

# Appendices

## Appendix 1 – Energy Management tools

### a) Occupancy Profile

How to complete the building occupancy schedule:

- First list the main areas of the site, these should be separated into areas where lighting or heating is controlled
- Then, for each day of the week, record the times when it is occupied

Estimate if the area is fully or partially occupied

- List the unoccupied periods

Use the occupancy schedule to;

- Check that any timer schedules match this unoccupied period
- Control heating, cooling and lighting

Occupancy Schedule of Building Areas														Is the area fully occupied? Give a % estimate	
Building area	Mon		Tue		Wed		Thu		Fri		Sat		Sun		
	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start	Finish	Start		Finish