✅ ChecklistGuro

Energy Efficiency Audit Checklist: Facility Sustainability & Cost Savings

Building Envelope Assessment

Evaluate insulation, windows, doors, and roofing for energy loss.

Wall R-Value (Current)

Enter a number...

Roof R-Value (Current)

Enter a number...

Window Type (Predominant)

☐ Single Pane
☐ Double Pane
☐ Low-E Coated
☐ Other

Notes on Wall Condition (Cracks, Damage)

Write something...

Door Sealing Condition

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Photos of Building Envelope (Optional)

⤒ Upload File

HVAC System Evaluation

Inspect heating, ventilation, and air conditioning systems for efficiency and maintenance.

Refrigerant Charge (lbs)

Enter a number...

Supply Air Temperature (°F)

Enter a number...

Return Air Temperature (°F)

Enter a number...

Static Pressure (inches of water)

Enter a number...

Filter Condition (Visual)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Blower Motor Operation

- ☐ Normal
- ☐ Audible Noise
- ☐ Overheating
- ☐ Not Operating

Last Maintenance Date

Enter date...

Notes/Observations

Write something...

Lighting & Electrical Systems

Assess lighting types, usage patterns, and electrical system performance.

Current Lighting Wattage per Square Foot

Enter a number...

Target Lighting Wattage per Square Foot (Post-Upgrade)

Enter a number...

Lighting Types in Use

☐ LED

☐ Fluorescent

☐ Incandescent

☐ Halogen

☐ Other

Lighting Control System Present?

☐ Yes

☐ No

Last Electrical System Inspection Date

Enter date...

Number of Occupancy Sensors Installed

Enter a number...

Dimming Capabilities Present?

☐ Yes

☐ No

Notes on Electrical System Condition

Write something...

Water Usage & Conservation

Evaluate water fixtures, irrigation systems, and identify conservation opportunities.

Current Water Bill (Monthly)

Enter a number...

Estimated Water Usage (Gallons)

Enter a number...

Type of Irrigation System (if applicable)

- [ ] Sprinkler
- [ ] Drip
- [ ] Manual
- [ ] None

Water-Saving Fixtures Present?

- [ ] Low-Flow Toilets
- [ ] Aerators on Faucets
- [ ] WaterSense Certified Appliances
- [ ] None

Leaks Detected?

☐ Yes
☐ No
☐ Unsure

Details of any leaks detected (if applicable)

Write something...

Date of last irrigation system maintenance

Enter date...

Equipment & Appliances

Check the energy consumption of major equipment and appliances.

Refrigerator Energy Star Rating (if applicable)

Enter a number...

Dishwasher Cycle Usage (cycles/week)

Enter a number...

Oven Temperature Calibration (degrees)

Enter a number...

Type of Washing Machines (if multiple)

- [ ] Front-load
- [ ] Top-load
- [ ] Energy Star Certified

Estimated Monthly Usage (kWh) - HVAC

Enter a number...

Last Maintenance Date - HVAC

Enter date...

Notes on Equipment Condition & Usage

Write something...

Building Management System (BMS)

Review BMS settings, data logging, and performance reports (if applicable).

Current BMS Version

Enter a number...

BMS Vendor

- ☐ Honeywell
- ☐ Siemens
- ☐ Johnson Controls
- ☐ Schneider Electric
- ☐ Other

Summary of Recent BMS Events/Alarms

Write something...

Last BMS System Backup Date

Enter date...

Key Performance Indicators (KPIs) Monitored

- ☐ Energy Consumption
- ☐ Temperature
- ☐ Humidity
- ☐ Lighting Usage
- ☐ Equipment Runtime

Alarm Notification Method

- ☐ Email
- ☐ SMS
- ☐ Dashboard Alerts
- ☐ Phone Call

Employee Awareness & Behavior

Assess employee engagement in energy conservation practices.

Estimated Employee Participation in Energy Saving Initiatives (Scale of 1-10)

Enter a number...

Are energy-saving behaviors part of employee training?

- [ ] Yes
- [ ] No
- [ ] Not sure

Describe current methods for communicating energy-saving tips to employees.

Write something...

Which of the following employee behaviors contribute to energy waste?

- [ ] Leaving lights on in unoccupied rooms
- [ ] Leaving computers on overnight
- [ ] Adjusting thermostats excessively
- [ ] Using hot water unnecessarily
- [ ] Other (please specify in a long text field)

Is there a designated 'Energy Champion' or team responsible for promoting energy conservation?

- [ ] Yes
- [ ] No
- [ ] Not sure

Suggestions for improving employee engagement in energy conservation (optional)

Write something...

Renewable Energy Potential

Explore opportunities for solar, wind, or other renewable energy sources.

Annual Solar Irradiance (kWh/m²)

Enter a number...

Roof Orientation (for Solar)

☐ North
☐ South
☐ East
☐ West

Available Roof Area (m²)

Enter a number...

Local Incentive Programs Available?

☐ Yes
☐ No
☐ Unsure

Notes on Obstructions (Trees, Buildings)

Write something...

Potential Wind Turbine Feasibility?

☐ High

☐ Medium

☐ Low

☐ Not Suitable

Measurement & Verification

Plan for ongoing energy consumption tracking and analysis.

Baseline Energy Consumption (kWh)

Enter a number...

Post-Implementation Energy Consumption (kWh)

Enter a number...

Percentage Reduction in Energy Consumption (%)

Enter a number...

Date of Baseline Measurement

Enter date...

Date of Post-Implementation Measurement

Enter date...

Notes on Measurement Methodology

Write something...

Measurement Standard Used (e.g., IPMVP)

☐ IPMVP
☐ ISO 50001
☐ Other

Cost Savings & ROI Analysis

Estimate potential cost savings and calculate return on investment for recommended improvements.

Estimated Annual Energy Cost Savings ($)

Enter a number...

Estimated Implementation Cost ($)

Enter a number...

Estimated Payback Period (Years)

Enter a number...

Discount Rate (%)

Enter a number...

Financing Options Considered

☐ Internal Funds

☐ Loan

☐ Grant

☐ Lease

Assumptions & Calculations Notes

Write something...

Sensitivity Analysis Performed?

☐ Yes

☐ No

Date of ROI Calculation

Enter date...