

AccuRate Enterprise – Existing Homes Typical Assesment Procedure

Version: 20250307

Application: Trials of Existing Homes Assessments

Version	Comments
20250307	Includes temporary changes. For more information, see <i>Temporary changes</i> to assessment requirements 7 March 2025 – 25 March 2025 on the helpdesk portal (https://csirohomeenergyhelp.zendesk.com)

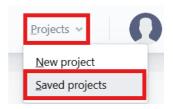
Typical Assessment Procedure

This draft procedure document is for use in the early stages of the NatHERS Trial phase. It may be replaced, revised or removed during the trial. Continue to use this document for trial assessments until advised otherwise (refer to the Zendesk for the up-to-date version).

Outlined below is an example of a typical procedure undertaken by an assessor when conducting a NatHERS Existing Homes assessment in AccuRate Enterprise existing homes mode.

1 Before you start

- 1. Have the MagicPlan (MP) shareable link project file open on your desktop. See instructions here: https://csirohomeenergyhelp.zendesk.com/hc/en-us/articles/11873665008911-Steps-to-Export-a-Cloud-Link
- 2. Clear your browser cache to ensure you are using the latest version of AccuRate. See instructions here: https://csirohomeenergyhelp.zendesk.com/hc/en-us/articles/11896633332751-Installing-updates-and-Deleting-Cache
- 3. Navigate to the project



4. Double click to open



5. Prior to making any changes in AccuRate, run a check to see if the project will Analyse (calculate). This process will help to identify any underlying issues with the MagicPlan scan. To do this follow the below instructions.

Tab	Inputs
About	Acknowledgement – Select All button
	Submit
Analysis	Analyse Thermal only button
	If the project will not calculate (i.e. under status the word 'failed' appears) this is likely due to issues that need to be resolved in the MagicPlan file. See here for additional MagicPlan training guides https://csirohomeenergyhelp.zendesk.com/hc/enus/sections/11397388285071-Magicplan-FAQ
	If the project calculates successfully (i.e. under status the word 'completed' appears) continue to edit AccuRate as per the instructions below.

2 Project Profile

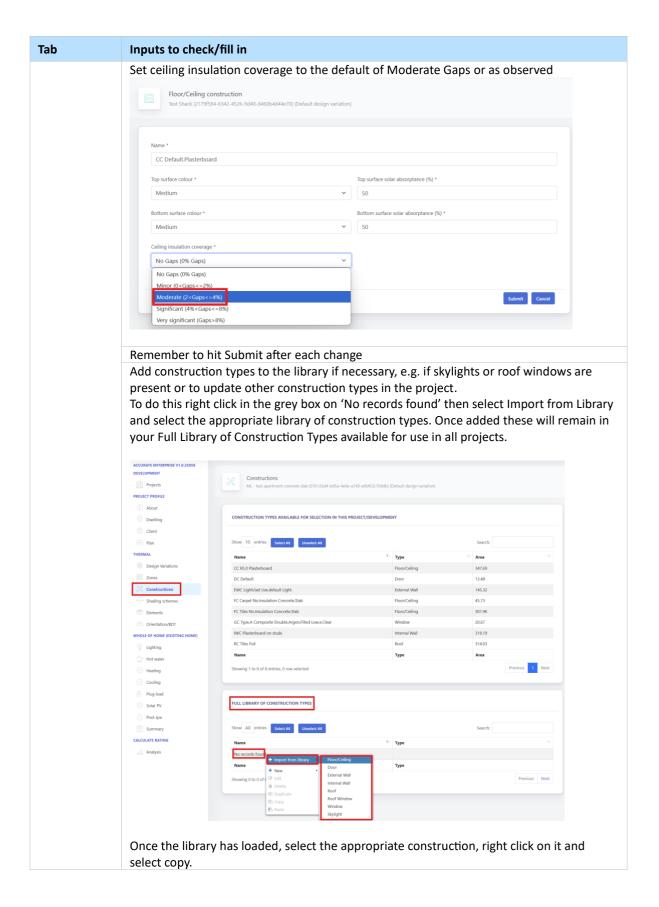
Use the below table to assist you in entering the dwelling details.

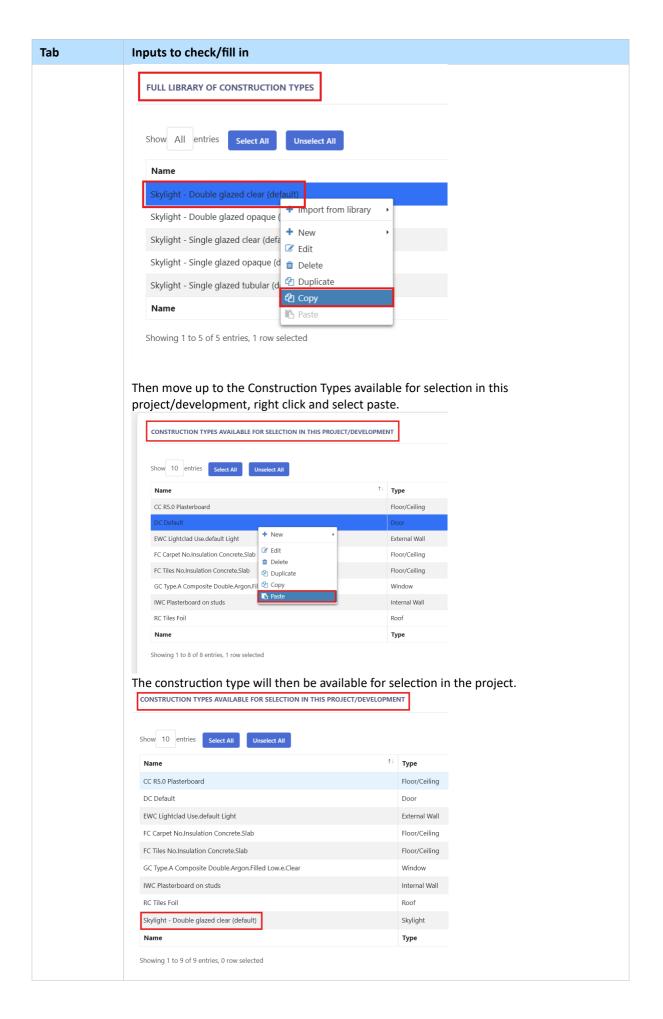
Tab	Inputs to check/fill in
About	Building class
	Year of Construction
	Declaration of Interest
	Additional Information – fill in text field where appropriate
	Acknowledgement – Select All button
	Submit
Dwelling	Check address has transferred correctly from MP. For quick reference check the map image of the address.
	If the address has not come across correctly type into the 'Search address' box – be sure
	to include the entire address e.g. for an apartment you should type in the unit number followed by the St number e.g. 8/26 Pitt St, Sydney as you type the search function will display options for you to select from
	Address
	8/26 Pitt
	Exposure type – check as per Tech note – Class 2 consider height of apartment
	Floor entrance level will be automatically transferred from MP (cannot be left blank)
	Check floor count has transferred correctly from MP
	Submit
Client	Can be ignored for Trials
Plan	Can be ignored for Trials

