

Heating and Ventilation Checklist

Hospitality - hotels sector

Heating and ventilating unoccupied spaces is both unnecessary and costly to your business.

Matching the heating times, temperature and ventilation levels to areas of occasional occupancy will allow you to save energy whilst still ensuring the comfort of occupants.

Basic heating and ventilation system maintenance is simple and quick to undertake. Regular checks will ensure optimum performance of refrigeration system and will reduce energy costs. Use this checklist in regular housekeeping walk arounds to help identify key low or no cost energy saving opportunities within your organisation.

Heating and Ventilation Checklist	Complete	Actions/comments																
<p>Ensure heating control set points set are at the recommended temperature (reference to temperature table).</p> <table border="1"> <thead> <tr> <th>Room type</th> <th>Temperature(°C)*</th> </tr> </thead> <tbody> <tr> <td>Bars, lounges</td> <td>20-22</td> </tr> <tr> <td>Guest bathrooms</td> <td>26-27</td> </tr> <tr> <td>Guest bedrooms</td> <td>19-21</td> </tr> <tr> <td>Restaurants and dining rooms</td> <td>22-24</td> </tr> <tr> <td>Corridors</td> <td>19-21</td> </tr> <tr> <td>Kitchens</td> <td>16-18</td> </tr> <tr> <td>Laundries</td> <td>16-19</td> </tr> </tbody> </table>	Room type	Temperature(°C)*	Bars, lounges	20-22	Guest bathrooms	26-27	Guest bedrooms	19-21	Restaurants and dining rooms	22-24	Corridors	19-21	Kitchens	16-18	Laundries	16-19		
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When ventilating, experiment with natural ventilation (windows, doors & vents) before using mechanical ventilation.																		
Check that the timer controls on your heating and ventilation systems are set to prevent the systems operating out of hours. Ensure time clocks are changed when the clocks go back and forward.																		
If you have Thermostatic Radiator Valves (TRV) controls on your radiators, make sure you use them to control the heating in specific areas.																		
Make sure you manage the heating and ventilation in rooms that are not frequently used (e.g. function rooms) to match occupancy, preferably switching off, or, reducing the settings, when unoccupied.																		
Think - does this area need to be heated and or ventilated (e.g. store room).																		
All areas - check your control settings every month to make sure they are up to date.																		

*Source: [Hospitality sector overview \(CTV013\)](#), page 7

For further advice on how to improve existing systems across the above areas, please visit

www.carbontrust.co.uk/energy/startsaving/technology.htm

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- By stimulating demand for low carbon products and services.

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