

DRAFT FOR REVIEW

EPC Improvement Plan for Office and Service Premises

Example Park, Sample Way, Sampletown

Prepared by Example Consulting Ltd
for Example Property Holdings Ltd

Synthetic sample: the building, client, people and figures in this report are fictional.





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Document Revision

Author	Checked by	Document Reference
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16/10/2026	Draft	For review

Signed off by	Role	Date signed off
Not yet signed off		

Drafted in Report Metric from the site survey captured in Note Metric and the energy assessor's model outputs. EPC ratings and energy savings are typed in from the assessor's model; Report Metric does not calculate them. Budget costs are entered by the reviewer and package totals are summed by the software.



1 Executive Summary

Example Consulting Ltd was appointed by Example Property Holdings Ltd to prepare an EPC improvement plan for Example Park, Sample Way, Sampletown. The property was completed in 2020 and has a gross internal area of about 8,000 m² across a six storey office block, a two storey office wing and a single storey service wing.

The aim of the plan is to identify measures that reduce the building's carbon emissions and bring its Energy Performance Certificate (EPC) rating to B.

The lodged EPC rating is C (56), valid until 2030. The energy assessor's baseline model, using the current calculation method, gives C (61). The building already has LED lighting, VRF heat recovery and an air handling unit with heat recovery; the main source of carbon is the gas fired heating and hot water.

The measures modelled are lighting controls, a roof mounted PV array, air source heat pumps in place of the gas boilers, a heat pump water heater, and BMS tuning with sub-metering. Their ratings, savings and budget costs are set out in section 4.

Package C1 (M1, M2, M4, M5) keeps the gas boilers and reaches C (51) for a budget cost of £207,000, one point short of B.

Package C2 (M1, M2, M3, M4, M5) adds the heat pumps and reaches B (37) for a budget cost of £547,000.

We recommend carrying out Package C1 over the next two years and planning the heat pump conversion (M3) for 2030, so that the building reaches B before the proposed 2031 standard applies to buildings over 1,000 m². The boilers are only six years old, so the assessor should also model whether C1 with a smaller hybrid heat pump reaches B at lower cost.

2 Site Photos



Photo 1: Main office block and office wing, front



Photo 2: Service wing, rear service yard

3 MEES Regulations

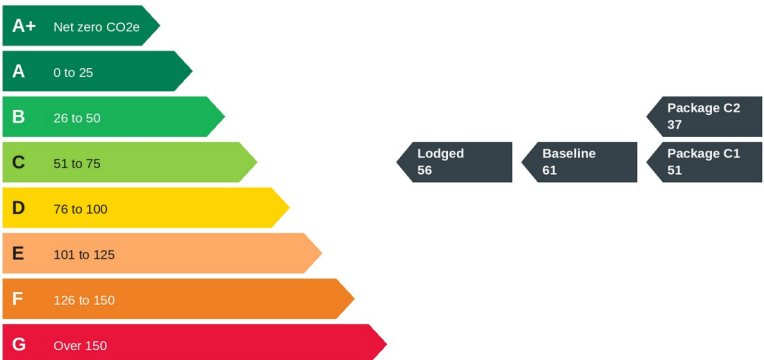
The Minimum Energy Efficiency Standards (MEES) apply to privately rented property in England and Wales and use the EPC rating as the test. At present a landlord may not let, or continue to let, a non-domestic property rated F or G unless it is improved to at least E or a valid exemption is registered.

On 18 June 2026 the Government published an interim response on raising the standard for non-domestic property:

- Privately rented non-domestic buildings over 1,000 m² are expected to need EPC B from 2031, where cost effective.
- Buildings below 1,000 m² stay at the current E standard.
- The earlier proposal for EPC C by 2027 will not go ahead.
- The seven year payback test and the exemptions regime remain.
- Secondary legislation is still to come.

Separately, the Government confirmed in March 2026 that non-domestic EPCs will keep a single carbon based headline rating and a ten year validity.

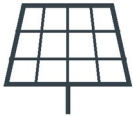
Regulatory position checked at 24 October 2026. To be checked again by the reviewer before issue.



