

Small Office Energy Conservation Assessment

General Information

Office Name

Location

Assessor Name

Assessment Date

Energy Consumption Profile

Number of Employees

Operating Hours (per day)

Average Monthly Electricity Usage (kWh)

Lighting

Type of Lighting

Comments / Observations

Equipment & Appliances

List Major Equipment & Appliances

Energy Saving Features Present

Heating/Cooling Systems

Type of System

Thermostat Usage/Settings

Building Envelope

Window Type & Condition

Insulation Level

Other Observations

Opportunities for Improvement

Suggestions & Recommendations