Oct 2026
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Action status	In progress
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Further action 3: Obtain a quote for LED lighting with presence detection on stairs and toilets.

Action and evidence reference	Obtain a quote for LED lighting with presence detection on stairs and toilets.
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Person responsible	C. Barker, building manager
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Target date	13 Nov 2026
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Action status	Open
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Outstanding limitations and information to pass on	Walk-through observations only. Savings are estimates, not a guarantee. This is not an EPC, DEC or ESOS assessment.
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Record status	Ready for review
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Reviewed by	C. Barker, building manager
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Review date	30 Sep 2026
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Author signature	
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E. Lindqvist

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.