



Personal data

Title:			Date of 1. visit	dd/mm/jj
First name	Name		Date of 2. visit	
Street + No.:				
Postal code	City:		Customer ID	
Tel.-Nr.				
Adviser:		Adviser:		

Special remark /hint to find the adress

Data about the building, the household and the anual consumption

Object type:	1,2 family house / flat / other	Owner or rented?	rented / own
Nr. of flats in the building	1 or 2 / 3-5 / 6-10 / 11-20 / >20		

If it`s a flat:

Where is the flat in the house? last floor under the roof / floor in the middle/ 1st. floor / basement

If it`s a house:

What kind of house? standing alone / line-middle / line-corner

Age of the building	>60 y. / >35 y. / >25 y. / <25 y. / ?	How long do you live there?	<5 y. / 6-10 / 11-20 / > 20 / ?
Insulation of building	wall+roof / wall / no isolation / ?	ceiling hight	nomal / high
standard of windows	single / double / double isolation, triple / ?	standard of window frames	wood, plastic / alum. , metall
Heatable living space (m²)		Children (under 12 years.) in the household?	yes / no / ?
Number of rooms		People older than 60 years in the household?	yes / no / ?
No.of persons in household		Do people mostly stay at home all day?	yes / no / ?
Reason for support?	ALG II / social welfare / support for rent / socialpass	Average days of absence p. a.?	

Annual consumption of electricity (for lightning, cooking, washing, cooling...)

Problems to pay the bill?	yes, several times / yes, last year / no	if no bill available:	
Electricity bill available?	yes / no	payment per month for elecricity (€)	
Meter for electricity?	yes / yes, but no access / no / ?		
Price per kWh electricity	€ per kWh, inkl. VAT and severage		
Elec.consumption per year	kWh	Consumption includes electricity for heating?	yes / no / partly / ?
Electricity consumption (without heating) in kWh / year		Incl. electricity for water heating?	yes / no
included basic costs per year (€)		Gas stove for cooking?	yes / no
Actual costs per year (total costs from the bill) in (€)		Incl.elec.for heating pump?	yes / no
Actual value at the meter:		Date of controll:	dd /mm/ jjjj
		Value at the meter:	

Annual consumption of water (for drinking, washing, shower, ...)

Problems to pay the bill?	yes, several times / yes, last year / no	Water consumption m ³ per year	
Bill for water available?	yes / no	included basic costs per year (€)	
Meter for water?	yes / yes, but no access / no / ?	Total costs from the bill in (€)	
Price per m ² water	water and waste water, incl. VAT and sewerage		
Actual value at the meter:		Date of controll:	dd /mm/ jjjj
		Value at the meter:	

Annual consumption heating energy (from previous year)

Problems to pay the bill?	yes, several times / yes, last year / no		
Bill for heat energy available?	yes / no	Price (ca.) per kWh gas/oil (€)	
			incl. VAT.
Heating system	central heating (oil /gas) / district heating / heating system for the floor (e.g. gas) / electric heating system / stoves (gas, oil, coal, wood) / storage heater / heating pump / solar / ?		
heating with	electricity / oil / gas / district heating / liquid gas / wood / coal / ?		
2. heating system (if there is one...)	no 2nd heating system / electricity / stoves (gas, oil, coal, wood) / solar		
Meter for heat energy for the flat?	yes / yes, but no access / no / ?	Consumption incl. water boiling?	yes / partly / no / ?

Please fill out the consumption of all heating systems (if you have more than 1)

Fuel	value	consumption in (l, m ³ , kg)...	...or in kWh	total costs (€) from the bill
Electricity kWh				
Fuel oil, (1 l = 10 kWh)	l			
Natural gas, (1 m ³ = 10,3 kWh)	m ³			
district heating kWh				
Liquid gas (1 kg = 12.8 kWh)	kg			
Wood (1 m ³ = 1,800 kWh)	m ³			
Coal (1 kg = 8 kWh)	kg			

Warm water heating system

Water boiling system bathroom?	central heating (oil /gas) / district heating / gasterme /boiler gas / flow heater gas / electric boiler - small (5-10 l) / electric boiler -large / electric flow heater / heating pump / solar / storage heater / ?
Water boiling system kitchen?	central heating (oil /gas) / district heating / gasterme /boiler gas / flow heater gas / electric boiler - small (5-10 l) / electric boiler -large / electric flow heater / heating pump / solar / storage heater / ?

General remarks

Room	Device/function	Power (Watt)	Time of usage per day (hrs)	Consumption per use in kWh	Number of uses per month	Consumption per year in kWh	Electricity costs per year in €	Remarks
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	
						0	0,00 €	

Fridge, freezer, electr. water boiling systems

kitchen	small refrigerator 150 l					300	72,00 €	
kitchen	electric boiler 5 litres					400	96,00 €	
						0	0,00 €	
						0	0,00 €	

Washing mashine, diswasher, tumbler (please insert the consumption of water also in the sheet for water)

kitchen	dishwasher			1,2	8	115	27,65 €	
bathroom	washing machine			1,5	4	72	17,28 €	
						0	0,00 €	

