Quidos Guidelines for DEA's.

Measurements

Dwelling dimensions

During each survey the following measurements should be recorded for each storey of the property and any extension present

- The area of the dwelling in m^2
- Average room height in m^2
- Exposed perimeter in m^2

We prefer all measurements to be taken internally for accuracy purposes.

Floor Area components

The floor area is required calculated using either external or internal measurements of the dwelling NEVER mix external and internal. The floor area is needed for each storey. Roof rooms have a separate entry on the form. (roof rooms are the only exception where dimensions can be mixed.)

Room heights

Room heights are measured from floor to ceiling.

Average room height

In some cases it may be necessary to work out the average room height, in cases such as a domed ceiling.

- Multiply the room height by the area to work out the room volume, and then divide by the total floor area.

Rooms and roof rooms

Habitable rooms

Rooms to be included as habitable are follows:

- Living rooms
- Studies
- Dining rooms
- Bedrooms

Non habitable rooms

- W.C
- Halls
- Kitchens**
- Bathrooms
- Landings
- Utilities

** Generally speaking a kitchen with a: Small dinning area (like a breakfast bar) should not be counted as a habitable room, although if the dining area is large and has a distinctive semi separated dinning area then it may be Included as a habitable room

Roof section

- The space above, unheated (roof flat, pitched etc), heated (other dwelling above).

Room in Roof

- A room in the roof is a room in where the top of the sloping ceiling touches the common wall and the common wall is less than 1.80 meters high. This room must be accessible by a fixed staircase.

Extensions and Conservatories

Extensions

An extension will normally be an addition to a dwelling that was built at a different time to the main building, and each exposed element should be recorded and entered separately. Extensions can also be used as a way to enter part of a dwelling, if that part of the dwelling has a different construction element to the main building.

Glazed extensions

An extension that has high levels of glazing but does not qualify as a non separated conservatory can be entered onto the portal by selecting the window area “much more than typical”.

- Measure the exposed perimeter as normal
- Measure the average room height
- Pick the appropriate wall description for the wall element of the extension regardless of how small the wall area may be.
- Select “much more than typical” for the window area
- Measure all the windows and roof lights for the main building and extension

Enter the glazed area in the portal allocating the glazed area against either the main building or the extension as either double glazed or single glazed as appropriate. The software will then deduct the glazed area from the wall area of the main building and extension as appropriate and the roof lights from

the roof areas of the main building or extension as appropriate.

Conservatory

The definition of a conservatory is where more than ½ of the walls and more than ¾ of the roof are made of a translucent material for example glass, polycarbonates.

Separated conservatory

Separated by external quality doors it should be excluded from all calculations as though it was not present and the perimeter of the adjacent external wall of the main building should be included in the external perimeter of the main building. A tip would be pretend that it was never even built and carry out your heat loss calculations accordingly, what constitutes an external door ,for a practical approach just ask yourself one question, would I be happy if this door was on the outside of my home?

A non-separated conservatory

If a conservatory has been identifed as a non-separated the following measurements for the EPC calculation are required.

- Floor area.
- The exposed perimeter.
- Type of glazing, single or double.
- The height in storeys, measured against the main building to the nearest half storey.

In conclusion

1. Is the conservatory separated or not?

- Exclude a structure that is a conservatory and is separated by exterior quality doors
- Record your evidence.

2. If the conservatory is non-separated and open to the main building. Measure the area.

- Measure the heat loss perimeter
- Work out the storey height to the nearest ½ storey
- Justify the type of glazing
- Remember to record your evidence.

Basements

- Basements should only be included if they are heated and habitable.

Annex

An annex should be included if it has:

- The same postal address as the main dwelling.
- Receives a power source from the main dwelling.
- Is heated.

Then it should be included in the calculations and could be entered as an extension or part of the main dwelling, whether habitable or not. It would probably be easier to enter an annex as an extension.

Garages

- Should not be included.

The garage would be ignored from the heat loss calculations. If there was a room over the garage on the 1st floor, the floor area would be classed as having an exposed floor area.

Flats maisonettes

For ats and maisonettes exposed areas should be measured like any other dwelling but additional information should be entered

- The position of the flat or maisonette in the block, ground = 0
- Number of floors in the block
- The perimeter of unheated corridor
- The space below, un heated (ground floor), partially heated (shop, offices etc below),heated (other dwelling).

Hot water and central heating

Care must be taken to identify and record the following information.

- Primary heating (main System)
- Secondary heating
- Hot water system
- Boiler efficiency
- Type of fuel
- Controls

Secondary Heating

Secondary heating provides additional heating within a property. And will be necessary to be included when the main heating is not capable of adequately heating the whole property. Or when the heating can not provide instant heat (most storage heaters) Adequate heating = heating the living room to 21C and all other habitable room areas to 18 C.

Broken Heating

Where the installed heating is not working the DEA must decide the alternative way the occupants would heat the house and provide hot water. If there is no secondary heating (or that's also not working) the heating system must be described as "on peak electric heaters and the hot water provided from a immersion heater. If no immersion is fitted or is also broken then the water is deemed to be provided by a electric instantaneous system (a kettle).

Documentation

As part of your duty as a DEA you are required to take adequate notes and photographs plus any other evidence to support the claims in your EPC. This data must be kept for a period of 15 years and should be sufficient to allow someone else to reproduce your EPC accurately. It is important to review your record keeping to ensure you do not make presumptions or omissions that would make it difficult for someone else to understand your notes.

Site notes

When making site notes, ensure you fill in all sections or make it clear where these are not applicable. Writing should of course be easily legible. If you do use any abbreviations or shorthand, these should be obvious to an outsider or explained on your site notes. Use an up to date site notes form, these are available in the resource section on our website.

Floor plans

Floor plans do not need to be precision drawings and can be made by hand but they should be clear and easy to understand. Habitable rooms should be shown with identification i.e. “Living”, “Bed 2” etc. You should also include extensions, heat loss perimeter, alternative and sheltered walls. All necessary dimensions should be shown. Included on your floor plan should be your calculations for the heat loss perimeter(s) and floor area(s).

Photographs

Photographs should be made to justify any claims that enhance the EPC rating or provide the necessary detail to reproduce the EPC. Photo’s do not need to be very high resolution but should be clear, i.e well illuminated and in focus. If possible, two or more photo’s should be taken of the exterior of the property, these provide a good clue to the build date. If the property is a flat in a large block, try to take an overall shot and one to show where the particular flat is located. Internally, include photographs of the electricity meter and where installed, boiler, heating controls, hot water cylinder/thermostat, insulation and multiple glazing.

Normally 6 to 12 photographs will be required to support each EPC.

Quality assurance

From time to time, we will ask you to send in the data for a particular EPC for checking. We need to be able to reproduce your EPC from the data without guessing or presumption. We will need to see photographs or other documentation to support the claims in your site notes. When we have made the EPC we will expect the result to be the same as yours or at least very close. Where the data or result is lacking, we will make suggestions for improvement and may possibly ask you to re-submit a revised EPC. We require data to be of a manageable file size so that it is easy to store and transmit. Photographs do not need to be of a high resolution to document the required features and 640x480 pixel photo’s should be adequate. Where higher resolution photo’s have been taken, they should be reduced to around 100kb – 300kb before submission.

Don’t forget to include a photo of your floor plan. Please send in your data promptly when requested and include the EPC’s RRN and your QUID200xxx number in the email.

We do not accept documentation in paper form.

Quidos