

# CLARE HALL



## Energy Management Procedures

### Heating

Our buildings are heated with gas wet systems via radiator. Student accommodation is thermostatically controlled. Heating is closely monitored and managed by the maintenance team. On May 1<sup>st</sup> the heating is turned off and it is restarted on Oct 1<sup>st</sup>. If weather conditions are extreme, this may be subject to change. Heating is on from 6am to 11am and then off until 3pm when the majority of the buildings are empty. Portable electric heaters are not permitted in accommodation. Our buildings are insulated with cavity wall insulation and with loft lagging. In areas where the windows are not double glazed, secondary glazing frames have been fitted. Draft exclusion is managed when discovered. The gas boilers have been maintained to a high level. There are no boilers over 5 years of age.

### Lighting

Most of the college lighting is now LED. Movement sensors and microwave fittings are in use in a lot of the open areas and corridors. All fittings are fitted with energy efficient lamps.

### Devices and equipment

Regular review of equipment takes place. All items are PAT tested each year. Ovens, toasters, microwaves and kettles etc are all replaced before they are 3 years old. All devices are A rated energy efficient.

### Managing and Monitoring Energy Use

New students, staff and Fellows are inducted into Clare Hall and informed of the energy management measures. They are informed of the energy monitoring that we do and our commitment to reducing our carbon footprint. House Representatives are appointed for each building and they meet regularly with the staff and the Graduate Student Body Green Representatives. New students, staff and Fellows are asked to help us save energy by taking the following steps

- ✓ Keep the fridges as full as possible
- ✓ Turn off appliances that are not in use
- ✓ Unplug charging devices that are not in use
- ✓ Turn off lighting when you leave the room empty
- ✓ Use the heat from your oven once you have finished cooking – open the door and let the warmth circulate
- ✓ Do not use portable electric heaters – these are not permitted on college premises
- ✓ Wash clothing at lower temperatures on short cycles
- ✓ Air dry your clothes rather than tumble dry them
- ✓ If tumble drying, remove them from the dryer damp and hang them – saves ironing
- ✓ Building inspections will be carried out to monitor energy management

Each year we have two inspections of the premises, carried out with the Head of Housekeeping and the Estates Manager. The findings from the inspections are fed back to the student building representatives. Incentives for saving energy may be used to encourage students to manage energy more efficiently. These incentives are started if it is felt that there are not sufficient controls being applied to the use of energy in the accommodation.

### **Procedure for taking meter readings**

The maintenance department are responsible for reading all College statutory meters. The list of meters is held by the Estates Manager. In the folder is a spreadsheet with list of meters to be read, location, date and time of reading, serial number, MPAN/MPRN and most recent meter reading (to comply with Environment Agency guidelines).

The Maintenance staff taking the meter readings will check the serial number on the meter and report to the Estates Manager or the Domestic Bursar in his absence if there is a discrepancy in serial number which will then be followed up with the supplier, checked again on the meter and altered in the Systemlink database as necessary. The meter reading form will be signed by a member of the Maintenance taking the meter reading before submitting it to the Estates Manager or Domestic Bursar.

Currently no half hourly meters are installed, but if in future any are installed these will be uploaded into the database. In the event that meter reads are taken by a new member of the team, they will be given training on how to read each of the different meter types necessary by the Maintenance Manager prior to carrying out this activity for the College.

Meter readings are recorded monthly for all meters, on the first day of the month or, if the first is a weekend or bank holiday, on the next working day.

Each month the Maintenance Supervisors reports meter readings using a form. These forms are stored by the Estates Manager and then data is directly entered onto the Systemlink database. The Estates Manager and Domestic Bursar have access to Systemlink database software, as does the member of staff responsible for reading the meters.

