Session 2 Survey Form

When you answer these questions, you can look at the building, but you can also think about your experiences and what building users have said. You should take quick pictures of building features that relate to the questions – this will help you communicate issues to us, but also to document what you're thinking in a way that will help for your community engagement and any fundraising or professionals you talk to later.

You'll probably need to split up to fill this out, with one group for heating and one for everything else. In larger buildings, you'll need to concentrate the "everything else" group on one major area. Don't get stuck on anything, just move on quickly – there isn't time to do things like test whether windows open. Some groups choose to have a couple of people fill this out in detail between sessions, but then give a quick building tour or use photos to say what they found. Others in larger estates decide to do the survey and play the game several times. The important thing is for the entire group to get a sense of the parts of the building for the game at hand, and to start getting the informationl together for professionals and funders.

Windows and Ventilation

What kind of glazing do the windows have (single, double, single plus secondary, stained, …)? Are there holes in the glazing?	
Do/can the users open the windows to ventilate or cool the space? What about the doors?	
Are there cold draughts from gaps in the window frames?	
If there are curtains or blinds, who opens and closes them? Are they thick or thin, and do they block air movement around the window?	
Does the space overheat from the sun?	
Do the windows have vents? Are they open or shut, and do they still move?	
What other ventilation is there (e.g., extractor fans, wall vents, rose vents in the ceiling)? Is it meant to be always open, or controlled manually, or automatic? If there are air intakes at ground level outside the building, are they blocked up, e.g. with leaves?	
Have you done any CO2 monitoring to check ventilation requirements due to Covid? Do groups typical over-ventilate, or under-ventilate?	

Are there any signs of damp anywhere? Do we know why it's damp?	
Are there draughts through or around the doors?	
Do external doors open right into a space that needs to be warm?	
Are there any chimneys? Are they in use?	
Are there draughts from the floor or skirting boards?	
Are there other noticeable draughts? What do building users say about them?	

Construction and Insulation

You won't be able to answer some of these questions by looking, but some of the group might know the answers. Please remember our safety rules.

What are the walls made of? Are they thick, or thin?	
Are they solid walls, or cavity walls? (Solid walls are typical in pre-1920 properties and have "thick-thin" brick patterns – cavity walls have even brick patterns.) Is there any insulation (external, internal, in the cavity)?	
Would it adversely affect the space if rooms with external walls were a bit smaller to accommodate internal insulation?	
What's covering the external walls internally – for instance, lathe and plaster with an air gap, rendering straight on the wall?	
Is there any insulation in the loft or roof? What type, and how thick? Does it cover everywhere? Is the roof flat or pitched?	
Roughly how high are the ceilings? How high do they need to be?	
How is the ground floor constructed – is it concrete? Suspended timber? Is there a crawl space underneath? Does it have any insulation and if so what?	
Is the flooring material warm or cold? What about the surfaces people sit on? When will it next need to be renewed?	

Electrics (apart from heating)

How are the lights controlled (normal switches, dimmer switches, motion sensor, timer)? Do they get left on?	
Are the lights in the right places? Is the lighting too dim, too bright, or OK?	
What kind of lighting is it (LED, fluorescent, metal halide, …)?	
What about external lights – how are they controlled? Are they on during the day?	
Are the seals around oven and refrigerator doors in good shape?	
What are the other major electric devices (for instance, electric urns, projectors, water coolers, large televisions, computers) and do they/can they get left on?	

Heating and hot water

What fuel does the heating use?	
For electric heating, what type is it (storage heaters, fan convectors, radiators, infrared…)? Are there any visible markings or records to suggest their output?	
If there are boilers, how many? How old are they? (Hint: if you can't see a small white condensate pipe coming out of them, probably near the bottom, they're pre-2005.) Feeding radiators, fan convectors, or something else? Are there any signs that anything leaks? How often does the system break down?	
If there are boilers, how old are the controls? Are there any markings or manuals? Is anything known about whether they do load or weather compensation or optimised start control? How does frost protection for the heating system work? Is there a system diagram available?	
Is the heating on a timer? Who sets it and how often? Do they have to guess how early to turn it on, or does the system predict when to start?	
How do users control the heating if they need to make a change - room thermostats? Thermostats on individual radiators or electric heaters (usually dials from 1-6)? On electric heaters, turning them on and off and/or changing the output level?	
Do the controls let users change temperature or leave the heating on permanently by accident?	
Are there problematic cold areas? Hot ones? Do we know why they are cold/hot?	

Is the hot water from a combi-boiler, a tank, or a point-of-use water heater? If it's from a tank, is the tank insulated, and when is it filled?	
Is the water from the taps too hot? Do the taps drip?	
Is the pipework in the boiler room insulated? What about any pipe runs that go through spaces apart from the ones you're trying to heat, or pipes delivering hot water? Are there any signs of leaks anywhere?	
Are there reflective panels behind any radiators mounted on external walls?	
Do heating appliances look in a good state and is there good airflow around them? Can you tell if the design is meant to warm the people or heat all of the air in the building?	
What's the lowest temperature you can remember in the building? Does the architect or your insurance say anything about what the lowest required temperature? Is there any arrangement to bring the heating on in low temperatures, and could it under- or over-heating the building?	