

# Retail and Distribution 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.

Carrying out a housekeeping walk around both in-store and in back-of-house service areas will help identify any maintenance issues immediately and avoid expensive problems later on.

This checklist should be read in conjunction with the [Retail sector overview](#) (CTV001), downloadable from the website which will give further detail on most of the below topics.

Heating, ventilation and air conditioning (HVAC)	Complete	Actions/comments
Check that maintenance is carried out regularly. Dirty or faulty fans, blocked filters, air ducts and components directly affect system efficiency and will increase running costs and risk of breakdown.		
Look out for signs of over-heating, for example, staff wearing summer clothes in winter or opening windows when the heating is on.		
Ask staff for feedback on internal comfort conditions.		
Ensure thermostats are set correctly. Ensure that thermostats and controls have not been tampered with by staff.		
Customers will be wearing warmer clothing if it is cold outside. In cold weather ensure temperatures are set so as not to make customers uncomfortably hot.		
<p>Check that air conditioning is operating only when required.</p> <ul style="list-style-type: none"> <li>In a retail environment, the heating should switch off when a temperature of 19°C has been reached and cooling should not come on until the temperature exceeds 24°C.</li> <li>Experiment with switch-on times for air conditioning and switch off well before closing.</li> </ul>		
Check air ducts, heaters and radiators are not obstructed.		
Are windows and doors closed where possible when air conditioning is operating?		
Check whether time settings for the heating and boilers are set to match occupancy levels. Switch on as late as possible to pre-heat the store and switch off early.		

Heating, ventilation and air conditioning (HVAC)	Complete	Actions/comments
Ensure that loading bay doors are open for only the shortest possible time during the heating season and that staff working practices supports this.		
Have boilers been checked in the last 12 months? A regularly serviced boiler can save up to 10% on heating costs.		
Check for draughts and damage to windows, window frames and doors. Repair any damage and install or maintain draught seals.		
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"><li>• Are light switches clearly labelled?</li><li>• Ensure external lighting is switched off during the day.</li></ul>		
Check sensors and timers on lights, making sure they are altered when clocks change.		
Do you still use traditional tungsten light bulbs? If so replace them with energy efficient, compact fluorescent lamps (CFLs) to reduce operating and maintenance costs.  Where appropriate, remove one fluorescent tube from multiple tube fittings in corridors and non-critical areas.		
Are windows, skylights, luminaries and sensors being kept clean?  Establish a basic lighting maintenance and cleaning schedule to reduce costs as well as improving in-store appearance.		
Refrigeration	Complete	Actions/comments
Ensure that insulating covers and blinds are used as intended on chilled and frozen food cabinets. Leaving them off can increase energy use for both refrigeration and store heating.		
Are shelves over-filled? When shelves are full, temperatures have to be lowered in order to maintain safe product conditions, thereby consuming more energy.		
Ensure that lighting in cabinets is switched off outside trading hours and that cold-store lights are used only when necessary. (Lighting creates heat, which makes refrigeration systems work harder, thereby consuming more energy.)		

Refrigeration	Complete	Actions/comments
Ensure chiller doors are kept shut and that staff working practices support this.		
Check that systems have the correct amount of refrigerant and that refrigeration is maintained regularly.		
Ensure door seals are clean and free from damage.		
Office equipment	Complete	Actions/comments
Check whether computers and other electrical equipment have built in energy saving features and enable them.		
Check hours of operation of all equipment (such as photocopiers and vending machines) and ensure all unnecessary equipment is switched off overnight and at weekends.		
Miscellaneous	Complete	Actions/comments
Check hours of operation of all forklift charging equipment and enable micro processor controllers where available to avoid over-charging.		
Assess equipment and plant. If motors are noisy, rough sounding or uncomfortably hot, they may require maintenance or replacement.		
Ensure that equipment does not operate without production or staff present, where possible.		

For further advice on how to improve existing systems across the above areas, please visit [www.carbontrust.co.uk/energy/startsaving/technology.htm](http://www.carbontrust.co.uk/energy/startsaving/technology.htm)

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