

Cosy Homes Assessor Checklist

If you are the homeowner or renter, you can use this to assess your own dwelling for energy efficiency.

Has pre-visit checklist been filled out? Yes/No

Assessor Names: _____

Customer Name: _____

Address: _____

Mobile: _____ email: _____

If time allows before the visit:

1. Check the location of the property & note orientation of the house. A town map or Google maps could be used.
2. Call the householder and ask them to confirm:
 - Vaccination status (masks worn by householders and auditors during visit)
 - Pets will be restrained
 - Best contact method – email, text or phone

House Orientation

Sketch the street block and house and show north orientation with an arrow

Safety issues

1. Before entry ask to sight their COVID Vax certificate, then show yours
2. Exposure to asbestos – note and avoid
3. Householder aggression – make sure you have an exit plan
4. Confirm pet/s are restrained
5. Note potential tripping hazards

Customer motivation for the Cosy Home check?

Confirm pre-visit answers with the customer and discuss what might benefit them the most from Cosy Homes assessment.

1. What are the problems they want solved?

2. Is the home uncomfortably hot or cold?

3. Energy bills too high?

4. Something else?

HOUSEHOLD ASSESSMENT

Outside

Feature	Notes - describe problems – age, location etc.
Chimney	
Gas flue	
Other Flue	
Solar PV	<i>Fill in details in Solar PV section</i>
Solar Hot water system	
Hot water service type:	<i>Fill in details in hot water section</i> <i>Instant gas</i> <i>Gas storage</i> <i>Electric storage traditional</i> <i>Electric heat pump</i> <i>Solar with gas /electric back up</i>
A/C Evaporative	
A/C reverse cycle	
Eaves (estimate width)	
External blinds/shutters	
Slab or stumps	
Underfloor insulation?	

Windows –	<p><i>Please add details including condition of windows and frames</i></p> <p><i>Aluminium framed</i></p> <p><i>Wooden framed</i></p> <p><i>Single glazed</i></p> <p><i>Double glazed</i></p> <p><i>Exterior blinds/awnings</i></p> <p><i>Louvres (Can be covered in winter by clear Perspex sheet or corflute to prevent leakage)</i></p> <p><i>Permanently open vents in toilets/bathrooms/other</i></p>
Wall construction	<p>Double brick</p> <p>Brick Veneer</p> <p>Weather board</p> <p>Cement Sheet</p> <p>Corrugated steel sheet</p> <p>Concrete block</p> <p>Single level Double storey</p>
Roof material	<p>Ceramic tiles</p> <p>Cement tiles</p> <p>Corrugated iron</p> <p>Other</p> <p>Please note roof colour:</p>
Landscaping	<p>Do trees/vines/other vegetation protect/shade external walls?</p> <ul style="list-style-type: none"> - Deciduous/evergreen? - On which side/s of house? <p>Are there hard surfaces that will absorb/reflect heat? What colour?</p>

Inside

Feature	Description
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<p>Floors/Flooring Note condition of timber – are there gaps?</p> <p>Note flooring that sun shines on</p>	<p>Tiles Carpet Timber Lino Timber & carpet Polished concrete Concrete & carpet Concrete</p>
<p>Walls - cladding</p>	<p>Plaster sheeted material Brick Timber Other</p>
<p>Wall insulation?</p>	<p>Y/N</p>
<p>Heating appliances Note wattage (on heater label)</p> <p>How many heaters?</p> <p>Which rooms?</p> <p>Other...</p>	<p>Split system/reverse cycle Ducted gas/electric Gas space heater Portable electric fan heater Portable electric radiator Wood heater Open fire Heat/light combo(bathroom)</p>
<p>Lighting All changed to LED? If not, note how many need replacing</p> <p>(Tube fluoros can be replaced with LEDs)</p>	<p>Incandescent Fluorescent tubes Compact fluoros Halogen down lights LEDs Combo heat/light (bathroom)</p>

Window furniture Do curtains cover windows and reach the floor? Are curtain fittings functional? (Bubble wrap or “Clear Comfort” could be used -show how to use	Venetian blinds (type) Curtains lined/unlined Bamboo Roller blinds Other
Pelmets Y / N	If no, discuss alternatives like pool noodles, rolled towels above curtains
Cooling appliances How many? Are they maintained? Age? Check for gaps	Ceiling fans A/C: Evaporative Split system

Alternative options for heating and cooling:

If **owner**, discuss current rebates on offer.

