

Hospitality sector walk around checklist

Use this walk around checklist to help identify key low or no cost energy saving opportunities within your organisation. Conducting regular housekeeping walk arounds will help form the basis of an action plan to reduce your energy use and carbon footprint.

This checklist should be read in conjunction with the [Hospitality Sector Overview](#) (CTV013), downloadable from the website, which provides further detail on most of the topics outlined below.

Heating, ventilation and air conditioning (HVAC)	Complete	Actions/comments
Have boilers been checked in the last 12 months? A regularly serviced boiler can save up to 10% on heating costs.		
Check that air ducts, heaters and radiators are not obstructed.		
Check timer settings. Heating may not be required all day and could be switched off or turned down outside peak hours.		
Encourage staff and guests to report any areas which are too hot, cold or draughty. This improves the customer experience whilst saving energy and money.		
Ensure thermostats are set correctly, particularly in kitchen areas. Catering is labour intensive and staff will be active, therefore a suitable temperature is usually between 16-18°C.		
Are guest bedrooms being overheated? 19-21°C is a good temperature for a comfortable night's sleep.		
Check whether air conditioning is operating. Is it required? Could it be turned down or off?		
Are windows and doors closed where possible when heating or air conditioning is operating?		
Check for draughts and damage to windows, window frames and doors. Repair any damage and install or maintain draught seals.		
In restaurants and dining areas, consider turning ventilation down or off outside core business hours.		

Domestic hot water	Complete	Actions/comments
Set appropriate hot water temperatures. Excessive heating of hot water is wasteful and could scald staff or customers. The optimum temperature to store hot water is just above 60°C. (Storage temperatures lower than 60°C might encourage Legionella).		
Check that the economy setting is being used on dishwashers. Consider use of low temperature sanitising liquids.		
Lighting	Complete	Actions/comments
Check that lighting in unoccupied areas is switched off and all non-essential lighting (including tubular fluorescent lamps) is switched off outside of business hours. <ul style="list-style-type: none"> • Are light switches clearly labelled? • Ensure external lighting is switched off during the day. 		
Check sensors and timers on lights, making sure they are altered when clocks change.		
Where appropriate, remove one fluorescent tube from multiple tube fittings in corridors and non-critical areas.		
Keep windows, skylights, luminaires and sensors clean. Establish a basic lighting maintenance and cleaning schedule to reduce costs as well as improving overall appearance.		
Refrigeration	Complete	Actions/comments
Ensure chiller doors are kept shut and that staff working practices supports this.		
Check that systems have the correct amount of refrigerant.		
Check that: <ul style="list-style-type: none"> • seals on refrigerator doors and cold storage are being maintained • evaporator coils in refrigeration units are clean, ice-free and unobstructed • compressor and condenser fins are free from dust and grime 		
Check that fridges and freezers are being defrosted regularly.		

Food cooking and serving	Complete	Actions/comments
Check that hot plates and gas burners are clean.		
Ensure cooking appliances including thermostats and automatic timers are serviced regularly.		
Use microwave ovens to cook and reheat meals.		
Switch on equipment only when necessary and switch off grills, fryers and hobs immediately after use. Discourage staff from switching on all equipment at the start of a shift.		
Are staff aware of minimum warm up times? Label equipment to help raise awareness.		
Is hot storage of cooked food kept to a minimum? Doing this will reduce energy use and retain the quality of the food.		
Ensure equipment such as hobs and ovens are not being used to warm the kitchen.		
Ensure filters, grills and fan blades are cleaned regularly to prevent build up of grease. Dirty or faulty fans, blocked filters, air ducts and components directly affect system efficiency and will increase running costs and risk of breakdown.		
Ensure that kitchen fans are switched off when no cooking is taking place. Ventilation can be turned down or off when preparatory work is being carried out.		

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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ACT ON CO₂ is the Government's initiative to help individuals understand and reduce their carbon footprint. Visit <http://actonco2.direct.gov.uk> for more information.

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