Total 1.763 kWh 423,17 €



Data collection: Water consumption current status

No. of persons **2**

price m² water (incl. VAT): **3,89** € / m³

consumption per year **100** m²

Room	Device / function	Type	Flow per min. in litres	Average time of use	Litres per use	No. of uses per ...	consumption per use	Consumption per year in m ²	Water costs per year in €	Remark(s)	
	Toilet	<u>kind of cistern? Water saving button? (is it used?)</u>				<u>per day /person</u>					
bathroom	toilet	stand alone cistern	xxx	xxx	9	2,0	xxx	13,1	51,11 €	big stop weight necessary	
			xxx	xxx	9		xxx	0,0	0,00 €		
	Shower			<u>time per use</u>		<u>per week</u>					
bathroom	shower		14	3	xxx	5,0	xxx	21,8	84,96 €	bubble rain shower, no exchange of shower head	
					xxx		xxx	0,0	0,00 €		
	Tap	<u>thread inside/outside?</u>		<u>time per day</u>							
kitchen	tap aerator	internal thread	12	4,0	xxx	xxx	xxx	35,0	136,31 €		
bathroom	tap aerator	external thread	10	2,0	xxx	xxx	xxx	14,6	56,79 €	no tap aerator! small boiler with 3 pipes!	
					xxx	xxx	xxx	0,0	0,00 €		
					xxx	xxx	xxx	0,0	0,00 €		
	Appliances					<u>per month</u>					
kitchen	washing machine	6 kg	xxx	xxx	xxx	2,0	40,0	4,2	16,18 €		
kitchen	dishwasher	12 dishes	xxx	xxx	xxx	3,0	30,0	4,7	18,21 €		
	others, e.g. bath, irrigation of garden, ...			<u>time per month</u>	...or...	<u>use per month</u>					
bathroom	bath				xxx	2,0	80,0	1,9	7,47 €		
basement	irrigation garden				xxx	0,5	50,0	0,3	1,17 €		
								Total	95,7	372,20 €	

General questions: How do you heat and ventilate the rooms?

How do you ventilate the rooms in winter?	turn window open for some minuten / tip the window for longer time
Do you switch out the thermostatic valves if you ventilate the room?	always / mostly / sometimes / no thermostatic valves / no
Do you reduce temperature while absence /at night?	always / mostly / sometimes / no
Do you close the doors between heated and not heated rooms?	always / mostly / sometimes / no
Do you use an additional electrical heater / radiator in winter?	always / mostly / sometimes / no

Saving losses by the window

Draught at the window(s)?

room	Nr. of windows	window size (m)		big /small distance
		wide	high	
				big / small
				big / small
				big / small
				big / small
				big / small
				big / small
				big / small

Total no. of windows at the flat /house?

Windows with single glasses?

room	Nr. of windows	window size (m)	
		wide	high

Remark /Tipp:

Close the shutters at night. It will save about 1-2% of the heat energy consumption.
 Ventilate all the rooms regularly
 If you ventilate the rooms, open the windows wide for some minutes. Never let it open just a little bit for a long time.

Saving losses by the door

Draught at the door(s)?

door from room...	..to room

Remark /Tipp:

Put a curtain in front of the main door in the evening.

Savings from / at the radiator

Total no. of radiators at the flat /house?

Thin wall behind the radiator?

Radiator in front of the window with single glass?

room	no. of niche for radiator	size of isolation	
		wide (m)	high (m)

room	no. of windows with radiator	size of isolation	
		wide (m)	high (m)

Thermostatic valves missing?

Radiator(s) doesn't become warm?

room	no.

room
some rooms / all rooms

Remark /Tipp:

Put the curtains away from the radiator
Put the furniture away from the radiator

Temperature, humidity, mould?

Temperatur in the flat?

Any problems with mould?

room	Problem

Additional help /advice needed?

Remark /Tipp:

Reduce the temperature in the livingroom to 20 C. Each degree less saves 6% of energy and cost.
Reduce the temperature in the bedroom at the day. Each degree less saves 6% of energy and cost.
Ventilate the rooms regularlay to let the humid ait out by opening the window widely.
Take care if you dry the clothes in the flat.The humidity of the wet clothes could lead to mould.



Data collection: Appliances - current situation

Please collect these data to do some research in the internet about the consumption if necessary. If metering of fridges is not possible, you can use e.g. the database "Kühlcheck on www.co2online.) You can also ask the household for the manual of the appliances (some still have it) to get information about the average consumption.

dd/mm/jj hh:min min

Fridge, freezer	Size (l)	Supplier	Modell	Age	Metred temperature C	Place o.k.?	Beginn metering date /time	End metering date /time	Metered result (kWh)	Remark?
fridge freezer	120		4720	8	5		13.4.11 13:30	15.4.11 14:00	1,5	

Please calculate the yearly consumption with the EXCEL-TOOL and put the result in the data collection sheet for electricity consumption.

Washing mashine, dishwasher	Size (kg, dishes)	Supplier	Modell	Age	consumption per use - electricity (kWh)	consumption per use - water (l)	No. of use per month (30 / 40/ 60 / 90 C)	Total no. of use per month	use prewash?	use eco-button?
dishwasher	12 dishes	Miele	we123	8	1,3	30	4x 30 C, 2 x 60 C	6	yes /sometimes / no	yes / sometimes / no / no eco-button

Please calculate the yearly consumption with the EXCEL-TOOL an put the result in the data collection sheets for electricity and water consumption.

Tumbler	Size (kg)	Supplier	Modell	Age	consumption per use - electricity (kWh)	Total no. of use per month	Possibility to dry clothes on the line (outside or in a special room?)
tumbler	6 kg	AEG	XS 4000	2	3	6	yes / partly / no

Please calculate the yearly consumption with the EXCEL-TOOL and put the result in the data collection sheets for electricity and water consumption.