



The Total Concept method for major reduction of energy use in non-residential buildings

Content of the Total Concept tool-kit

Version 1.2- January 2015

Guidebook for Implementation and Quality assurance – ver 1.2

This guidebook provides detailed information about the Total Concept method and provides step-by-step guidelines about the practical implementation.

Checklist for tender documents for Step 1– ver 1.1

This checklist can be used by the property owners/client for creating the tender documents in Step 1 of the Total Concept method.

Information about the property for tender documents for Step 1– ver 1.1

This Excel document can be used by the property owners/client for providing basic information about the property in the tendering process of Step 1 of the Total Concept method.

Information checklist for Step 1– ver 1.1

This checklist lists the basic information needed for carrying out Step 1 of the Total Concept method. The information checklist template can be sent to these appointed persons from the property owner's side for them to fill it in or it can be filled in during the meeting with in-house key actors and used as a discussion base.

Template for consultant's report in Step 1– ver 1.1

This document provides template to be used by the energy consultant for reporting Step 1 of the Total Concept method.

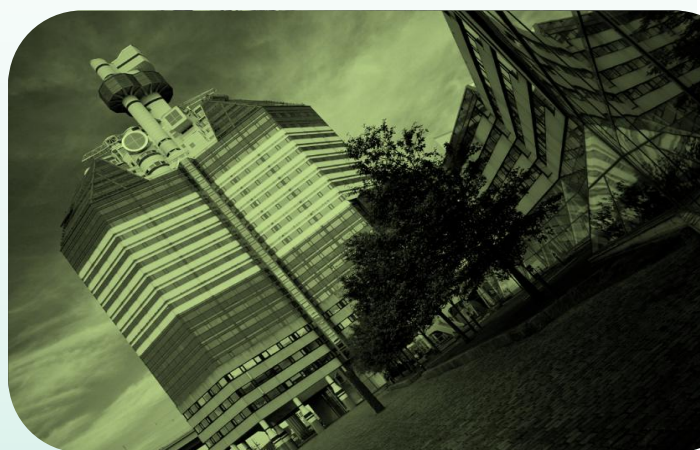
TotalTool software users guide– ver 1.1

This guide provides basic guidelines on how to use the Total Concept calculation tool the *TotalTool* in order to carry out profitability calculations of an action package based on the Total Concept method.

TotalTool software

This is a calculation tool used for the profitability calculations in the Total Concept method.

Download the tool from on [here](#).



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