Verification of anomalous data - Follow procedures 1) or 2) under procedures for "Special Events"

### **Procedures for tracking special events**

#### 1) Meter failures

Normally identified through checks of meter readings against billed quantities or queries about anomalous consumption. Anomalous consumption will be ascertained by Domestic Bursar who will review data for the most recent period of consumption against the period prior to it. Meter failures will be notified to the Estates Manager, who will arrange for the meter to be checked and then the Domestic Bursar will inform the supplier if a fault is suspected. The Estates Manager is to advise and keep Domestic Bursar informed of any failures and the suspected duration of failure. Domestic Bursar will append the changes in the central Systemlink database and assess impact and append further notes.

#### 2) Meter accuracy and calibration

Anomalous readings vs consumption will be checked by Domestic Bursar and reported to the Estates Manager who will get the meter checked and will contact the supplier for maintenance and calibration if required. The Estates Manager will report back to Domestic Bursar who will append notes on dates and actions taken to the Systemlink database.

### 3) Meter Changes

Maintenance Supervisor to check serial number on meter when taking meter reading and report anomalies to Estates Manager on the meter reading form in order to account for supplier or distribution company driven meter changes previously unknown to the College.

The Estates Manager will report the details of meter changes to the Domestic Bursar to be recorded in the Systemlink database. Details required include:

- Old meter serial number and meter type (NHH, HH, AMR)
- New meter serial number and meter type (NHH, HH, AMR)
- Date of change
- Reason for change
- Impact of change (e.g. need for estimated consumption data between two dates)

### 4) Shipperless Supply Points

Suspected shipperless supply points will be identified by the Domestic Bursar who will review the dates of the most recent bill received for supply point/meter once per quarter. If the most recent bill is more than six months old then the Domestic Bursar will:

- a) Contact the supplier of the most recent bill in order to query whether they are still the current supplier and if so to request an up to date bill.
- b) If they are not the current supplier, they should query the date at which they ceased to be the supplier and who the subsequent supplier was.
- c) They should then contact the subsequent supplier and so on until the current supplier is identified.

If no bill has ever been received, the accounts team will:

- a) Call the M number enquiry line (Gas: 0870 6081524; Electricity: 0845 601 5467) in order to establish who the registered supplier is. Note that an address and postcode will be required.
- b) Contact the registered supplier to request an up to date bill.

If the M number enquiry line are unable to identify the supply point and supplier, it is likely that the supply point is not listed or not listed correctly on the national database. In the event that this occurs, the Domestic Bursar should contact Carole Birtwhistle (Colleges' energy contracts administrator) in order to arrange for the addition of the supply point to the National Database.

Meter readings should be taken for shipperless supplies and should be recorded on the Systemlink database by the Estates Manager or Domestic Bursar with a note against the supply point to indicate the situation.

### 5) Change of Suppliers

Any change of supplier to a supply point should be reflected on the Systemlink database within eight weeks of the date of change. The Domestic Bursar should contact the new supplier to request the new customer account number and the date from which they took over the supply. This information should be appended to the database.

### 6) Changes to Source List

The Estates Manager and/or Domestic Bursar should update information in Systemlink as necessary within eight weeks of changes taking effect.

Information required includes:

- Meter serial number
- Date of installation
- Supply point number (MPAN for electricity and MPRN for gas)
- Supplier

Domestic Bursar to contact the supplier of any new supply points added to the portfolio to obtain a customer account number, meter serial number and MPAN or MPRN within eight weeks of any new addition and will then append this information to the Systemlink database.

Carole Birtwhistle to be advised of any additions (for consortium contracts) and the CRC Co-ordinator.

7) Correspondence with Environment Agency

Copies of any correspondence should be sent to the Domestic Bursar, for the CRC file.

### **The Evidence Pack**

The Evidence Pack is a live document which we keep up to date at all times in the event that we are audited. If we are audited and the pack is found to be incomplete, the Consortium will be fined and fines will be directly attributed to the College if we are at fault. The Evidence Pack should be kept for 7 years after the end of the phase for which it relates. The System Link software will act as the core part of the Evidence Pack. Electronic information is to be uploaded directly to System Link. In the event that we are audited, we will have approximately one week to provide the Environment Agency with the relevant information; consequently any paper files are to be kept in an accessible place (Bursary).