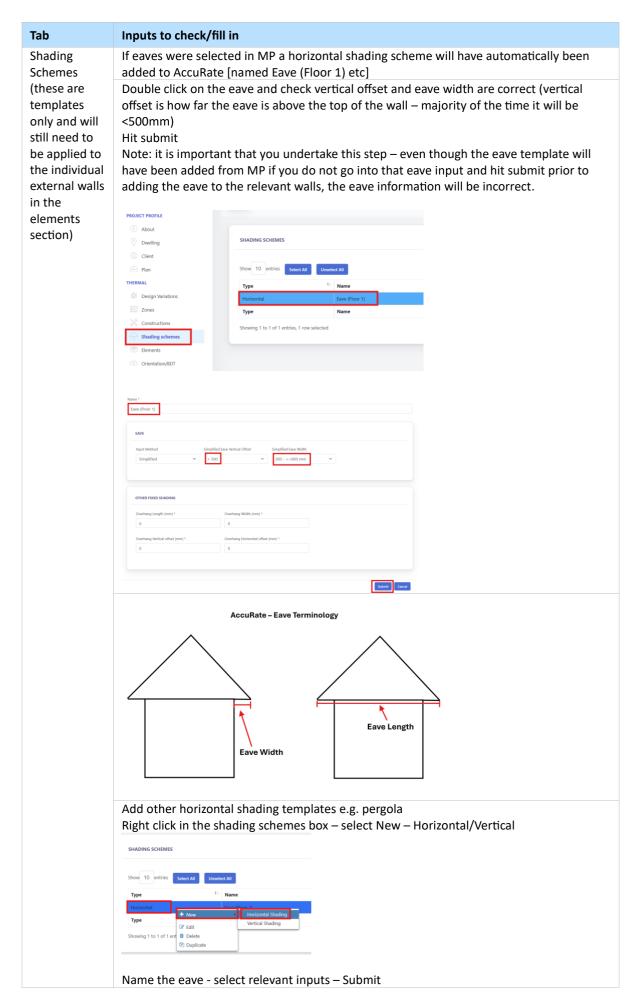
3 Thermal

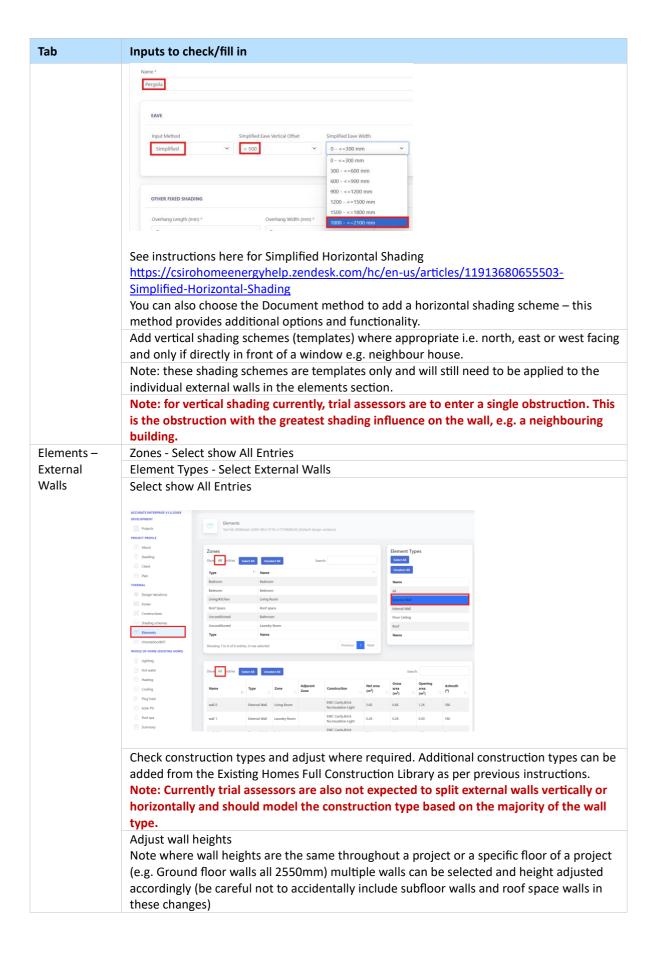
Use the below table to assist you in entering the thermal features of the dwelling.

