

Commercial HVAC Energy Audit Form

Facility Information

Facility Name

Address

Contact Person

Audit Date

Auditor Name

Weather Conditions

Existing HVAC System Information

System Type

Equipment Age (Years)

Total HVAC Capacity (Tons or kW)

Areas Served

Controls Type

Audit Checklist

- ☐ Filter Condition/Replacement
- ☐ Refrigerant Pressures/Leaks
- ☐ Coil Cleanliness
- ☐ Belt Tension/Wear
- ☐ Damper Operation
- ☐ Thermostat/Controls Setting
- ☐ Duct/Line Insulation
- ☐ Air/Water Leaks
- ☐ Ventilation Rates
- ☐ Zoning/Space Conditioning

Energy Usage Data

Annual Energy (kWh)

Annual Gas (Therms)

Peak Demand (kW)

Observations and Recommendations

Observations

Recommendations