

These questions are designed to assist in prompting the evaluator to investigate certain aspects during the walkthrough as well as providing a flexible structure for the reporting process.

The author thanks the Carbon Trust for the use of some wording taken from document "Walk Around checklist -CTL067" – March 2009.

General user experience, building performance and architectural issues

- Are there any obvious comfort issues not directly related to services issues - such as overheating, stuffiness, glare, excessive solar gain, and noise nuisance?
- Does the built form and general layout meet the user's requirements? Are spaces connected appropriately in terms of daily usage and functional requirements?
- Do the facades function as required in terms of views, insulation/air leakage, daylighting, glare, solar control, light pollution – ease of cleaning windows/blinds. Is there any obvious signs of cold bridging such as condensation or mould growth?
- How do occupants seem to respond to spaces and their finishes? Is the building dull, routine, dim, distracting or pleasant, invigorating, inspiring, colourful and stimulating?
- Are there any other use behaviour issues that have been discovered?

Heating, ventilation, cooling, lighting, and other services

- Are setpoints appropriate for the users and their activities - considering the age and thus metabolic rate of occupants?
- Do local controllers seem intuitive to use without a manual? Try to get someone to show you how they operate. Do occupants generally seem to be working with or fighting the controls?
- Are windows or vents controlled correctly – some not working – some open when they should be closed – are they manually overridden to be open when it is hot outside or being held closed too long (overheating). If openings are hidden behind grilles are they being left closed or open – draughts or overheating/ stuffiness.
- Check optimum use of daylight in suitable rooms

Targets, feedback systems, corrective actions, improvements

- Does the building work as intended? Have targets been set and hit?
- How are outcomes being monitored against the client's/end users requirements?
- Is a plan for improvements/interventions being developed
- Is the basic functioning of the building being studied – does it suit the original requirements and are changes to operational practices being put in place?