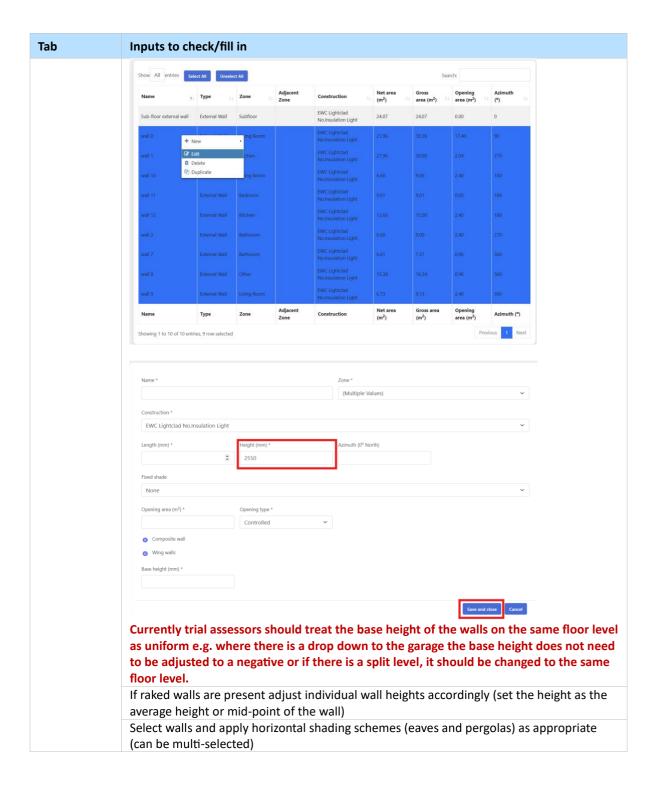
Tab	Inputs to check/fill in				
Design	Can be ignored for Trials				
Variations					
Zones	Select show All Entries				
	Show All entries				
	Rename zones where appropriate (tip: match the room areas shown in AccuRate to the				
	room areas shown on the MagicPlan floor plan)				
	If multi-storey sort by floor number and rename zones e.g. Bed 1 (First floor) or Living				
	(Ground) Check NatHERS Zone types are correct as per Tech note e.g. Bed 3 = Bedroom, Kitchen =				
	Living/Kitchen				
	Check ceiling heights are correct and adjust accordingly (can be multi-selected)				
	Note: Currently assessors are to accept roof space and sub-floor space ceiling heights				
	that are automatically transferred from MP.				
	Adjust floor heights as appropriate (can be multi-selected)				
	Note: The floor heights of each storey (including roof space) are entered in AccuRate as				
	the same height as the ceiling height of the floor below i.e. do not make an allowance for the floor construction between levels.				
	the floor construction between levels.				
	AccuRate - Selecting the correct floor and ceiling heights				
	Floor Heights E 6800mm Ceiling Heights				
	Roof space = 5300mm Ceiling Heights Roof space = 6800mm				
	1st Floor = 2900mm				
	5300mm				
	Subfloor = 0mm Subfloor = 500mm				
	540				
	2900mm				
	Ground floor				
	6 Ground floor				
	500mm → 500mm				
	0mm Subfloor				
	Sense check floor areas and compare with MP report				
	Roof space (where evident) check sarking, roof surface and openness				
	Sub-floor (where evident) – check openness setting				
Constructions	Select show All Entries				
	Sort by Type				
	Open each construction type and check • External surface colour				
	Sense check construction layers				
	Check insulation and adjust accordingly				
	Ignore internal surface colours these are set to medium				
	Note: All internal walls are currently loaded into AccuRate from MP as plasterboard on				
	stud – trial assessors are not currently required to change internal wall constructions				
	(see Temporary Changes to Assessment Requirements). Assessors are also not expected to split external walls vertically or herizontally and				
	Assessors are also not expected to split external walls vertically or horizontally and should model the construction type based on the majority of the wall type.				
	should model the construction type susce on the majority of the wan type.				

