



Commercial Building Overheating & Solar Shading Review Checklist

What to review before specifying or upgrading solar shading.

Use this checklist to review the building, identify likely problem areas and gather the information needed before comparing shading options.



Request a shading review:

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For architects, estates teams, facilities managers and project teams.



Shading solutions for
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Commercial Shading Review Checklist

Use this checklist to review your building, identify problem areas and gather the information needed before comparing solar shading options.

01. Building Information

- ☐ Building name and address
- ☐ Building type and use
- ☐ Floors and areas affected
- ☐ Approximate age or refurbishment date

02. Problem Areas

- ☐ Spaces affected by overheating
- ☐ Times of day when problems occur
- ☐ Glare or occupant complaints
- ☐ Areas with high cooling demand

03. Glazing and Orientation

- ☐ Façade orientation (N, E, S, W)
- ☐ Glazing type and specification
- ☐ Window or façade dimensions
- ☐ Rooflights, atria or external shading

04. Existing Blinds and Shading

- ☐ Type of shading installed
- ☐ Condition of existing systems
- ☐ Existing fabric specification
- ☐ Areas currently without shading

05. Occupancy and HVAC

- ☐ Internal heat-generating equipment
- ☐ Areas with comfort complaints
- ☐ Existing ventilation or HVAC
- ☐ Occupancy patterns

06. Control Requirements

- ☐ Manual or motorised operation
- ☐ Sun, light or timer-based control
- ☐ Individual or grouped control
- ☐ BMS or iBMS integration

07. Access and Maintenance

- ☐ Occupied-building restrictions
- ☐ High-level or difficult glazing
- ☐ Maintenance access
- ☐ Installation access

08. Project Programme

- ☐ Budget requirements
- ☐ Target installation dates
- ☐ Phased or staged installation
- ☐ Other trades requiring coordination

09. Information to Send Enviroscreen

- ☐ Control requirements and programme
- ☐ Building drawings or elevations
- ☐ Glazing and shading details
- ☐ Photos of affected areas



Useful Starting Point

Gather elevations, glazing details, photos of affected areas and any existing solar shading information before comparing options.