Lodged, baseline and package ratings from the assessor's model



4 Improvement Measures

Measure	Description of measure		EPC result	Energy savings (kWh/year)	Budget cost
Baseline	No change to the existing services		C (61)	n/a	n/a
M1	Lighting controls option Add daylight dimming and presence detection to the existing LED panels on the office floors. Add presence detection to the service wing high bays and corridor battens.		C (58)	46,000	£38,000
M2	Photovoltaics option Install a 120 kWp PV array on the main block roof and the service wing roof, subject to a structural check and DNO approval.		C (52)	102,000	£115,000
M3	Heat pumps option Replace the gas boilers with cascaded air source heat pumps serving the existing heating circuits. Confirm the radiators and AHU coil can run at lower flow temperatures; upsize where needed.		B (44)	385,000	£340,000
M4	Hot water option Replace the boiler fed calorifier with a heat pump water heater and improve the insulation of the hot water distribution.		C (59)	28,000	£32,000
M5	Controls and metering option Tune the BMS: AHU fan speed control, VRF time schedules and set points. Add sub-metering by floor and wing.		C (57)	64,000	£22,000
C1	Combination of measures M1, M2, M4, M5, modelled together		C (51)	228,000	£207,000
C2	Combination of measures M1, M2, M3, M4, M5, modelled together		B (37)	598,000	£547,000

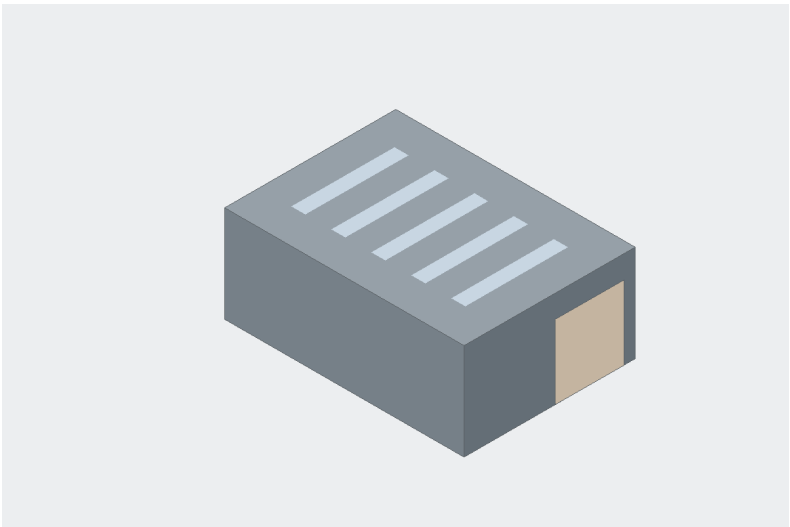
Note: EPC results and energy savings are from the energy assessor's model. Package results are modelled together and are not the sum of the single measures. Budget costs are entered by the reviewer and exclude contractor preliminaries, professional fees, overheads and contingency; package costs are the sum of their measures. A feasibility study is needed to confirm the full extent and viability of the works, including a structural check for the PV array, the heat pump siting and noise, and the electrical supply capacity.



5 Baseline Model Parameters

Category	Details
Software	Approved SBEM interface software; version recorded by the assessor
Weather file	Nearest NCM weather location
Property	Office block, office wing and service wing, completed in 2020
EPC rating	C (56) lodged C (61) baseline calculation
Area	8,000 m² (main block 6,000 m², office wing 900 m², service wing 1,100 m²)
U-values (W/m²K)	Walls 0.26 Roof 0.18 Floor 0.22 Windows 1.40 Rooflights 1.80 Roller shutters 1.50
Air permeability	4.8 m³/(h·m²) at 50 Pa, from the 2020 completion air test
Lighting	LED throughout
Lighting controls	Manual switching; presence detection in the WCs
Heating	Gas condensing boilers to radiators and the AHU coil; VRF heat recovery to the main block; service wing frost protection only
Ventilation	AHU with heat recovery to the main block; mechanical extract to the WCs
Hot water	Boiler fed calorifier in the main block; electric water heaters in the office wing
Renewables	None

6 Model Views



Model view from the assessor's software (placeholder until the assessor's view is inserted)

7 Basis and Limitations

- EPC ratings, energy savings and model views come from the accredited energy assessor's model.
- The site survey was visual. Construction details and U-values are taken from the 2020 completion records and the assessor's defaults.
- Budget costs are at current prices and exclude VAT, contractor preliminaries, professional fees, overheads and contingency.
- The MEES seven year payback test has not been assessed.
- PV and heat pump options are subject to a structural check, DNO approval, siting and noise checks and the electrical supply capacity.
- A lodged EPC is needed after the works to confirm the rating achieved.