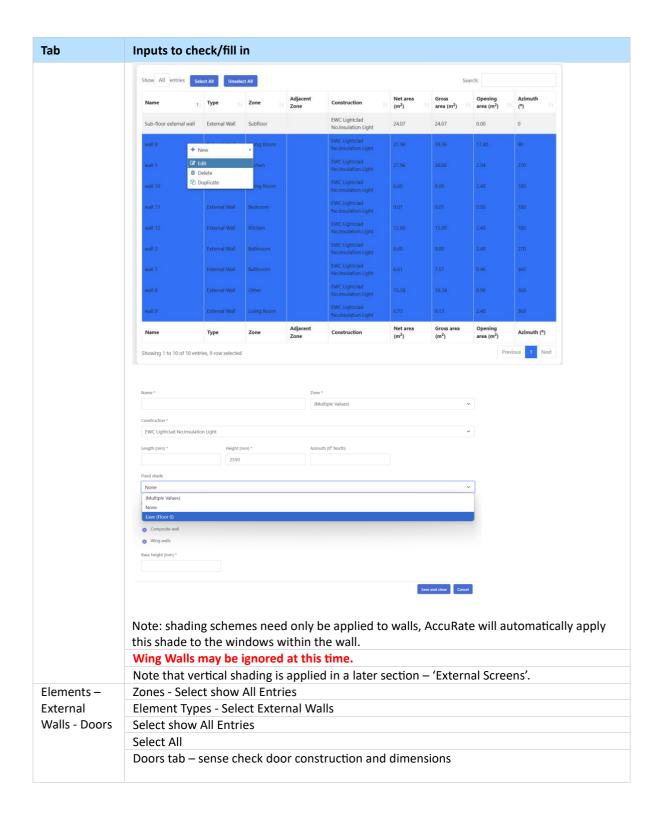




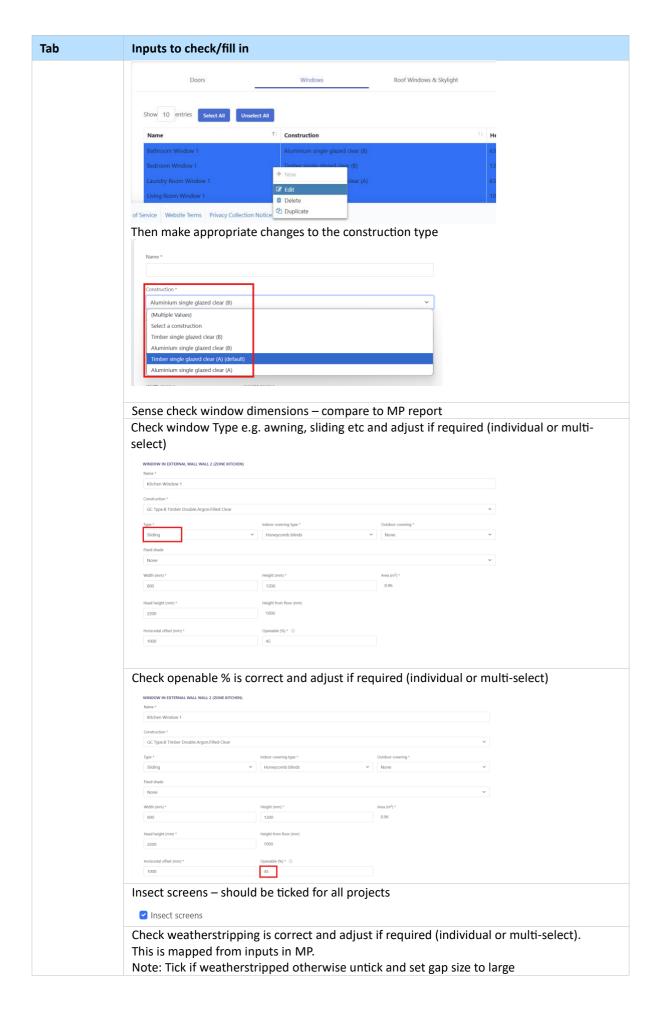


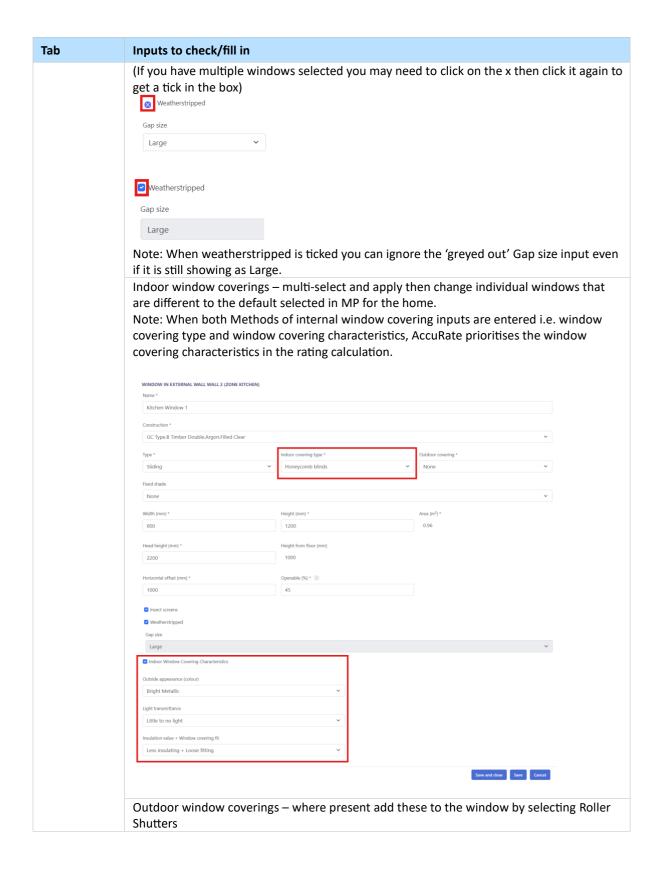


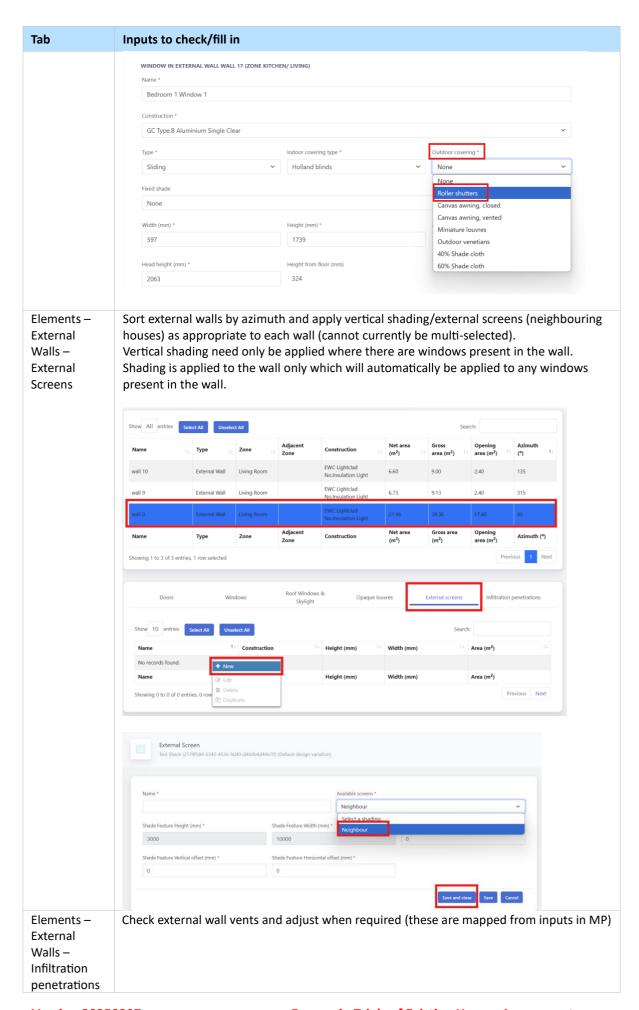


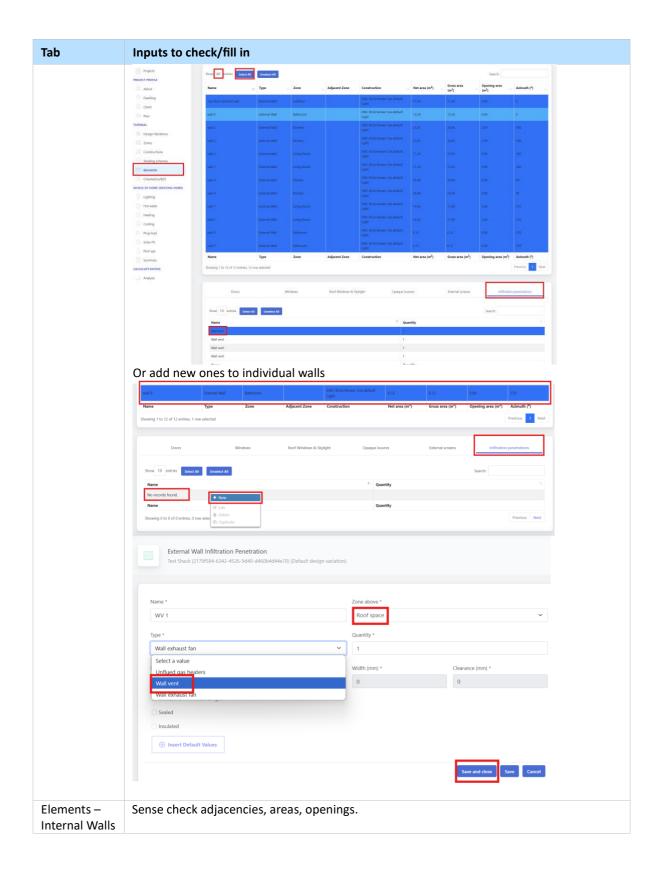


