



Date		Time		Signed		Checked	Action needed
Heating							
Have staff had issues with the temperature being too warm or too cold?							
Has the heating system been serviced within the last 12 months?							
Are there any portable heaters or hot water bottles being used?							
Is the thermostat set to the correct temperature?							
Are the lighting or heating timers set correctly for the time of year?							
Are the heating controls in good working condition?							
Are there any windows or doors open in rooms with the heating on?							
Are any windows or doors open in rooms with the air conditioning on?							
Are there any draughts coming from windows or doors?							
Lighting							
Are lights switched off where there's natural daylight?							
Are lights switched off outside of working hours?							
Does any lighting need replacing or improving?							
Are light switches labeled correctly?							
Is all emergency lighting working correctly?							
Office							
Do all computers have power saving modes activated?							
Are any computers left switched on or on standby overnight?							
Are monitors set to switch off when not in use?							
Are printers or photocopiers switched off outside of office hours?							
Is kitchen equipment such as the fridge, kettle, coffee machine or vending machine in working order?							



Date		Time		Signed		Checked	Action needed
Heating							
Have staff had issues with the temperature being too warm or too cold?							
Has the heating system been serviced within the last 12 months?							
Are there any portable heaters or hot water bottles being used?							
Is the thermostat set to the correct temperature?							
Are the lighting or heating timers set correctly for the time of year?							
Are the heating controls in good working condition?							
Are there any windows or doors open in rooms with the heating on?							
Are any windows or doors open in rooms with the air conditioning on?							
Are there any draughts coming from windows or doors?							
Lighting							
Are lights switched off where there's natural daylight?							
Are lights switched off outside of working hours?							
Does any lighting need replacing or improving?							
Are light switches labeled correctly?							
Is all emergency lighting working correctly?							
Factory/warehouse							
Are pumps/fans/compressed air switched off when equipment is not in use?							
Are there any leaks on equipment?							
Are refrigeration unites being used efficiently?							