# XXXXXX Quaker Meeting - Remit for building energy survey and advice

## Introduction

XXXXX Quaker Meeting wishes to commission a survey and report to provide advice and practical options for improving the energy performance of the building. You are invited to submit a proposal to carry out this work.

## Background information

The address of XXXXX Quaker meeting house is XXXXXXXXXXXXXXXXX

The most recent quinquennial survey of the building is available for reference is wanted. Historical information and details of some more recent changes to the building are available as part of a national historical survey of all meeting houses in England, Wales and Scotland. See <http://heritage.quaker.org.uk/>.

## Sustainably and energy

XXXXXX Quakers would like to understand what options there are for improving the meeting house’s sustainability i.e. reduction in the building’s fuel and water use leading to a reduction in the building’s carbon footprint.

To help XXXXX Quakers understand what is possible, what any changes might cost and the expected impact of any changes, a building energy survey is required including;

* an estimate of the breakdown of energy use on-site, in terms of the main energy users during the week,
* an analysis and explanation, in lay terms, of how the building functions from an energy perspective,
* options and recommendations for improvements to the heating systems,
* options and recommendations for improvements to the lighting systems,
* opportunities for installing renewable energy systems on site,
* opportunities for water use reduction measures, and
* opportunities to make changes to the building itself.

The survey should include determining the adequacy of existing insulation in the building, roofs, walls and floors. It should also include assessment of the adequacy of current windows and doors and what can be done to achieve a higher energy performance. This building assessment could be provided using a modelling tool if valuable.

We would like the report to include a range of energy and cost-saving opportunities and their likely impact, ranging from the no and low-cost opportunities to those that require significant work to the building, heating system etc. The likely cost AND expected impact of those changes should be made clear in the report.

While the pattern of building use, times of day, days of the week etc. is not expected to change in the near future, an understanding of the implications of changes on energy consumption and therefore what measures could be considered should be part of this exercise.

## Report format

Two paper copies of each report along with a digital copy should be provided.

Once the report is complete, a meeting at the meeting house to talk through the report contents should be allowed for.

## Pricing

A price for the survey and report should be provided inclusive of all costs including access arrangements and VAT.

## Timetable

Please indicate the expected timetable for the survey and providing the report.

**Contact and Liaison**

The proposal for the survey and overall liaison on behalf of XXXXXX Quaker meeting should be with:

XXXXXXXXXXXXX

HD 19/07/2019