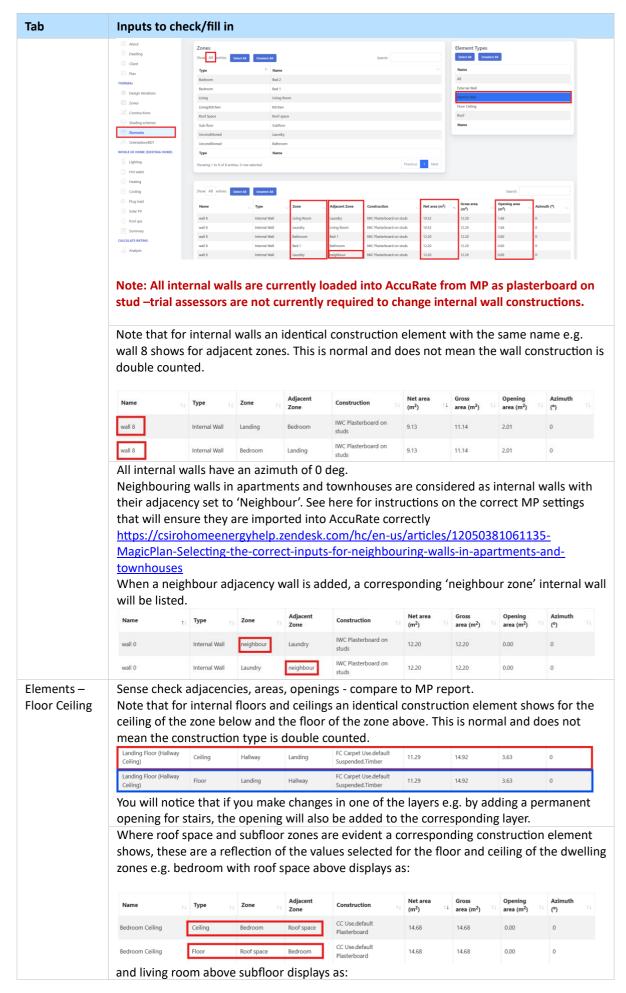


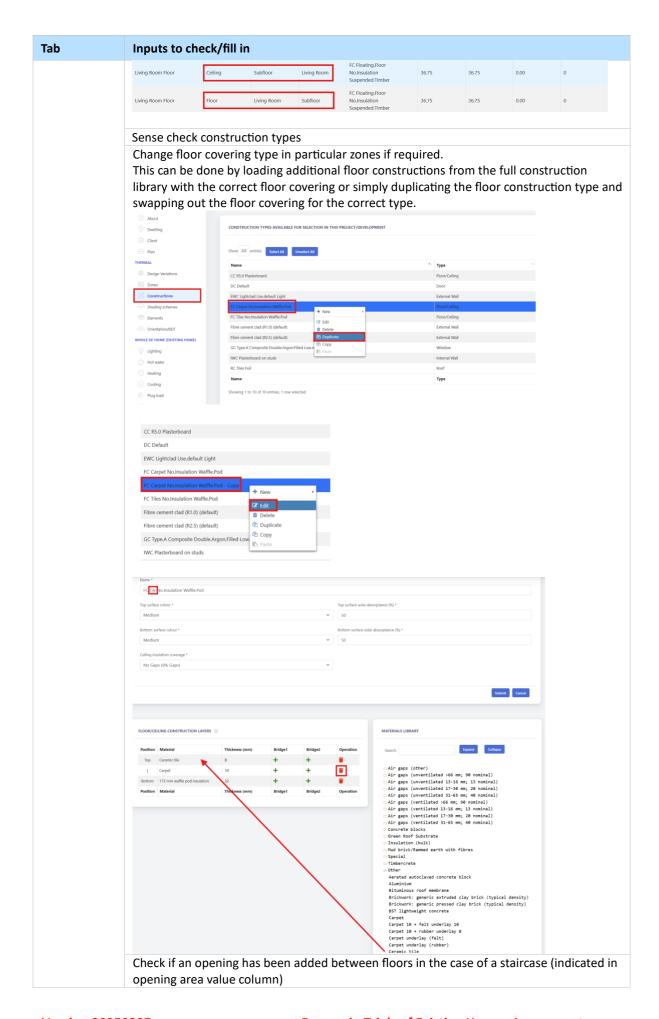


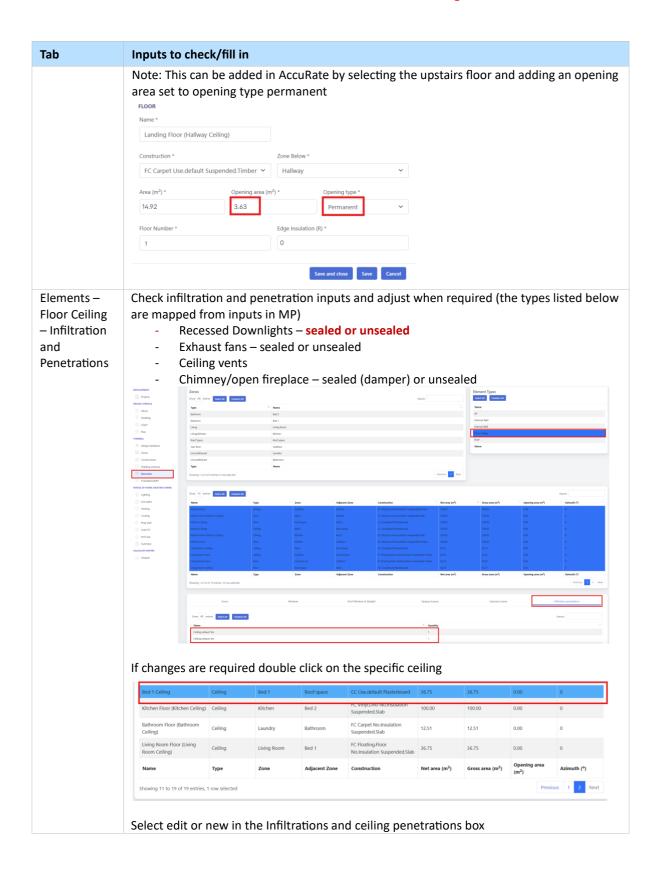


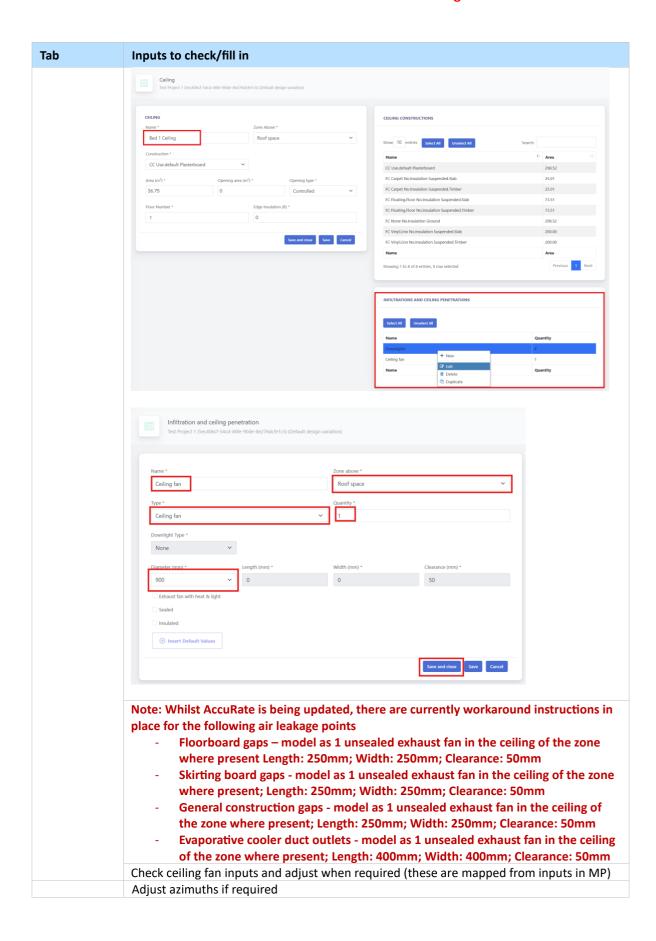


