



# SAP/EPC Checklist

In order to complete a SAP/EPC Calculation we will need:

- 1 A completed checklist
- 2 Building plans including – floor plans, sections and elevations with dimensions at a scale of 1:100, 1:50 (full size drawings or to scale)
- 3 Window /Door schedule
- 4 Site plan showing North point

## PROJECT DETAILS

Site address for which SAP calculation is required .....

..... Post code .....

Your name and address (if different from above) and company (if applicable)

.....

..... Post code .....

## CONTACT DETAILS

Who should we contact if there are any queries about the SAP calculation?

Name ..... Telephone .....

Address to send report to (if different from above) .....

.....Post code .....

Email .....

## TIMEFRAME

Has this project already been submitted to Building Control? Yes/No - Date submitted .....

Estimated completion date of build.....

Standard turnaround is 7-14 days. Please call for our 'fast track' service on 01763 242114

Predicted Energy Assessment (PEA) required? Yes/No Energy Performance Certificate (EPC) required? Yes/No

## PAYMENT DETAILS

Cheque enclosed  Name on cheque

BACS transaction  BACS reference

BACS date and amount

UK SAPS Account details

Sort code 20-73-26

Account No 73878678

Please complete the following details and U-Values for 1,2,3 and 4 if not included on your plans

## 1 Floor Construction

Please describe the structure of the ground floor (eg block and beam/concrete slab and include details of):

Insulation type

Insulation thickness

U Value

## 2 Main wall structure

Please describe the structure of the main external walls including details of:

Brickwork

Cavity

Insulation type

Insulation thickness

Plasterboard - Dot and Dab/Wet plaster

U Value

## 3 Secondary wall (eg stud walls, wall between garage and dwelling, dormer cheeks)

Please describe the structure of the main wall including details of:

Brickwork

Cavity

Insulation type

Insulation thickness

Plasterboard

U Value

## 4 Roof construction

Please describe the structure of the roof including thickness of insulation:

Is the roof space a habitable area? Yes /No

U Value

Insulation type /size

At – Rafters /Joists / Both?



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Please complete the following details if not included on your plans

**5 Glazing** (Please tick all applicable)

Air gap	n/a	<input type="checkbox"/>	6mm	<input type="checkbox"/>	12mm	<input type="checkbox"/>	16mm	<input type="checkbox"/>	18-28mm	<input type="checkbox"/>
Glazing	single	<input type="checkbox"/>	double	<input type="checkbox"/>	triple	<input type="checkbox"/>	Argon filled	<input type="checkbox"/>	low E soft coat	<input type="checkbox"/>
Material			PVCu	<input type="checkbox"/>	Timber	<input type="checkbox"/>	Metal	<input type="checkbox"/>	low E hard coat	<input type="checkbox"/>

Manufacturers declared U-value .....(important so please provide wherever possible)

**6 External doors**

Front	solid	<input type="checkbox"/>	half glazed	<input type="checkbox"/>	fully glazed	<input type="checkbox"/>
Side	solid	<input type="checkbox"/>	half glazed	<input type="checkbox"/>	fully glazed	<input type="checkbox"/>
Rear	solid	<input type="checkbox"/>	half glazed	<input type="checkbox"/>	fully glazed	<input type="checkbox"/>

**7 Ventilation**

Total number of extraction fans	<input type="text"/>	Low energy fans	<input type="checkbox"/>		
Whole house mechanical ventilation system		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heat recovery system		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Manufacturer \_\_\_\_\_

Product name \_\_\_\_\_

**8 Renewables**

Solar Panels - Area	<input type="text"/>	m2 (gross or net)	Orientation	N/NE/E/SE/S/SW/W/NW
Connected to hot water tank?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Other details if known eg collector efficiency, heat loss efficiency or any energy from other sources, please state.

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**Photovoltaic Panels**

Installed Peak Power	<input type="text"/>	(kWp)	Orientation	N/NE/E/SE/S/SW/W/NW
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**Microturbines**

Total Number	<input type="text"/>	Diameter	<input type="text"/>	(cm)	Height above ground	<input type="text"/>	(m)
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**SAP Checklist page 4**

Please complete the following details if not included on your plans

**9 Main heating system**

Fuel..... Model ..... Manufacturer .....

Is a Combi boiler being installed? Yes/No      Floor mounted       Wall mounted

System? -      Radiators       Under floor       Both

Is a Heat pump being installed? Yes/No

Heat Source      Ground       Water       Air

Other details .....

**10 Heating control details** please tick all the boxes that are applicable

Programmer       Zone control       Other .....

Room stat       Load compensator  .....

Thermostatic Radiator Valves (TRVs)  .....

**11 Secondary heating**

Type      Fuel      Hetas Approved?

If you are installing a fireplace is it enclosed or open in the grate?

**12 Electricity tariff**

Standard      Economy 7      10 hour tariff      24 hour tariff      Other

**13 Hot water**

Produced by the central heating boiler?      Yes/No

**14 Cylinder** (If applicable)

Capacity (litres)      Insulation thickness (mm)

**15 Lighting**

What is the total number of standard light fittings – Normal:      low 'E':

**16 Air/Sound Test** -We can offer this through our sister companies - [www.ukairtesting.co.uk](http://www.ukairtesting.co.uk) and [www.uksoundtesting.co.uk](http://www.uksoundtesting.co.uk)

Projected air permeability rate .....  
If you require further information on this or a competitive quote please tick

**17 Building Control**

Is this project monitored by an Approved Inspector?      Yes/No

**If you have any questions regarding this checklist, please call support on 01763 241797 or 07725 521101. When completed please send with plans/schedules to UK Saps, Roysia House, John Street, Royston, Herts, SG8 9JH**