## **\\LD-FS01-VM\Data\Marketing and Comms\Marketing\BRAND, AD & RESEARCH\BRAND\Key brand assets\Master Logo Library NEW\Carbon_Trust_Logos\BOLD type CT logos\English\CT_SCREEN\CT_Logo_White.png**C:\Users\andrea.dahlen\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\START2ACT logo.png**Energy data collection template**

* Decide at what interval to read the meters – monthly, weekly, daily and set a target reading time such as the first working day of the month or every Monday
* Make someone responsible for taking the readings and nominate a deputy to cover absences
* Remember most meters are cumulative sum of energy use therefore you will need to subtract the previous reading from the current reading to determine period energy use
* Find out your unit rate (price/kWh) so you can quickly fill in the charges column
* Brief the nominated meter reader and seek further advice if necessary
* Gas meter readings are can be volumetric and must be corrected for temperature and pressure variations (unless the meter has a built in correction) and for calorific value – ask your START2ACT expert for help with this

**Monthly template (electricity)**

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| Billing Period  e.g. 14 Sep- 15 Oct 2016 | Electricity Bill | |
| **Units used (kWh)** | **Total electricity charges (cost)** |
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| **TOTAL** | **kWh/yr** | **Cost /yr** |

**Weekly template (gas)**

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| Billing Period  e.g. Week commencing November 14th 2016 | Gas Bill | |
| **Units used (kWh)** | **Total electricity charges (cost)** |
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| **TOTAL** | **kWh/yr** | **Cost /yr** |

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