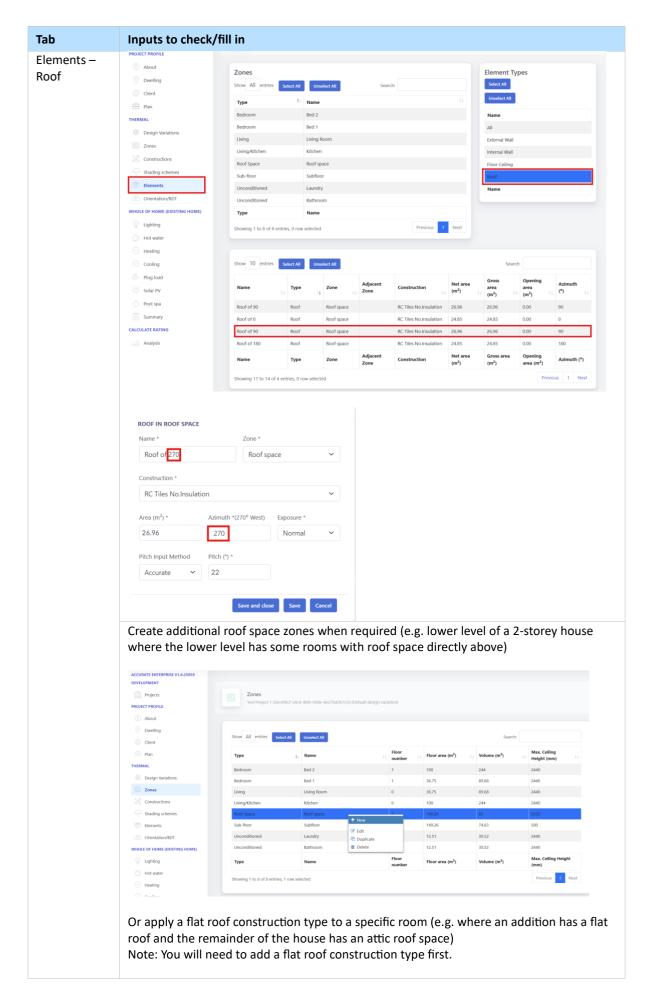


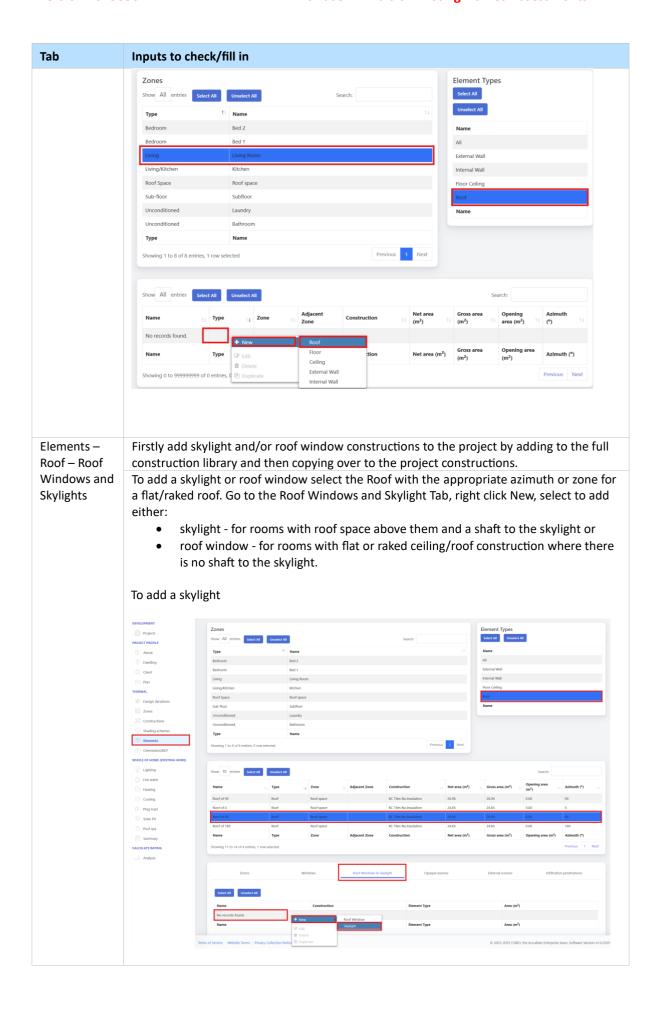


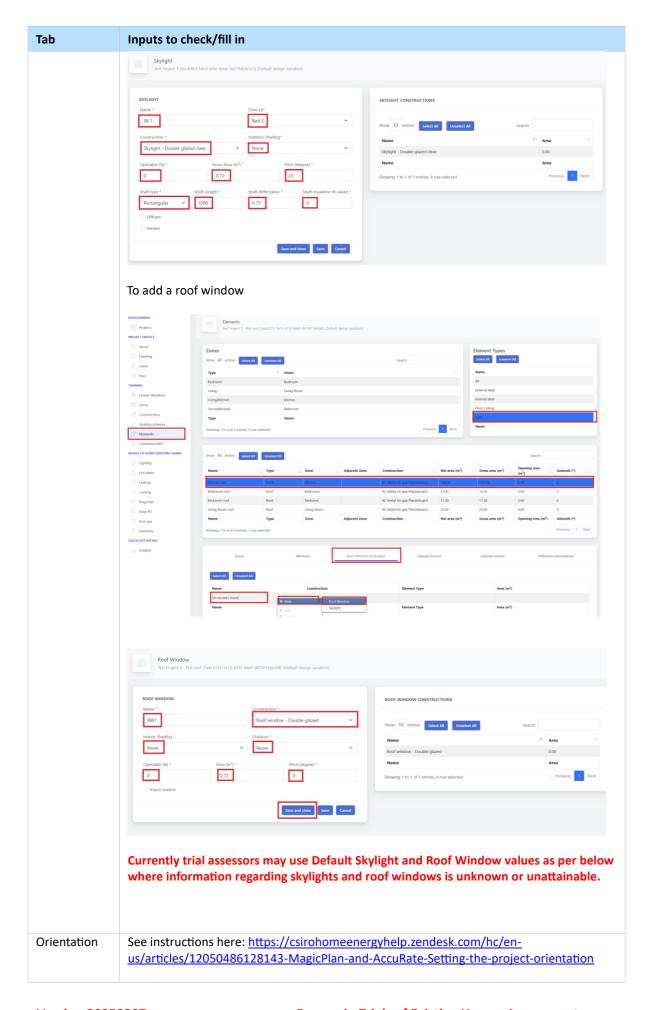


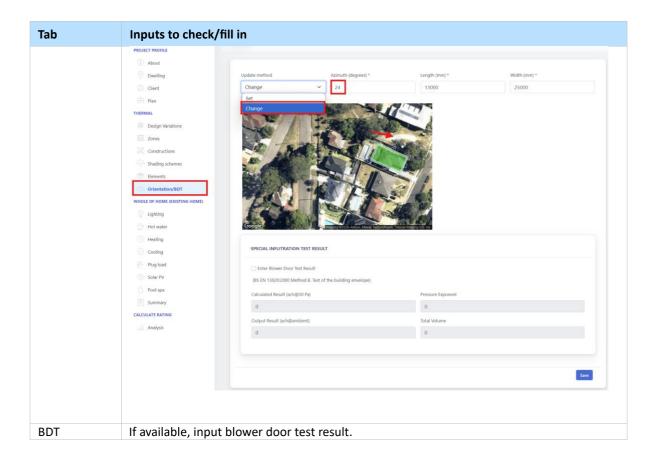






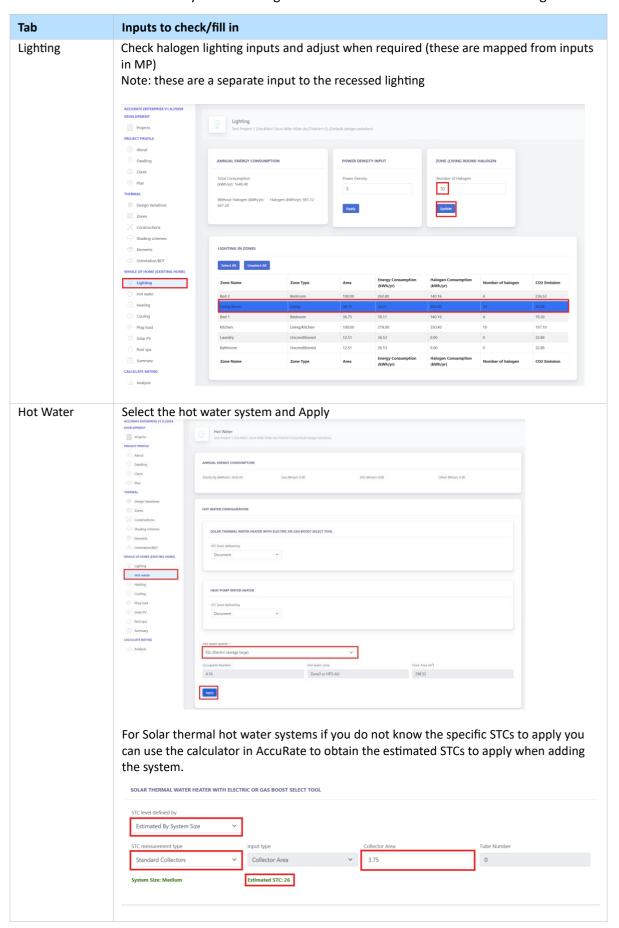


