

Commercial Building Energy Assessment Report

1. Building Information

Building Name:
Location:
Date of Assessment:
Owner/Contact:
Assessor:
Building Description:
Year Built:
Floors/Area (sq ft):
Occupancy/Hours:

2. Summary of Findings

3. Energy Consumption Overview

Utility Type	Annual Consumption	Units	Annual Cost
Electricity			
Natural Gas			
Other			

4. Building Systems Evaluation

System	Description/Condition	Comments
Lighting		
HVAC		
Envelope		
Water Heating		
Controls		
Other		

5. Energy Conservation Opportunities

Opportunity	Description	Estimated Savings	Cost	Payback (yrs)

6. Recommendations & Next Steps

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7. Appendix

7.1 Utility Data

7.2 Supporting Photos/Notes