

# Commercial Building Energy Audit Checklist

## General Information

Building Name

Address

Date of Audit

Auditor(s)

## Building Envelope

Item	Condition/Notes
Windows & Doors	
Insulation (Walls/Roof)	
Roof Integrity	
Air Leakage (Drafts)	

## Lighting

Item	Condition/Notes
Lighting Type	
Controls (Timers, Sensors)	
Occupancy	

## HVAC Systems

Item	Condition/Notes
Heating System	
Cooling System	
Ventilation	
Thermostat Controls	

## Water Heating

Item	Condition/Notes
Type & Age	
Insulation	
Temperature Settings	

Office/Plug Loads

Item	Condition/Notes
Computers & Electronics	
Vending Machines	
Other Appliances	

Other Observations

Notes