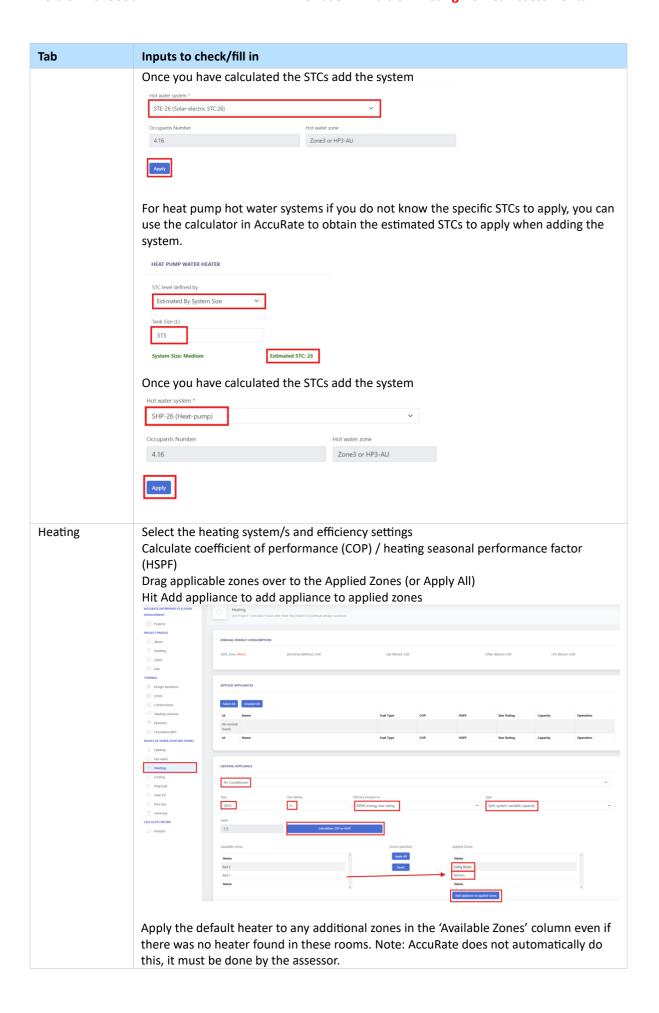


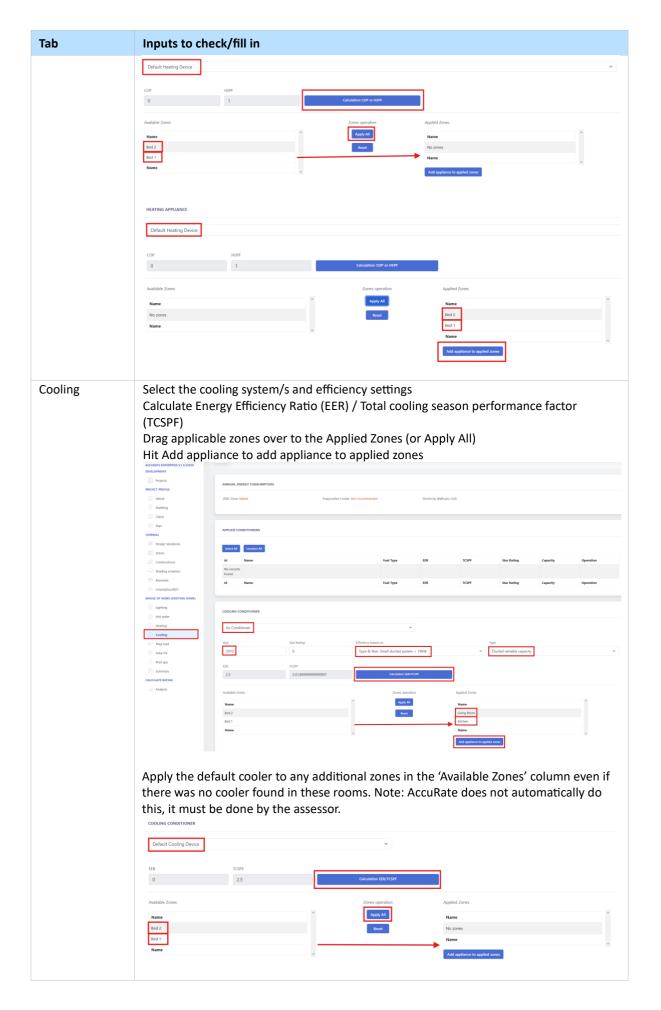


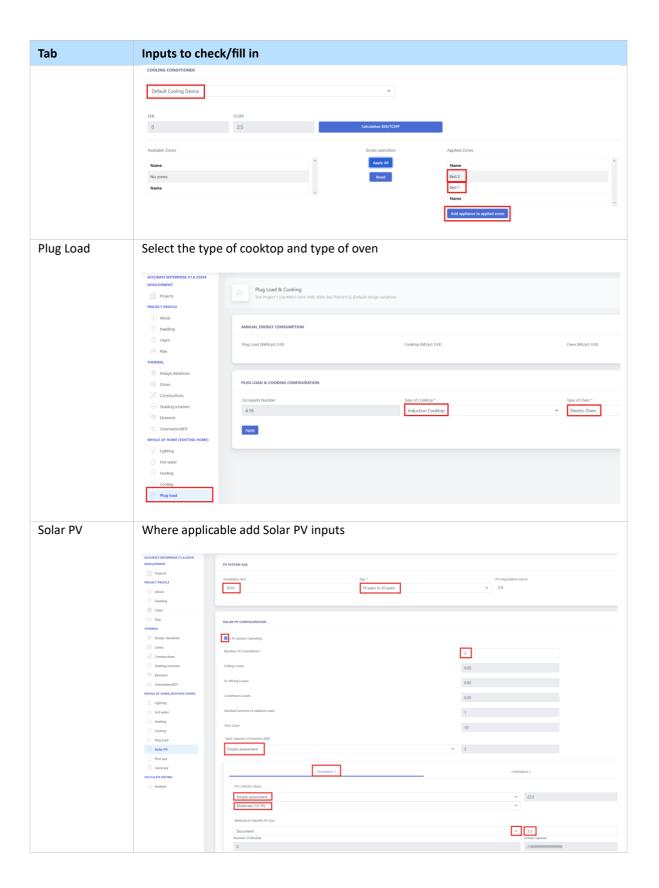
4 Whole of Home

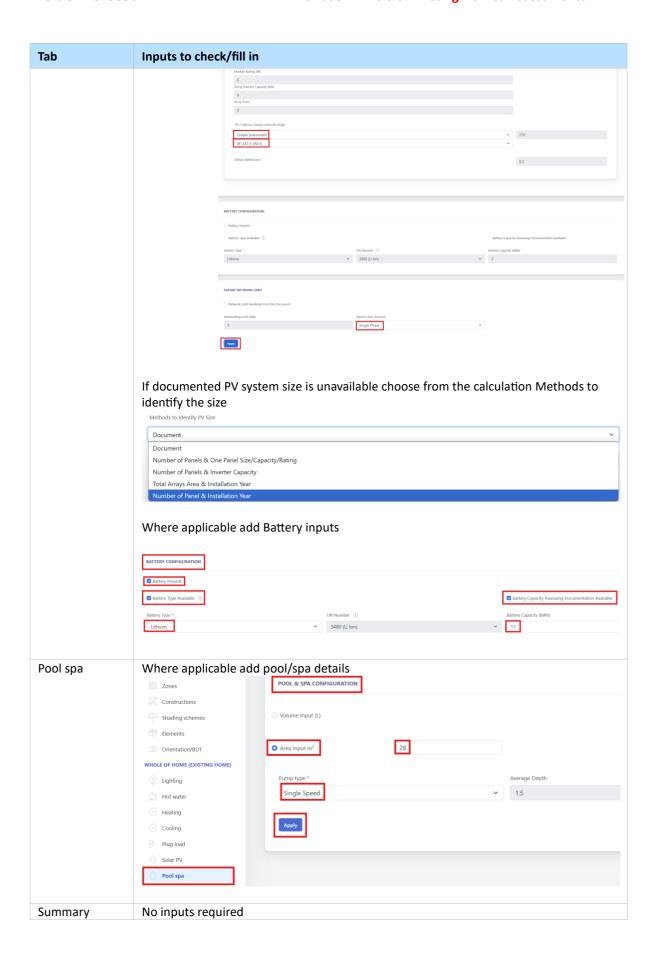
Use the below table to assist you in entering the Whole of Home features of the dwelling.











5 Analysis

Use the below table to assist you in completing the final step of your assessment.

