

Building Compliance
Consultancy • Calculations • Testing

Version 1.0
September 2026

ON-SITE

SmartHTC Data Collection Guide

Step-by-step



SmartHTC Data Collection Guide

Please use this guide alongside the ***SmartHTC Data Collection Form***. If you do not have access to this form, please contact your Relationship Manager.

The SmartHTC monitoring process requires data collection over a minimum period of 21 days.

Before you begin

1. Check that your reference number and property address are present and correct on the data collection form. If not, please kindly fill in missing data.
2. Check if an EPC has been completed for your property. If available, please share this with your Relationship Manager.
[Find your EPC.](#)
3. Once you have received the data loggers, check they are all present and undamaged. Please also check that spare batteries and command strips have been supplied.

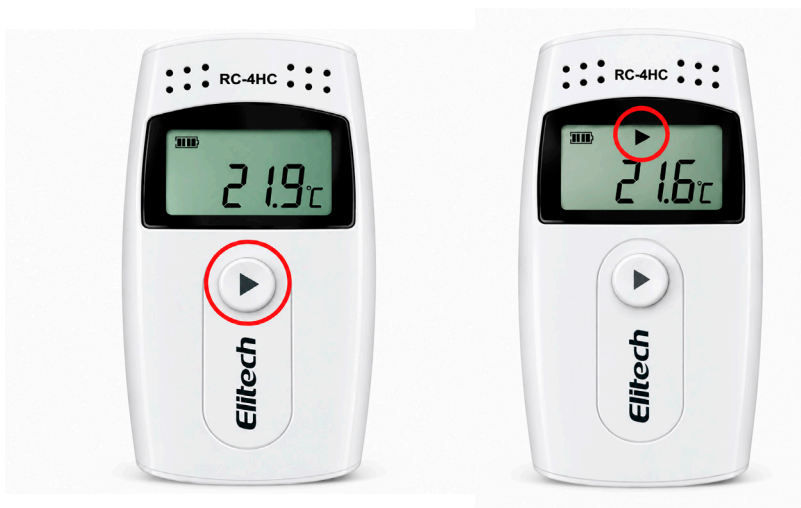




SmartHTC Data Collection Guide

Phase 1: Start the data loggers

To each data logger, press and hold the central button for 3 seconds, the LCD screen will turn on, and a small play icon ► will appear near the battery indicator on the top row of the display.



Note: If the data loggers were activated during transit, don't worry. We can adjust the data export period when the loggers are returned.





SmartHTC Data Collection Guide

Phase 2: Install the data loggers

Distribute the data loggers evenly throughout the home.

For best results, place each logger:

- Approximately 1 to 2 metres above floor level.
- On an internal wall.
- Away from direct sunlight.
- Away from radiators and other heat sources.
- Away from vents, draughts, and cold spots.
- Data loggers may be placed on shelves, or attached to walls using the supplied command strips.

Important: The data loggers must remain in position for a minimum of 21 days.

On the data collection form, record:

- a. The room/location of each logger
- b. The corresponding sensor ID (e.g. ATS1) found on the side of the device.





SmartHTC Data Collection Guide

Phase 3: Record initial meter readings

Take and record the following meter readings:

- a. **Electricity import** — Record your electricity meter reading.
Note the date and time on the data collection form.
- b. **Gas or heating oil (if applicable)** — Record your gas or heating oil meter reading. Note the date and time on the data collection form.
- c. **Renewable energy systems (if applicable)** — If your property has renewable energy systems, such as solar PV:
Record all relevant meter readings. Ensure sufficient information is available to calculate:
 - Total energy generated
 - Exported energy (back to the national grid)
 - Stored energy losses (where applicable)
 - EV charging (if applicable)
 - Heat pump total output (if applicable)
 - Heat pump electricity input (if applicable, formula for calculating below)

$$\frac{(\text{Heat pump output (kW)} / \text{COP}^*) \times \text{Runtime (h/day)} \times \text{Duration (days)}}{\text{Input in kWh}}$$

* COP (Coefficient of Performance) at the average measured external temperature and set water flow temperature, based on the manufacturer's published performance data.

Smart meter users: If you have a smart meter, you may choose to share your energy consumption data through the Bright App instead of manually recording meter readings. Please refer to the *SmartHTC Bright App Smart Data Export Guide* for instructions.

Important: Initial meter readings should be taken as close as possible to the time the data loggers are activated.





SmartHTC Data Collection Guide

Phase 4: Complete property information

1. Occupancy – Record:

- a. The number of occupants living in the property.

2. Heating – Record:

- a. The design internal temperature (what the thermostat is set to when the heating is operating).
- b. Primary heating system (gas*/electric/other).
- c. Any additional heating sources (i.e. fireplace/wood burning stove/portable electric heaters if the property has a gas boiler, etc).

*Gas boiler users:

Please provide the Gas Council Number (GC Number) for your boiler. This identifies the exact boiler model to determine the efficiency, and is usually found in one of the following locations:

- On the boiler data plate.
- Within the installation or user manual.
- In the manufacturer's documentation. The number is typically formatted: XX-XXX-XX.

3. Attachment type

Complete the *attachment type* section of the form by selecting all options that apply to your property.

4. Windows

Complete the *window type* section by recording:

- a. Glazing type.
- b. Frame type.
- c. Level of overshadowing (overshading refers to how much sunlight is blocked by nearby trees, buildings, or other obstructions during a typical day).





SmartHTC Data Collection Guide

Phase 5: Take property measurements

Please measure and record:

1. Windows and doors

For each external window and door:

- Calculate the area (height × width).
- Orientation (N/NE/E/SE/S/SW/W/NW).

2. Floor area

Measure and record the total floor area of the property, across all storeys.

3. Party walls, floors and ceilings

If your property adjoins neighbouring properties, please record the total area of any:

- Party walls.
- Party floors.
- Party ceilings.

Phase 6: During the monitoring period

1. Leave all data loggers in place for at least 21 days, making sure not to move or disrupt the temperature probe.

2. Optional mid-point reading:

You may take an additional meter reading part-way through the monitoring period. If you do, remember to record the meter reading, date and time.





SmartHTC Data Collection Guide

Phase 7: Completing the survey

1. After at least 21 days, take and record the final meter readings, ensuring you note the date and time.
2. Remove all data loggers and return to us using the pre-paid label/QR code. If you have used the command strips, please pull gently down on the tab to preserve paintwork on walls.

Phase 8: Results

Once the returned data loggers have been received, your SmartHTC results will be provided within 3 working days.

Thank you for completing the SmartHTC data collection process. Your contribution helps us produce a more accurate assessment of your home's thermal performance.



All your compliance
under one roof.
No sub-contractors.
Just our friendly team.

ATSPACE
DELIVERING BEYOND COMPLIANCE

ATSPACE LTD
0345 6465 454
sales@atspaceltd.com
atspaceltd.co.uk

Unit 3 & 4,
The Cokenach Estate
Barkway, Royston
Hertfordshire SG8 8DL