

Introduction to the LEAF Technical Toolkit



This brief document gives you an overview as to what the LEAF technical toolkit is, what it contains and how it can help you.

What is it?

A resource to help managers or owners of apartment blocks under multiple ownership. It provides information on improvements to reduce energy usage in the block.

Who is it designed for?

Anyone involved in managing flats and apartments under multi ownership. Six versions will be available based on country-specific information:

- UK / English
- Austrian
- French
- German
- Hungarian
- Swedish

What does it contain?

The toolkit contains four sections:

- A. What is an Energy Performance Certificate (EPC)?** Provides information about EPCs including what the aim of them is, how much they cost and how long they last.
- B. Recommended improvement measures** Provides information about improvements in your building to save energy. Based on measures recommended in EPCs, this provides:
- Explanations to the recommended measures
 - Information about average investment costs and payback times
 - Information on available subsidies

Note that the toolkit does not carry out the calculations itself but provides additional information to the user based on EPCs.

For users in the UK and France, it also provides a facility to provide whole-building recommendations based on EPCs for individual flats or apartments.

- C. Impact of user behaviour** Provides guidance to help you understand whether the residents of the block are likely to use more or less energy than average, what impact this has on predicted savings and advice on how to encourage more energy saving behaviour amongst residents.
- D. Possible additional savings** Provides you with information on other areas in your building where energy savings could be achieved which are not identified through EPCs. This includes heating in common stairways, lighting in stairwells and electricity use in the home.

What information do I need before I can use the toolkit?

You will need a valid EPC for your building.

How do I use the toolkit?

Sections **A. What is an EPC?** and **D. Possible additional savings** are guidance documents only. You only need to click on the grey button under these headings to open up the document.

Section **B. Recommended improvement measures** requires you to input data from your EPC. This includes:

- The measures recommended in the EPC
- Size of the measures
- Costs of investment (if known)
- Energy use before and after (if known)

EPCs are different in every country and the tool has been designed for use in a number of countries. Therefore not all EPCs will contain all the information above. A guidance document in the toolkit helps the user see where this information is provided on the EPC or if it is not, how it can be calculated. Note that information on payback will not be given if the EPC contains no energy use in the current state.

Users in the UK and France can use the excel-based communal EPC toolkit, available in part B, to assimilate EPCs from individual apartments into a communal EPC for the whole building. This needs to be done before starting to input any data.

Once you have provided all the information, press 'click to perform calculations and open guidance document'. This will result in a tailored document based on all the above information.

Sections **D. Impact of user behaviour** requires you to input how many residents in the block are 'under-consumers' in terms of energy usage, and how many are 'over-consumers'. The tool provides a definition of both of these terms. You may know this information based on knowledge of residents or you could take out a tenant survey. The number of residents who are considered to be 'average users' does not need to be entered.

Once you have provided this information, you can download a guidance document. Much of the document is not tailored to your situation, but it will highlight based on your data whether expected savings are likely to be made. There is also an option to get the guidance document *without* the user inputting information.

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