

## GUIDANCE LEAFLET

### Guidance on the Inspection of Air-Conditioning Systems in Existing Buildings AC - 01

#### 1. Do all air-conditioning systems have to be inspected?

No. Only systems which are more than 12 kW in size.

#### 2. How do I know if my system is more than 12kW?

The following guidelines provide an indication on areas likely to require 12 kW of cooling. If you are uncertain – seek specialist advice.

- 200 m<sup>2</sup> floor area of air-conditioned general office
- 100 m<sup>2</sup> floor area of air-conditioned office with high levels of IT/electrical equipment
- 250 m<sup>2</sup> floor area of retail spaces with average display lighting levels
- 150 m<sup>2</sup> floor area of retail spaces with high levels of display lighting and illuminated cabinets

#### 3. I have several cooling units or systems in my building – each less than 12 kW. What should I do?

An inspection would be required if the individual units or systems taken together total more than 12kW and if they are:

- within one building or fire separated part of a building; and
- are linked by a central control.

#### 4. When does the inspection have to take place?

A timetable for inspection requirements was set out in May 2009. All systems with an effective rated output of more than 12 kW had to be inspected by 4 January 2013. The inspection report provided by the assessor will show when the next inspection is due, usually a period of 3-5 years depending on the efficiency of the system. Information on requirements for inspection is provided under regulation 17 of the building regulations within section 0 of the [BSD Technical Handbooks](#).

#### 5. Who can carry out the inspection?

Inspections may only be carried out by a member of an organisation with whom Scottish Government have entered into a protocol agreement. These organisations, who publish lists of registered members, are listed on our website at <http://www.scotland.gov.uk/Topics/Built-Environment/Building/Building-standards/enerperfor/inspectaircon>.

#### 6. What will the assessor look for?

The assessor will inspect the system to provide basic information on the energy efficiency of the system and provide a report which includes recommendations for cost-effective improvements which can be made to the system.

## **7. What information will be shown on the inspection report?**

The report will include details of:

- the equipment inspected
- the inspection of documents and records
- inspection of the system documentation
- inspection of the outdoor and indoor units
- inspection of the system controls
- summary of advice
- general observations and advice for load reduction or alternatives
- when the next inspection should be carried out.

## **8. Do I have to carry out improvements based on the recommendations?**

No – this is not a legal requirement but action would improve the efficiency of the system and may reduce operational costs.

## **9. Can the inspection be combined with any other inspection?**

Yes. This inspection will only cover energy efficiency issues, but could be carried out with other statutory inspections and routine maintenance as appropriate.

## **10. What should I do with the inspection report?**

We recommend that this is kept in a safe place perhaps alongside the services log book which can be made available to future tenants, owners or inspectors.

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Further advice and information is available at: <http://www.scotland.gov.uk/epc>

Advice on how to improve the energy efficiency of your business can also be obtained from the Carbon Trust at: [www.carbontrust.com](http://www.carbontrust.com)