If **tenant**, discuss whether landlord might apply for a rebate.

<https://www.solar.vic.gov.au>

Gaps and Air Leakage

Item/Feature	Notes
Visible gaps/cracks -in walls -in floor	
External doors -Bottom gaps/seals -Side gaps/seals	Estimate #m for seals if needed
Internal doors -Bottom gaps/seals -Side gaps/seals	Estimate #m for seals if needed to zone house effectively
Windows - leakage -Seals around frames -Seals around glazing -gaps in louvres	Estimate #m for seals if needed Measure for Perspex sheet
Architraves gaps	Estimate #m for sealing if needed
Skirting boards – gaps	Estimate #m for sealing if needed

Architraves etc. inside built-in Robes cupboards	Estimate #m for sealing if needed
Cornices Gaps and cracks	Estimate #m for sealing if needed
Pipe penetrations Under sinks etc.	Number and location
Exhaust fans Sealed/unsealed	Number and location of unsealed. Note: Cannot be used for light/heat combos.
Evaporative cooler vents	Number and location
Ducted heater vents Leak or not? Used or not?	Number and location
Passive wall vents (permanently open)	Covers can be removed and sealed with a piece of plastic/silicon sealant

Reviewing Appliances

<i>Features/Appliance Type</i>	<i>Problems/Issues/Notes</i>
Hot water system-	What type of system? Working efficiently? Temperature setting?
PTR Valve – insulated YES/NO	Valve cosies available via Baw Baw Sustainability Network (website) https://www.bbsn.org.au/
Hot water pipes insulated YES/NO	
Location of HWS in/out side	
Alternative Options	If owner , discuss current rebates on offer. If tenant , ask whether landlord might be interested.
Solar PV	<p>a) if present:</p> <ul style="list-style-type: none"> - Panels clean YES/NO - Working properly? YES/NO (Check your bill for solar credits) - Check inverter display. YES/NO <p>b) if NOT present Suitable for solar quote? (un-shaded roof space facing sun, roofing material adequate) YES/NO</p> <p>Contact Energy Innovation Cooperative https://eico-op.org.au/ Get 2/3 quotes</p>

Review energy bills

1. Has householder applied for current **\$250 payment?** YES/ NO/ Already Got It!
2. Review electricity, gas (bottled/mains) and firewood bills
3. Is householder on best offer? Energy Compare website:
<https://www.energy.vic.gov.au/for-households/save-energy-and-money/compare-energy-offers>
4. Has householder used energy use monitor (phone app)? **Y/N**
5. Record/Explain/compare the following:

Charge	Explained? Please tick	Customer's existing \$\$\$	Reviewed \$\$\$
Gas Tariff			
Gas Daily supply charge			
Electricity Tariff			
Electric daily supply \$\$			
Solar PV feed in tariff			
Average usage			
Off Peak vs Peak usage			

Discussion points on Energy Bills

- How to change retailer or get a better deal.
- If they have solar, is the feed in tariff being paid properly?
- How to use Victorian Energy compare website or ring the retailer directly

Tips to Reduce your Energy Use/Costs/Emissions

1. Check weather forecasts in advance to see when it will be hot, extremely hot or cold
2. Close up your home (doors, windows and curtains) at certain times of the day to shut out heat/cold (e.g. early morning on a hot day)
3. On a hot day, open up your home once a cool change/breeze arrives
4. Have cool water available to stay hydrated during a hot day
5. Use the external shading and curtains

6. Turn off unnecessary lights and appliances
7. Use personal heating rather than room heating – heated personal blankets/throws/foot warmers/hot water bottles etc.
8. Zoning vs whole house heating/cooling
9. How to use thermostats – 18°C in winter and 24°C in summer
10. Only boil the water needed – there are temperature select electric jugs that save \$\$ and time
11. Flick mixer taps! – train yourself to leave them in the cold position.
12. Turn your ceiling fans off if you are not in the room

List your top 3 priorities for action

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- Usually, draught proofing and insulation give “biggest bang for buck”.
- **If owner**, installing solar PV is great for bill reduction.
- Transition your home to all electric
- Replace electric storage water heaters with heat pump hot water systems.

